

The Ouachita Parish School Board met in regular session on Tuesday, December 12, 2017 at twelve (12:00) o'clock noon at its regular meeting place, the Ouachita Parish School Board office.

President Hicks called the meeting to order and welcomed visitors and guests to the meeting.

The roll was called and the following members were present: Tommy Comeaux, A. R. Sims, Jerry R. Hicks, John Russell (*arrived late*), Carey Walker, and Greg Manley. Scott Robinson was the only member absent during the entire meeting.

Board member Carey Walker led the Pledge of Allegiance to the American Flag.

The Invocation was given by Board member Greg Manley.

The Minutes of the November 14, 2017 and November 17, 2017 Board meetings were approved as written by motion of A. R. Sims, seconded by Greg Manley. Motion carried unanimously.

On motion by Greg Manley, seconded by Tommy Comeaux, the Board approved the amended Agenda to include Business Items No. 10. (*Consider Purchase/Installation of Lights/Ballast at WOHS – presented by Bobby Jones*); No. 12. (*Consideration of Executive Session for the purpose of discussing the status of pending litigation in the Matter styled, “Graphic Packaging International, Inc. v. City of Monroe, et al.” No. 08-1346 and No. 2011-2031 on the docket of the Fourth Judicial District Court in and for the Parish of Ouachita, State of Louisiana (Elmer Noah)*); and, under Permission to Bid, *Delete item No. 1. (*Lights WOHS Baseball – [Bid No. 30-18]*). Motion carried unanimously.

Tommy Comeaux moved, seconded by Carey Walker, that the Board approve the Agenda as amended. Motion unanimously carried.

Dr. Coker announced the appointments of *Jennifer Nugent* to the position of Title I Supervisor, (a 12 month position, effective 1-12-18) replacing retiree Janice Comeaux and *Courtney Thompson* is advancing to the position of Assistant Principal of Lakeshore Elementary School, (a 10 month position, effective 1/04/2018) replacing Jo Alice Olin due to her recent retirement.

Following the announcement of the new appointments, Dr. Coker asked permission from the Board to open a position in the business office for a Payroll Accountant. He stated this is one of two positions vacant in the business department, with one being vacant for over a year. He explained the position is not a new position, but a change in the classification and job duties of one of the vacant positions. A job description was provided to board members. Whereby, Carey Walker moved, seconded by A. R. Sims, that the Board grant permission to Dr. Coker to open the position of Payroll Accountant, formally a support position (held by retired Accounting Assistant Vicki Kennedy) and is now a “professional” position which requires a degree. The Payroll Accountant is a full time, non-exempt, 12 month assignment and is accountable directly to the Business Director in the Central Office. Motion carried unanimously with Scott Robinson and Reverend Russell counted absent.

Donna Cathy with TBA Studios, representing the Ouachita Parish Republican Women’s Club, introduced the winners of the 5th Congressional District essay contest entitled, “What the United States

Constitution Means To Me". The Republican Women's Club recently donated copies of the Constitution and Declaration of Independence during Constitution week to all high schools in the 5th Congressional District consisting of 13 parishes, sponsoring the contest for all seniors. Three winners were selected from Ouachita Parish representing Monroe City, Ouachita Parish and private/home school sectors. Mrs. Cathy announced that Caleb Noland, a senior at West Ouachita High School was named the winner of the essay contest representing Ouachita Parish Schools. Caleb also received from the Republican Women's Organization a certificate recognizing his accomplishment along with a \$500 cash scholarship award for his future college education.

Title I Supervisor Cynthia Osborne provided the Board copies of policies to be approved previously submitted for consideration at a prior meeting and Greg Manley moved, seconded by Tommy Comeaux, to approve the following five policies as presented, which have been reviewed and approved by district personnel, our policy service provider (*Forethought Consultants, Inc.*), and Board attorney, Elmer Noah: **Policy EB 17: Building and Grounds Management; Policy GMA 17b: Employee Tobacco Use; Policy JCDA 17b: Student Smoking/Use of Tobacco; Policy JGCD: Administration of Medication; and Policy KF 17: Policy KF 17: Use of School Facilities.** Following a brief moment for public comment offered by President Hicks, motion carried unanimously. Scott Robinson and Reverend Russell were absent.

Personnel Director Todd Guice provided the Board a copy of the November 15, 2017 Finance Committee Report along with the approved Minutes of that meeting. A review of the meeting consisted of the following: **1.** The Minutes of the Finance Committee Meeting of November 15, 2017. **2.** Dr. Coker's report was reviewed on the possibility of relocating the Central Office operations into a site that can possibly consolidate our satellite campuses into one building perhaps creating a financial savings to the Board. **3.** Juanita Duke and Sharon Bennett presented their Financial Reports and Cash Investment Reports for September 2017, previously presented to the Board on Tuesday, November 14, 2017. **4.** A report from Bobby Jones concerning the purchase of school buses at a discounted cost previously approved by the Board at a special called meeting on Friday, November 17, 2017. **5.** An increase in the coaching stipend paid to head high school soccer coaches to raise them to the level of other head coaches was voted on by the Committee to recommend the increase. This consideration will be presented to the Board for their approval tonight by Mickey Merritt.

At this time (12:10 p.m.) Reverend Russell arrived at the meeting and was counted present.

Following the presentation of the *Head Soccer Coach Stipend Increase Proposal* by Mickey Merritt, Mr. Sims moved, seconded by Greg Manley, that the Board approve the proposal to raise our current head soccer coach's stipend from \$4,500.00 to \$5,700.00 for a total additional cost to the Board of \$9,600.00 annually. President Hicks offered a brief moment for public comment and motion carried unanimously. Scott Robinson was absent.

Business Director Juanita Duke reported on the district's Continuing Disclosures and Filings for 2017 stating that the disclosure process is a requirement that all government entities comply with their continuing disclosure requirements. This is something the school system has been doing for many

years, but the disclosures have received more awareness nationally in recent years and at present, due to the Municipal Continuing Disclosure Cooperative (MCDC) initiative and the wide-spread non-compliance that has been found, the state is reinforcing the requirements for the disclosure process for its agencies and political subdivisions. A copy of the Annual Reports that will be filed to comply with continuing disclosure requirements for each taxing district were presented to the Board for their information. Ms. Duke advised the Continuing Disclosure filings for the Board's three taxing districts would be made by the December 31st deadline along with a copy of its unaudited financial statements. She further advised the final audited financial statements would be filed as required after the deadline as soon as they are released by the Louisiana Legislative Auditor.

Purchasing Agent Bobby Jones provided the Board with three (3) quotations submitted for the installation of the WMHS softball field lights. Mr. Jones stated that the lowest quote of \$86,980.00 from GEO Surfaces had a wind load rating of 90 MPH versus 115 MPH and after checking with architect Rice Gregory, the 115 MPH rating is recommended. However, Mr. Jones never received a quote from GEO after requesting one that included the 115 MPH wind rating for their poles, but instead received an email from GEO stating that increasing the footings would be more costly. Therefore, Mr. Jones recommended the second low quote from Albritton Service Company for \$93,550.00 with a wind load rating of 115 MPH as required, and because of the construction nature of this project and is under \$150,000, the project will be treated as a public works project and allow Dr. Coker to execute the contract that includes the MUSCO lighting system and two (2) sets of lights for the batting cages and is funded with West Side Bonds. President Hicks offered a brief moment for public comment and motion carried unanimously. Scott Robinson was absent.

On the recommendation of Special Projects/Safety Coordinator Kenneth Slusher, Tommy Comeaux moved, seconded by A. R. Sims, that the Board approve the quote of Lance Bickham Contracting, LLC in the amount of \$72,379.41 for the Drew Elementary Drainage Project that includes 18" x 300' trough drain in playground area for erosion control and 27' x 135' and 15' x 25' slab additions in playground area, funded with West Side Bonds. President Hicks offered a brief moment for public comment and motion unanimously carried. Scott Robinson was absent.

On the recommendation of Purchasing Agent Bobby Jones, Greg Manley moved, seconded by Carey Walker, that the Board purchase six (6) used light poles and lights from Osterland Recreation Center at \$3,000.00 (\$500 each x 6) and accept the quote from Bannister Energy Solutions in the amount of \$32,000.00 for the removal and installation of six (6) light poles to be placed on the football/soccer practice field at Sterlington Middle School and funded with East Side Bonds for a total cost of \$35,000.00. President Hicks offered a brief moment for public comment and motion unanimously carried. Scott Robinson was absent.

On the recommendation of Purchasing Agent Bobby Jones, Tommy Comeaux moved, seconded by Greg Manley, that the Board purchase six (6) used light poles and lights from Osterland Recreation Center at \$3,000.00 (\$500 each x 6) and accept the quote from Bannister Energy Solutions in the amount of \$32,000.00 for the removal and installation of six (6) light poles to be placed on the football practice field at West Monroe High School and funded with West Side Bonds for a total cost of

\$35,000.00. President Hicks offered a brief moment for public comment and motion unanimously carried. Scott Robinson was absent.

On the recommendation of Purchasing Agent Bobby Jones, Mr. Sims moved, seconded by Tommy Comeaux, that the Board purchase replacement light bulbs and ballast for the baseball field at West Ouachita High School at a cost not to exceed \$20,000.00. With a \$30,000.00 Board approved budget, the bulbs are estimated to cost no more than \$10,000.00, installation/labor around \$10,000.00 and will be paid from the West Side Sales Tax account for a total cost of less than \$20,000.00. Following an offer from President Hicks allowing a brief moment for public comment, motion carried unanimously. Scott Robinson was absent.

In his updated renovation report, Special Projects/Safety Coordinator Kenneth Slusher presented a cost estimate and drawings for the new West Ouachita High School Baseball Locker Room Addition provided by TBA Studios of Tim Brandon Architecture for the Board's review. Mr. Slusher announced that this project will be bid in March of 2018 and is estimated to cost \$278,000.00 that includes a 590 sq. ft. addition to the existing locker room, space for approximately (12) additional lockers and a new office space for the coach. The existing coaches' office will be renovated to add a small new dressing room, restroom, a team uniform closet with new lockers, and outside paint and new shingles on the two existing structures. The Board was also advised by Mr. Slusher that the flooring project at the new East Ouachita Middle School will be repaired and replaced where needed the day after Christmas. According to the contractor, this project will take seven (7) days to complete. In conclusion, Mr. Manley asked if all the items on the punch list had been completed at EOMS and Mr. Slusher responded that \$300,000 is being held at this time as there are a few items left to complete.

On the recommendation of Purchasing Agent Bobby Jones, Carey Walker moved, seconded by Greg Manley, that the Board accept the bid of NOVAtime in the amount of \$285,000.00 the first year (with a total cost of \$405,850.00 for 3 years) for a Time and Attendance System [Bid No. RFP 19-18] that is funded with General Funds. The system will be used in tracking the time and attendance of employees at all site locations and will be implemented at the beginning of the 2018-19 school year. President Hicks offered a brief moment for public comment and motion unanimously carried.

On the recommendation of Purchasing Agent Bobby Jones, Tommy Comeaux moved, seconded by Carey Walker, that the Board accept the only bid of \$36,605.00 from Robertson Produce, Monroe, LA for Fresh Produce and Eggs [Bid No. FS6C-18] for the bid time period from December 04, 2017 to December 31, 2017. Motion carried unanimously.

On the recommendation of Purchasing Agent Bobby Jones, Tommy Comeaux moved, seconded by John Russell, that the Board grant permission to bid the following items: **1.** USDA Commodity Diversion Processing [Bid No. RFP-FS31-18] and **2.** Musical Instruments [Bid No. 32-18]. Motion carried unanimously.

At 12:46 p.m., Greg Manley moved, seconded by Carey Walker, that the Board go into executive session and that the meeting be closed to the public pursuant to Louisiana Revised Statute 42:6.1(A)(2)(aa) for the limited purpose of discussing the status of pending litigation in the matter

styled, "Graphic Packaging International, Inc. v. City of Monroe, et al." No. 08-1346 and No. 2011-2031 on the docket of the Fourth Judicial District Court in and for the Parish of Ouachita, State of Louisiana, a public discussion of which may adversely affect the outcome of the case. The following roll call vote was recorded: Tommy Comeaux, yes; A. R. Sims, yes; Jerry R. Hicks, yes; John Russell, yes; Carey Walker, yes and Greg Manley, yes. Motion carried, with six "yes" votes and no "nay" votes. Mr. Scott Robinson was absent.

At 1:30 p.m., the executive session closed, at which time, Mr. Comeaux moved, seconded by John Russell, that the meeting be re-opened to the public. The following roll call vote was recorded: Tommy Comeaux, yes; A. R. Sims, yes; Jerry R. Hicks, yes; John Russell, yes; Carey Walker, yes and Greg Manley, yes. Motion carried, with six "yes" votes and no "nay" votes. Mr. Scott Robinson was absent.

The next Board meeting will be held on Tuesday, January 9, 2018 at 6:00 p.m.

There being no further business to discuss, Mr. Sims moved, seconded by Greg Manley, that the meeting adjourn. Motion unanimously carried.

OUACHITA PARISH SCHOOL BOARD

Jerry R. Hicks, President

ATTEST:

Don Coker, Secretary

/ps