

DATE, TIME, PLACE OF MEETING

The Calcasieu Parish School Board Meeting was held at 3310 Broad Street, Lake Charles, Louisiana, on Tuesday, June 13, 2023.

The meeting was called to order by Russell Castille, President. The prayer and pledge were led by Phyllis Ayo.

ROLL CALL

The roll was called by Superintendent LaFargue and the following members were present:

Phyllis Ayo, Betty Washington, Tony O'Banion, Damon Hardesty, Shawn Baumgarten, Desmond Wallace, Patrick Pichon, Dean Roberts, Karen Hardy-McReynolds, Glenda Gay, Aaron Natali, Eric Tarver, Russell Castille.

Mrs. Fontenot arrived after the roll was called. Mr. Breaux was absent.

APPROVAL OF MINUTES

The Minutes of May 9, 2023 were approved on a unanimous vote on motions by Mr. Hardesty and Dr. Washington.

PRESENTATIONS

A. Perfect Attendance/Keith LeLeux, Director, Child Welfare and Attendance

Lucious Lee Guillory, Iowa High School
Clailey Layne David, Sam Houston High School

Sponsors: Courtnee C. Green and Chuck O'Conner/Stockwell Siebert Law Firm

Thomas Nevils/Phillips 66

Jesse Busby and Ron Cobb/SWLA Teachers Credit Union

Mr. LeLeux represented Navarre Auto Group

B. Recognition of Spring State Champions/all high schools

Barbe High School:

Girls' Golf/Bella Cabella, Bella Bradley, Mattie Purgahn/Coaches Bob Corley and Sid Bradley/Principal Troy Fontenot

Division 1 Boys' Tennis/Steven Rice/Coach Jill Rice

Girls' Track 400 Meters/Kennedi Burks/Coach Steven Richard
Girls' Track Long Jump/Ariel Williams/Coach Steven Richard
Girls' Track 4X400 Relay/Reese Trahan, Aniyah Lavan, Megan Colston,
Kennedi Burks/Coach Steven Richard
Baseball Division 1/Team/Coach Glenn Cecchini

Iowa High School:

Baseball Division 1/Team/Coach Daniel Hennigan/Principal Luke Dietz

Sam Houston High School:

Division 1 Track & Field Shot Put/Bronson Williams/Coach Mitchell
Amy/Principal Shannon Foolkes

Starks High School:

Girls' Track 100 Meters/Madelyn Nolen/Principal Jeff Sanders

Westlake High School:

Boys' Golf/Collin Jones
Long Jump and Triple Jump/Tristan Goodley (unavailable)
Principal Bryan Trahan

EXECUTIVE SESSION

A. Consideration of settlement for CLAS#12115A1/Jonathan Blake, Attorney

The Board adjourned into Executive Session at 5:29 p.m. on a unanimous vote, after motions by Mr. Hardesty and Mr. Natali. The Board returned to Regular Session on motions by Mr. Tarver and Mrs. Fontenot at 5:40 p.m.

TAKE APPROPRIATE ACTION ON EXECUTIVE SESSION

A. Take action on settlement of CLAS#12115A1

On a motion by Mr. Tarver and a second by Mr. O'Banion, the Board voted to approve the settlement on a unanimous vote.

SUPERINTENDENT'S REPORT

COMMITTEE REPORTS

A. Discipline Policy Review Committee/Jeanice Biondini, *Chair*

Dr. VanMetre gave the following report:

The Calcasieu Parish School Board Discipline Policy Review Committee met Thursday, May 18, 2023, in the Board Room, 3310

Broad Street, Lake Charles, Louisiana.

Committee Members Present: Jeff Bankens, Jeanice Biondini; Chairman, Catherine Chesson, Kyle Cook, Jessica Crador, Zach Jones, Chernicka Leon, Isaiah Manuel, Eric McDonald, Amy Nugent, Patrick Pichon, and Kristi Russell.

The Discipline Policy Review Committee Meeting was called to order at 10:00 a.m. by Jeanice Biondini. The roll was called and there was a quorum.

Jeanice Biondini, Chairman, presented the Board with revisions to the CPSB Student Code of Conduct.

There was much discussion on the subject.

On a motion by Patrick Pichon and seconded by Zach Jones, it was recommended to approve the revisions to the CPSB Student Code of Conduct.

On behalf of the committee, Mr. Pichon offered a motion to adopt the recommendation; Mr. Tarver seconded the motion and the changes were adopted on a unanimous vote.

There being no further business to discuss, Jeanice Biondini requested a motion to adjourn at 11:23 a.m. which was made by Patrick Pichon and seconded by Zach Jones; the motion carried on a unanimous vote.

Jeanice Biondini, Chairman

B. Budget Committee/Eric Tarver, *Chair*

Mr. Tarver gave the following report:

The Calcasieu Parish School Board Budget/Fiscal Management Committee met at 5:00 p.m., Tuesday, May 23, 2023, in the Board Room, 3310 Broad Street, Lake Charles, Louisiana. A quorum was present. The prayer and pledge were led by Desmond Wallace.

Present: Eric Tarver – Chair, committee members Phyllis Ayo, Billy Breaux, Russell Castille, Glenda Gay, Karen McReynolds, Tony O’Banion, Patrick Pichon, Desmond Wallace, Betty Washington, and Wilfred Bourne – Secretary. Other Board members present were Shawn Baumgarten and Dean Roberts.

Mr. Tarver called the meeting to order.

Mr. Bourne presented General Fund Budget Revision #3 for 2022-23 which

included Revenues and Other Sources of Funds of \$373,945,262, an increase of \$11,732,294, and Expenditures and Other Uses of Funds of \$390,309,243, an increase of \$3,186,885 over revision #2. General Fund Budget Revision #3 projects a current deficit of \$16,363,981 resulting in an unassigned fund balance of \$21,922,286 or 5.86% of projected revenues.

On a motion by Mr. Roberts and seconded by Mr. Castille, it was recommended that General Fund Revision #3 for 2022-2023 be approved as presented. The motion passed.

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

Next, the 2022-23 Special Revenue Budget Revision #1 was presented for approval. Projected revenue and other sources of funds were \$152,419,565, a decrease of \$2,611,531 from the original budget. Expenditures and other uses of funds are \$152,112,099 a decrease of \$29,319, with a projected surplus of \$307,466, all in School Food Services. School Food Services is one of the largest of the Special Revenue Funds with projected revenues and other sources of funds of \$17,889,656, an increase of \$2,280,000, from the original budget. The Food Services Fund is projecting a surplus of \$307,466, leaving a fund balance of \$11,415,227, or 63.81% of projected revenues.

On a motion by Dr. Washington and seconded by Mr. Pichon, it was recommended that Special Revenue Funds Revision #1 for 2022-2023 be approved as presented. The motion passed.

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

Mr. Bourne then presented the first draft of the 2023-2024 Proposed General Fund Budget. Proposed revenues and other sources of funds are \$367,693,947, a decrease of \$6,251,315 from the final revision for 2022-2023. Expenditures and other uses of funds are projected at \$362,970,781, a decrease of \$27,338,462 from the final revision of 2022-2023. The proposed budget for 2023-2024 projects an operating surplus of \$4,723,166 leaving a projected unassigned fund balance of \$26,645,452 or 7.25% of projected revenues.

Mr. Bourne stated that the 2023-2024 Proposed General Fund Budget would not be presented for approval until July after advertising requirements are met.

The proposed budget was presented as information only.

This item was for information only.

Wayne Foster, Director of Internal Auditing, then presented the following school audits for approval: DeQuincy High, LeBleu Settlement Elementary, Ray D Molo Middle, Vinton Middle, and Western Heights Elementary.

On a motion by Mr. Breaux and seconded by Mr. Castille, it was recommended that the school audits be approved as presented. The motion passed.

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

Mr. Bourne along with Shannon Foolkes and Chad Hebert, then presented a proposal from Sam Houston High School to borrow \$205,000 from CPSB for the purpose of obtaining a new modern scoreboard for the baseball field. The proposal also included a plan to repay CPSB \$41,000 a year for five years. After much discussion, the Committee requested that a policy be established for future requests.

On a motion by Mr. Baumgarten and seconded by Mr. Castille, it was recommended that Sam Houston High be allowed to borrow funds from the CPSB with minimum repayments of \$41,000 per year beginning January of 2024. The motion passed.

On behalf of the committee, Mr. Tarver offered a motion to approve the recommendation. A second was not needed and the motion carried with only one nay vote.

Next, Jacqueline Richard, School Nutrition Program Director, discussed a proposal to write off student lunch debt incurred from 2018-19 school year and the 2019-20 school year totaling \$76,727.53. All CPSB students have qualified for free meals since the 2020-21 school year and will continue until the 2024-25 school year.

On a motion by Mr. Castille and seconded by Mr. Baumgarten, it was recommended that the current student lunch debt owed be cleared at the end of the 2022-2023 school year. The motion passed.

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

Next, Mr. Tarver received a blue card from Jennifer Miller

Next, Dr. Shannon LaFargue requested approval to proceed with developing and advertising a Request for Proposal to provide security for all schools who will not have security provided by the Calcasieu Parish Sheriff's Office or any other law enforcement agency for the 2023-2024 school year. He also requested approval to proceed with developing the necessary Cooperative Endeavor Agreements with the local law enforcement agencies that will provide armed SROs in the 2023-2024 school year. He also allowed three Principals to comment on their experiences with our current third-party security vendor, Stratigos.

On a motion by Mr. Roberts and seconded by Mr. Castille, it was recommended that Staff move forward with developing the RFP and CEAs necessary to provide security for the 2023-2024 school year. The motion passed.

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

The next item on the agenda was employee count data presented by Mr. Bourne. This information is reported periodically to the board and the current number of active employees as of May 16, 2023, is 4,699. This was for information only.

This item was for information only.

Next, Mr. Bourne provided a report of Calcasieu Parish School Board state and federal grant funded personnel. The report shows the salary paid from grant funds to each listed employee. This was given for informational purposes only.

This item was for information only.

Lastly, Mr. Bourne gave an update on Hurricane Laura repairs and FEMA funding. This was given for informational purposes only.

This item was for information only.

With no further business to discuss, on a motion by Mr. Roberts and seconded by Mr. Breaux, the committee adjourned the meeting at 6:28 pm.

TAKE APPROPRIATE ACTION

Mr. Castille read the following:

Items A-D are available for viewing at the end of this document and as a portion of the legal Minutes at www.cpsb.org under Minutes.

A. Consideration of continuing to examine the feasibility of employee payroll change to twice per month

On a motion by Mr. Wallace and a second by Mrs. Gay, asking staff to examine the feasibility of changing the payroll system from once a month to semi-monthly and that this information be available by the July CPSB meeting, the motion failed on an 8-6 roll call vote:

No: Mr. Baumgarten, Mr. Castille, Mrs. Fontenot, Mr. Hardesty, Mr. Natali, Mr. Pichon, Mr. Roberts, Mr. Tarver

Yes: Mrs. Ayo, Mrs. Gay, Mrs. Hardy-McReynolds, Mr. O'Banion, Mr. Wallace, Dr. Washington

B. Permission to move forward with Lean Frog for salary schedule study

Mr. Tarver offered a motion to approve, with a second by Mr. Roberts.

Mr. Wallace, with a second by Dr. Washington, offered an amendment that employee compensation semi-monthly be added to the study and that Dr. LaFargue work with Lean Frog to be sure that is included.

Mr. Hardesty, with a second by Mrs. Gay, offered a subsidiary motion that this item be postponed until there is more information given at the July CPSB meeting and that motion passed unanimously.

C. Consideration of Maintenance Fleet Vehicle Leasing Program

On a motion by Mrs. Gay and a second by Mr. Roberts, it was approved on a unanimous vote to postpone discussion on this item until staff can bring back more specifics regarding the cost.

**D. Consideration of Renewal of Property and Casualty Insurance/July 1, 2023-
June 30, 2024**

On a motion by Dr. Washington and a second by Mr. Tarver, the insurance renewal was approved on a unanimous vote.

BID REPORTS

Mr. Castille read the following:

A. Bid# 2024-HT, Hand-towel Dispensers

Staff Recommends VERITIV as the Bid Winner for lowest responsive among the vendors who provided samples that meets our needs. The Push paddle is ideal for reducing spread of infectious diseases. Also, user friendly for our SPED motor skills. These dispensers will be purchased with ESSER-Funds @ \$105,495.

On a motion to approve by Mr. Hardesty and a second by Mr. Tarver, the motion carried on a unanimous vote.

HURRICANE BIDS FOR RATIFICATION

Mr. Castille read the following:

A. St. John Elementary/Hurricane Laura repairs/K&J Development/\$985,000.

On a motion to approve by Mr. Hardesty and a second by Mr. Tarver, the motion carried on a unanimous vote.

B. M.J. Kaufman Elementary/Hurricane Laura repairs/Russell J. Stutes Construction/Base Bid \$91,900.

On a motion to approve by Mr. Hardesty and a second by Mr. Tarver, the motion carried on a unanimous vote.

C. Oak Park Elementary/Hurricane Laura repairs/Trahan Construction/\$1,717,000.

On a motion to approve by Mr. Hardesty and a second by Mr. Tarver, the motion carried on a unanimous vote.

D. LCBA, Reroofing Building F/MorCore Roofing/\$305,000.

On a motion to approve by Mr. Hardesty and a second by Mr. Tarver, the motion carried on a unanimous vote.

CORRESPONDENCE

Mr. Castille read the following:

A. Change Order Number Three (3) for the project, “Administrative Area Modifications/Maplewood Middle and Elementary Schools” District 23 Bond Funds; Ellender Architects & Associates, Designer; Ryder & Ryder, LTD, Contractor; *Increase* of \$7,457.86 and *Increase* of thirty-five (35) days.

On a motion to approve by Mr. Hardesty and a second by Mr. Tarver, the motion carried on a unanimous vote.

B. Change Order Number Two (2) for the project, “Bell City High School Gymnasium/second story addition” BCHS Maintenance Fund; Moss Architects, Inc., Designer; Construction Services of SWLA, LLC., Contractor; *Increase* of \$51,987.59 and *Increase* of one hundred and two (102) days.

On a motion to approve by Mr. Natali and a second by Mr. Wallace, the motion carried on a unanimous vote.

CONDOLENCES/RECOGNITIONS

Mrs. Gay asked for a point of privilege to ask for information by the next meeting regarding the capacity of the two CPAS centers and the % of minority students attending there.

Mr. O’Banion recognized a student in the audience, Braden Holloway, for winning the Knights of Columbus State Free Throw Contest in the category.

Mr. Pichon asked for a letter of condolence to the family of Markell Jackson.

Mr. Wallace asked for a letter of condolence to the family of Mrs. Martha Ann Seymore Archinard. He asked for a letter of condolence to the family of Mrs. Laura Bell Mouton Rigmaiden.

Dr. Washington asked for a letter of condolence to the family of Zachery Louis Smith and a letter of condolence to the family of Mrs. Martha Archinard. She asked for a letter of recognition to Mr. Ronnie Harvey at the

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success of his recently published book, “The Playbook of Principles for Principals.”

Mr. Natali asked for a letter of condolence to the family of Zachery Smith.

Mrs. Hardy-McReynolds asked for a letter of condolence to the family of Mrs. Martha Archinard.

SCHEDULE COMMITTEES

ADJOURN MEETING

On a motion to adjourn by Mr. Tarver and a second by Mr. Roberts, the meeting was adjourned at 7:42 p.m.

Russell Castille, President

Shannon LaFargue, Secretary

Example of Scope of Work for Compensation Work Plan

LEAN Frog will conduct a variety of activities, including information gathering of current job descriptions current compensation program policies and details. A start-up meeting will be held to introduce team members, identify a district point of contact, identify the initial data request, and confirm project schedule.

In the case where job descriptions are outdated or not available, LEAN Frog will provide our easy-to-use electronic Job Analysis Questionnaire (JAQ) to employees to collect job-specific data, with an expectation of completion on a timely basis. (A paper version of the JAQ may also be provided for use as appropriate.) The JAQ consists of questions that uncover the various components that comprise a position and that are necessary to assess the scope of the position in-depth, including reporting relationships, duties and responsibilities, qualifications, fiscal responsibility, decision-making responsibilities, communication requirements, etc. Upon receipt of the requested data and job descriptions and/or completed JAQs, LEAN Frog will review all data in totality to ensure we have a full picture of all work performed without gaps. Interviews may be conducted to further clarify job responsibilities and identify any gaps and/or duplications in job duties.

We will work with the district to develop benchmark positions to be used for the market analysis and peer compensation analysis. The study of the benchmark positions will be based on both internal position equity and a baseline of current market job valuations. This approach will ensure that recommendations are in line with internal SJPB position equity expectations. Current market job evaluations will be provided for the positions. The market analysis will provide competitive information on base salary data for the positions relative to the school system's appropriate labor market. To establish the competitive market levels, data from multiple published salary surveys and specific school system information will be utilized. We will work with the district to identify the school systems to utilize as direct comparisons. Benchmark jobs will be matched to similar jobs in the market/peer comparisons according to job content.

LEAN Frog will utilize data collected in the market analysis to review and analyze the current salary schedules and the incumbents' current wages. We will identify internal equity problems that may exist resulting from pay compression, discretionary compensation decisions, etc.

LEAN Frog will conduct regular reporting meetings to review compensation data with district leadership. We will present overall findings and summary data in a workshop meeting with the leadership. Using input gathered at the workshop, a final report containing detailed recommendations and supporting data will be provided. LEAN Frog can present an executive summary of the compensation study to the district Board of Education if desired.

Project Start and Project Duration: Generally, work begins on compensation studies approximately two to four weeks from receipt of initial down payment. The compensation study takes approximately five to six months. *If requested, the optional salary schedule development and implementation would be approximately six to nine months.*

Compensation Activities

- Review district data (e.g., salary schedules, employee data, job descriptions)
- Review current compensation program and pay structure
- Conduct projected retirement eligibility analysis of current employees in positions by group
- Select strategic benchmark positions that included jobs across a variety of functional areas and at different levels (done in collaboration with district leadership)
- Compile and review peer schedules obtained from peer districts
- Analyze Teacher peer salary schedule comparison
- Analyze peer comparison data to compare schedules at multiple steps
- Match district positions to market descriptions, gather and analyze market data
- Compare market values to schedules and incumbent pay

Memorandum

To: Board Members

From: Wilfred Bourne, C.F.O.

Date: June 7, 2023

Subject: Maintenance Fleet Vehicle Leasing Program

In the past couple of years, purchasing of fleet vehicles has become increasingly difficult through traditional purchasing methods due to the unavailability of inventory from automobile dealers. CPSB typically would purchase vehicles using the Louisiana state contract from different Louisiana dealerships as needed.

Due to this problem, staff is requesting permission to explore and subject to approval of counsel, enter into a vehicle leasing program with Enterprise Fleet Management to allow the fleet to be partially replaced with new vehicles as part of the program. Vehicle maintenance and repair is included in the pricing.

An estimated pricing structure is attached for 11 vehicles and an additional presentation by Enterprise Fleet management will be presented at the board meeting.

Action required by Calcasieu Parish School Board:

Approve subject to review and revision by legal counsel & authorize board president to sign final approved agreement.



FLEET MANAGEMENT

Equity Lease Menu Pricing - Estimated

Vehicle Type	Year	Make	Model	Quantity	Term	Estimated Annual Mileage	Monthly Lease with Maintenance	Annual Cost	Annual Cost (By Quantity)	Cost of Aftermarket	Equity at Lease Term	Equity at Lease Term (By Quantity)
3/4 Ton Truck with Service Body and Ladder Rack	2024	RAM	2500 4x2 Crew V8 Gas	11	60	15,000	\$1,300.00	\$15,600.00	\$171,600.00	\$13,000.00	\$13,620.79	\$149,828.69

Total Annual Cost	\$171,600.00
Total Annual One Time Aftermarket Cost	\$71,500.00

Total First Year Cost	\$243,100.00
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Calcasieu Parish School Board

Summary of Insurance - as of 7/1/2023

Coverage/Policy Type	Policy Period	Carrier	Policy Numbers	Limits Provided	Deductible/SIR	Annual Premium
Casualty Package	7/1/2023-2024	American Alternative	N3A2RI000004504	\$3.75M occurrence/\$4.5M aggregate General Liability \$4M occurrence/\$4M aggregate Wrongful Acts \$2M occurrence/\$2M aggregate Sexual Abuse \$3.75M occurrence Automobile	\$250,000 SIR - Each Claim for General Liability, Wrongful Acts and Auto/ \$350,000 SIR Each Wrongful At Sexual Abuse	\$ 773,038
Terrorism Package	7/1/2023-2024	Validus/Lloyds	AEI243988E22	\$50,000,000 in respect to Terrorism plus one automatic reinstatement as per expiring (property damage) USD 25,000,000 in respect to Liability plus one automatic reinstatement as per expiring Overall Limit not to exceed \$75,000,000 Combined Limit	\$0	\$ 28,834
Disaster Management Services	7/1/2023-2024	Underwriters at Lloyds	B1262SR0068722	\$1,000,000 per Insured Event and \$2,000,000 in the annual aggregate	\$0	\$ 21,248
Cyber Liability	7/1/2023-2024	Houston Casualty/Tokio Marine	H22NGP21673700	\$2,000,000 Security and Privacy Liability \$2,000,000 Breach Event Cost Coverage \$2,000,000 Cyber Extortion Coverage	\$150,000 Each Claim	\$ 56,213
Property	7/1/2023-2024	Various - see Worksheet #2; Lloyds is the Lead Carrier	Various - see Worksheet #2	\$40M Limit for risks of direct physical loss or damage including Named Windstorm, \$10M Flood, Earth Movement, Sprinkler leakage, Storm Surge Included - exclusions per policy forms and specified in the quote - \$85M Excess of \$40M Limit all other perils except Named Windstorm - \$5M Mold Coverage -	AOP Deductible:\$100,000 - 5% Names Storm/\$250,000 Wind/Hail Deductible	\$ 6,000,000
Equipment Breakdown	7/1/2023-2024	Travelers Property & Casualty Ins. Co.	BME15543M376	\$250,000,000	\$10,000 Deductible	\$ 52,652
Excess Workers Compensation	7/1/2023-2024	Safety National	SP40606842	Statutory/\$1,000,000 Employers Liability	\$500,000K with \$200K Annual Aggregate	\$ 200,000
Arthur Gallagher Fee	6/30/2022-2023					\$ 7,131,985

**Snapshot of coverages, refer to policy for all sublimits, exclusions, in the event of an error policies are correct

*Crime coverage placed with another Agency

*Violent Assault Coverage non renewed 7/1/22