

# February 12, 2019

## 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 Tuesday, February 12, 2019, at 5:00 p.m.

The meeting was called to order by Damon Hardesty, President. The prayer was led by Alvin Smith. The Pledge of Allegiance was led by Nicholas Reed, a student at Iowa High School.

## ROLL CALL

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

Mr. Hardesty noted that Item 12. B. would be removed from the agenda and added at a later date.

## APPROVAL OF MINUTES

On a motion to approve by Mr. Dellafosse and a second by Mr. Duhon, the Minutes of the CPSB Meeting of January 15, 2019 were approved.

## PRESENTATIONS

A. Presentation of NISL (National Institute for School Leadership) Participants/CAO Tommy Campbell

Clanton, Owen
Jackson, Willona
OQuain, Saberly
Spann, Julee
Thomas-Clark, Carolyn
VanMetre, Jason
Dowers, Kim
Fontenot Patrick
Landry, Kyle

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LeJeune, Renee
Pete, Robert
Smith, Cary
St. Mary, Shaalom
Bell, Pam
Heinen, Eric
Nunez, Scott
Ortego, Julie
Sylvest, Dan
Rollan Moore
Barrentine, Robert
Brinkley, Brad
Burkhead, Shauna
Caldarera, Max
Collins, Marlana
Doyle, Denise
Goodly, Jerome
Juneau, Kelly

## **SUPERINTENDENT'S REPORT**

Mr. Bruchhaus gave the following report:

1. All Board Members have received the January Head Start Report.

### **Program Governance**

- Policy Council members attended the Calcasieu Parish School Board Budget Committee Meeting on January 29, 2019. The following items were discussed:
  - ✓ Financial Audit

### **Program Operations**

- Enrollment – 448
- 2019-2020 Calcasieu Early Childhood Coordinated Enrollment begins Monday, February 18, 2019 and ends Tuesday, April 30, 2019. This is the first round of applications to be accepted for the 2019-2020 school year.

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2. All Board Members have received the January, 2019, Population Report.

3. I would like to report our current sales tax numbers for our general fund which show January, 2019, collections at \$1, 282,803 or 8.4% above budget for the 7th month of the 2018-2019 school year.

Collections are \$3,319,529 or 16.7% below collections for the same month last year.

Collections for the 2018-2019 year after 7 months are \$8,307,995 or 8.9% over budget and \$24,873,832 or 19.6 % under the same time period last year.

4. All Board Members that requested to be registered for the 2019 LSBA Convention here in Lake Charles have been registered. You should receive information from LSBA either by email or mail regarding the upcoming February 24-26 convention.

5. Please remember CPSB's annual *From the Classroom to a 5K event*, Saturday, February 23<sup>rd</sup>. Pre-registration ends this Monday, the 18<sup>th</sup>. The 5k and 1- mile Fun Run are open to all full-time CPSB employees and family members. Employees that pre-register and finish either run will receive a free tee shirt.

6. You are invited to the annual Partner in Education breakfast, which will be held on Wednesday, February 20, at 7:30 at the Civic Center Buccaneer Room. This is our way of showing appreciation to the many entities that help our schools through the Partner in Education program.

7. Staff will email a Board newsletter later this week that will provide updates on issues in the school system.

## **COMMITTEE REPORTS**

A. C&I Committee/ January 29, 2019/Annette Ballard, *Chair*

### **Mrs. Ballard gave the following report:**

The Calcasieu Parish School Board Curriculum and Instruction Committee met Tuesday, January 29, 2019 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana.

Committee Members Present: Annette Ballard; Chair, John Duhon; Vice Chair, Eric Tarver, Alvin Smith, Dean Roberts, Damon Hardesty, Bliss Bujard and Fred Hardy.

Other Board Members Present: Mack Dellafosse, Ron Hayes, Glenda Gay, Russell Castille, Billy Breaux, and Desmond Wallace.

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Board Members Absent: Aaron Natali,

The C&I Committee Meeting was called to order at 5:00 pm by Annette Ballard, Chairman. A quorum was present. The prayer and the pledge of allegiance was led by Mr. Wallace.

Tommy Campbell, Chief Academic Officer, presented the Board with the proposed 2019-2020 District School Calendar. The proposed calendar included 182 teacher workdays, nine of which were teacher PD days, 172.5 instructional days, and four emergency days.

A motion was made by Mr. Breaux and seconded by Mr. Duhon to accept the recommendation to approve the proposal for the 2019-2020 District School Calendar.

**Teri Johnson, representing CFT, submitted a blue card to speak to the Board.**

**On behalf of the committee, Mrs. Ballard offered a motion to approve the calendar. A second was not needed and the motion passed on a vote.**

There being no further business to discuss, Mrs. Ballard requested a motion to adjourn at 5:03 p.m. which was made by Mr. Breaux and seconded by Mr. Tarver.

**B. Budget Committee/January 29, 2019/Dean Roberts, *Chair***

**Mr. Roberts gave the following report:**

The Calcasieu Parish School Board Budget/Fiscal Management Committee met, Tuesday, January 29, 2019, in the Board Room, 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Mr. Roberts called the meeting to order at 5:04 p.m. and Mr. Bourne called roll.

Present: Dean Roberts - Chairman, Russell Castille - Vice Chairman, committee members Annette Ballard, Mack Dellafosse, John Duhon, Glenda Gay, Damon Hardesty, Fred Hardy, Ron Hayes, Alvin Smith, Eric Tarver, Desmond Wallace and Secretary, Wilfred Bourne. Other Board members present were Billy Breaux and Bliss Bujard.

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Mr. Bourne first presented an extensive review of the Comprehensive Annual Financial Report. The 2018 fiscal year had a General Fund surplus of \$2,920,973 after transfers and special items. The General Fund had a total ending fund balance of \$95,073,126 with \$41,832,315 unassigned. This includes the effects of the \$30,000,000 transfer to the 2017 All Districts Capital Projects Fund. Freddy Smith CPA, Partner, and Don McLean CPA, Audit Manager with Postlethwaite and Netterville, our external auditing firm, presented the audit results for the School Board's CAFR for the fiscal year ending June 30, 2018. The School Board received an unmodified, clean audit opinion with no findings.

The Comprehensive Annual Financial Report has been submitted to the Association of School Business Officials International and the Government Finance Officers Association for national awards. The report has received certificates of excellence in financial reporting from the Association of School Business Officials International for the past 35 years and certificates of achievement for excellence in financial reporting for the past 30 years from the Government Finance Officers Association.

On motion by Mr. Tarver, seconded by Mr. Breaux, the 2017-2018 Comprehensive Annual Financial Report, Single Audit Report, and Management Report, were approved as presented.

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

The next item presented was school audits. Mr. Foster, Internal Auditing Director, briefly discussed several school audits and recommended that the following audits be approved: Extended Day Programs & Athletic Event Field reviews for: W.T. Henning Elementary, Lebleu Settlement Elementary, Westwood Elementary, and School Audits for E.K. Key Elementary, Sulphur High 9<sup>th</sup> Grade Campus, Washington Marion High, Westlake High, and St. John Elementary. Except for St. John, there were no significant deficiencies noted during the reviews. Internal Control Exception Reports ("ICER") were distributed to the related schools to address exceptions and ensure corrective action. St. John Elementary had significant deficiencies which were determined to not be the fault of the school for the lost financial documentation but that of the document storage company and the exception will not be included on the school audit.

On motion by Mr. Dellafosse, seconded by Mr. Hayes, the School Audits and Extended Day Programs and Athletic Event field reviews were approved as presented.

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

Mr. Bourne then gave a current update on the status of Pod Project 10. Eight Pods are completed and five are near completion. This was presented as information only and did not require any action.

Next Mr. Bourne presented information pertaining to the upcoming Pod Project 11. Currently Architect Brad Evans is designing five pods which include Moss Bluff Elementary, Moss Bluff Middle, Prien Lake Elementary, Fairview Elementary and Kaufman Elementary. Architect David Moss is designing the pod for Gillis Elementary. Advertisement and bidding on the projects is expected in mid to late spring. Financing of the project with the sale of excess revenue certificates is also expected to be completed in mid to late spring. This was presented as information only and did not require any action.

Mr. Bourne then discussed and answered questions for the fiscal year 2018 per pupil expenditure analysis for the General Fund. This was presented as information only and did not require any action.

The final item to be discussed was the surplus asset at 309 Cherry St., in Sulphur. The school board has no use for the house structure, therefore, staff is requesting that it be declared as surplus property and offered for sale and be moved at the cost of the buyer.

On a motion by Mr. Breaux, and seconded by, Mr. Dellafosse, the house was declared surplus and to be sold.

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

There being no further business to discuss, on motion by Mr. Hardesty and seconded by Mr. Hayes the committee adjourned the meeting at 6:42 p.m.

## **TAKE APPROPRIATE ACTION**

Mr. Hardesty read the following:

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## A. Approval of Calcasieu Child Care Resource and Referral Services Grant Application

**Grant Title:** Calcasieu Child Care Resource and Referral Services

**Grant Source:** State

**Grant Amount:** \$195,950.00

**Schools:** Calcasieu Parish Child Care Programs

**Person Applying:** Michelle L. Joubert – Early Childhood Director

**Purpose:** To ensure that more children are ready for kindergarten, a centralized location in Calcasieu Parish will continue to enhance high-quality teaching and early learning environment for children birth to 5. Louisiana has multiple Early Childhood programs serving birth to age five “at-risk” children that operate with public funds, such as Childcares, Head Start, Non-public School Early Childhood Development (NSECD) program and public-school pre-kindergarten programs. To ensure that more children are ready for kindergarten, the Early Childhood Care and Education Act of 2012 (Act 3) charged the State Board of Elementary and Secondary Education with unifying these programs into a high-quality system. The grant will continue to ensure technical assistance and coaching to childcare programs to improve interactions and instruction. The strategies being used to satisfy this mandate are:

1. Unify expectations for high quality teaching and early learning by observing teacher/child interactions with childcares
2. Support teachers and providers to reach expectations
3. Measure and recognize progress
4. Provide information and high-quality choices to families through the unified Coordinated Enrollment process mandated by Act 3

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

## B. Approval of Calcasieu Parish School Board Head Start Program Grant Application

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

**Grant Source:** Federal

**Grant Amount:** \$3,905,273.00

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

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**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.

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

C. Approval for re-naming of Iowa High School Gymnasium to David Buller Gymnasium

On a motion to approve by Mr. Natali and a second by Mr. Duhon, the motion carried. The required signatures on a petition for this item were received and on file as a part of the official archived Minutes.

D. Approval for re-naming of Iowa High School Basketball Court to Coach Asa “Joe” Foreman Basketball Court

On a motion to approve by Mr. Natali and a second by Mr. Roberts, the motion carried. The required signatures on a petition for this item were received and are on file as a part of the official archived Minutes.

## **BID REPORTS**

Mr. Hardesty read the following:

A. Bid Approval for E-Rate Year 22 (19-20) for Technology Department



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<b>322-NS, OWAP</b>	<b>Network Switches &amp; Access Points</b>	<b>Proposals were received from Dell</b>	<b>Bid awarded to Dell for lowest price meeting specifications</b>
<b>322-Data Wiring &amp; Equipment Installation</b>	<b>Data Wiring &amp; Equipment Installation</b>	<b>Proposals were received from General Informatics and</b>	<b>Bid awarded to National Networks for lowest price meeting specifications</b>

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

**B. Bid 2019-23/Cafeteria Equipment for Ralph Wilson Elementary, J.D. Clifton Elementary, Pearl Watson Elementary, J.J. Johnson Elementary/District #31 Bond Funds**

**BID 2019-23 – CAFETERIA EQUIPMENT (DISTRICT 31 BOND) was opened on February 11, 2019 @ 2 PM**

BIDS WERE SENT TO THE FOLLOWING:  
 ALACK REFRIGERATION  
 ASSOCIATED FOOD EQUIPMENT  
 LAFAYETTE RESTAURANT  
 NOLA RESTAURANT SUPPLY  
 SW BAR NEEDS

THE STAFF RECOMMENDS AWARDING AS INDICATED BELOW AS BEING THE LOWEST RESPONSIBLE RESPONSIVE BIDDERS:  
 ALACK REFRIGERATION      \$48,400.00  
 HILTON'S FOOD SERVICE      \$29,280.00

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

**C. J.J. Johnson Elementary School, Bid #2019-05PC/Phase I Renovations/District #31 Bond Funds**

**DATE:** January 09,2019

**DESCRIPTION:**

JJ Johnson Elementary School - Phase 1 Renovations
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**FUNDS:** SD # 31 Bond Funds

**BID NUMBER:** 2019-05PC

**DESIGNER:** Griggs, Mitchell & Associates

<b>CONTRACTOR</b>	<b>BASE BID</b>
Pat Williams Construction	\$876,000.00
Brass Construction	no bid
R.E. Washington Construct	no bid
Connect	no bid
Central Auction House	no bid

The Committee recommends award of the contract to:

Pat Williams Construction

(Base Bid) in the amount of:

Eight Hundred Seventy-Six Thousand Dollars and no/100

as the lowest qualified bidder meeting specifications.

On a motion to approve by Mrs. Gay and a second by Mr. Hardy, the motion carried.

## **PERMISSION TO ADVERTISE**

Mr. Bruchhaus read the following:

**A.** Janitorial Supplies/Central Warehouse/General Funds

On a motion to approve by Mr. Hayes and a second by Mr. Hardy, the motion carried.

**B.** Food & Supplies/School Food Service Department/School Food Service Funds

On a motion to approve by Mr. Duhon and a second by Mr. Hayes, the motion carried.

**C.** Copy Paper/Central Warehouse/General Funds

On a motion to approve by Mr. Duhon and a second by Mr. Hayes, the motion carried.

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## D. Sprinkler System Inspections/Maintenance Department/General Funds

On a motion to approve by Mr. Duhon and a second by Mr. Hayes, the motion carried.

## E. RFP/Uniforms for Custodial & Cafeteria Personnel/General Funds

On a motion to approve by Mr. Duhon and a second by Mr. Hayes, the motion carried.

## F. Restroom Improvements/Sulphur High School/\$50 million-dollar allocation

On a motion to approve by Mr. Duhon and a second by Mr. Hayes, the motion carried.

## G. Restroom Improvements/E.K. Key Elementary/\$50 million-dollar allocation

On a motion to approve by Mr. Duhon and a second by Mr. Hayes, the motion carried.

## **CORRESPONDENCE**

Mr. Hardesty read the following:

A. Change Order Number Fifteen (15) for the Project, "Classroom Pods-Phase X," Project #1715; Champeaux, Evans, Hotard, APAC, Architect; Miller & Associates Dev. Co., Inc., Contractor; Increase of \$114,990.36 and Increase of Ten (10) days.

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

## **CONDOLENCES/RECOGNITIONS**

Mr. Hardy asked for a letter of condolence to the family of:

Mr. Manuel Jackson  
Mr. R.L. Webb  
Mr. Terry Gaudet  
Mrs. Belle Painter

Mr. Hayes asked for a letter of condolence to the family of:

Mr. R.L. Webb  
Mrs. Hemphill

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Mr. Terry Gaudet  
Mr. R.L. Webb

Mr. Castille and Mr. Breaux also included Mr. Gaudet, asking for a letter to his family.

Mr. Duhon asked for a letter of condolence to the family of Mrs. Nancy Wyman.

Mr. Smith asked for a letter of congratulations to Mrs. Linda Lockett, regarding her daughter being named the Louisiana High School Rodeo Queen.

Mrs. Ballard congratulated the NISL and EdCamp participants and Mr. Bruchhaus for help with the upcoming LSBA convention.

## **SCHEDULE COMMITTEES**

A&P Committee.....February 26, 2019, 5:00 p.m.  
Employee Benefits Committee.....February 28, 2019,5:00 p.m.  
C&I Committee.....March 26, 2019, 5:00 p.m.  
Budget Committee.....(to follow)

## **ADJOURN MEETING**

On a motion to adjourn by Mr. Dellafosse and a second by Mr. Hardy, the meeting adjourned at 5:58 p.m.

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**President**

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**Secretary**