

**City of Baker School Board  
Board Meeting Agenda  
Tuesday, September 5, 2023, 6:00 P.M.  
School Board Office**

**Joyce Burges, President – Presiding**

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today” — Malcolm X

**NOTICE OF PUBLIC HEARING/MEETING**

**Notice Posted:** \_\_\_\_\_ **Time:** \_\_\_\_\_

I. A Public **Hearing** will be held as follows:

DATE September 5, 2023  
TIME: 6:00 P.M.  
PLACE OF MEETING: City of Baker School Board Office, Board Room  
14750 Plank Road  
Baker, LA 70714

**Open Public Hearing**

1. A Public Hearing will be held to consider approval of the City of Baker School Board Proposed Operating Budget for 2023-2024.
2. Public questions or comments.

**Close Public Hearing**

II. A Public **Meeting** will be held as follows:

DATE: September 5, 2023  
TIME: 6:15 p.m. or immediately after Public Hearing  
PLACE OF MEETING: City of Baker School Board Office, Board Room  
14750 Plank Road  
Baker, LA 70714

**A. Meeting Commencement**

1. Call to Order
2. Roll Call
3. Silent Meditation
4. Pledge of Allegiance

**B. Welcome of Visitors**

**C. Recognitions**

1. Back to School Participants/Sponsors

**D. Approval of Agenda (Action)**

**E. Action Items**-The public may comment on Action Items. Public Comment is limited to 2 minutes per individual.

1. Consideration and Approval of Minutes from the School Board Meeting of August 1<sup>st</sup> and Special Meeting August 7<sup>th</sup>, 2023.
2. Consideration and Approval of Property Insurance for August 31, 2023 through August 31, 2024.
3. Consideration and Approval of 2023-2024 City of Baker School System Operating Budget.



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Debbie Dedeaux at 225.774.5795 to describe the assistance that is necessary.

4. Consideration and Approval of Settlement of a personal injury matter involving Joann Rogers. (Action) \*Board may vote to go into Executive Session.
5. Consideration and Approval of the following contracts for Exceptional Student Services:
  1. Contract with Empower Physical Therapy and Wellness for Physical Therapy services.
  2. Contract with Step-by-Step Therapeutic Services for Adapted Physical Education (APE) services.
  3. Contract with Mary Thibodeaux for a Gifted/Talented & Homebound Teacher
6. Consideration and Approval of Bid for Lawn Care Services to Rotolo Consultants for lawn care during the 2023-2024 school year.

**F. Information Items**

1. Superintendent's Report on Personnel
2. LSU Attendance
3. Policy B-4 Officers of the Board- Policy Review

**G. Announcements**

1. Date of Next Meeting – October 3, 2023

**H. Superintendent's Report**

1. Enrollment

**I. Adjournment (Action)**



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Debbie Dedeaux at 225.774.5795 to describe the assistance that is necessary.

**City of Baker School System**  
**School Board Meeting**  
**Tuesday, September 5, 2023**

Type of Item:           Action

Agenda Item:   Consideration and Approval of Minutes

Background Information:

The Board needs to accept the approve the minutes from the August Board Meetings

Attached Items:   August 1st Meeting Minutes  
                          August 7the Meeting Minutes

Possible Motion:   Move to approve the minutes from the School Board Meeting of August 1, 2023, and August 7, 2023.



**City of Baker School Board Meeting  
August 1, 2023**

**MINUTES**

The City of Baker School Board held a public meeting beginning at 6:00 p.m. on Tuesday, August 1, 2023.

President Burges called the meeting to order and explained to visitors the process for speaking on action agenda items is to request a comment card from Mrs. Debbie Dedeaux. Write your name on the card as well as the number of the agenda item you wish to speak on and return the card to Mrs. Dedeaux. She will bring the card up to the Board President at the appropriate time. Visitors will be allowed two (2) minutes to speak.

President Burges referred to the quote at the top of the agenda, "Anytime anybody sees a child that looks forlorn, lost, not taken care of -- spread your arms, scoop them up, ask questions later, but love them first." – Unknown

Roll call was taken by President Burges:

Perkins:	Present
Profit:	Present
Joseph:	Present
Butler:	Present
Burges:	Present

President Burges announced there was a quorum and the meeting would proceed.

Silent Meditation was led by Mrs. Profit followed by the Pledge of Allegiance led by Ms. Butler.

President Burges welcomed all visitors to the meeting.

On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve the agenda as presented. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.

**Action Items:**

1. On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to approve the minutes from the School Board Meeting of July 11, 2023. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.
2. On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to accept the monthly financial report including budget to actual comparisons for the period ending June 30, 2023, as presented by Mrs. Sidney Stewart, Business Manager. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.
3. On motion of Mrs. Joseph seconded by Mrs. Profit, the Board voted to approve the property insurance extension from August 1, 2023 through August 31, 2023. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.

4. On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to contract with Renae Mitchell, M.Ed./MBA to conduct a superintendent search for the City of Baker School Board. Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph.
5. On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve the following policies for inclusion in the City of Baker School Board Policy Manual:

E-1.1g	SCHOOL AND STUDENT SAFETY
E-3.1b	CARPOOL AND BUS LINE SAFETY
G-3.10	CONTINUOUS LEARNING
H-2.1	ATTENDANCE
H-2.1a	STUDENT ABSENCES AND EXCUSES
H-3.6c	ADMINISTRATION OF MEDICATION
B-11.7	TELECONFERENCE/REMOTE PARTICIPATION IN CITY OF BAKER SCHOOL BOARD MEETINGS
B-12.8	PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS

Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.

Mrs. Perkins requested the Board Members be provided with a “cheat sheet,” with the beginning and ending times of the schools, etc.

6. A motion was made on Agenda Item #6: Consideration and Approval of Change Order for the Baker High School Project, by Mrs. Joseph to table the item until the next Board Meeting. Mrs. Joseph’s motion was seconded by Mrs. Profit. Upon further discussion, a substitute motion was made by Mrs. Profit to vote only on item RFC 026: Temporary Fence Required for Football Games (\$7,212.00), and vote on the other twelve (12) items at a later Board Meeting. The substitute motion failed for lack of a second. The principal motion made by Mrs. Joseph, to table Agenda Item #6 until the next Board Meeting, was seconded by Mrs. Perkins and voted on. Voting yes: Perkins, Joseph, and Butler. Voting no: Profit, and Burges. The motion passed.
7. On motion of Mrs. Profit seconded by Mrs. Perkins, the Board voted to approve the City of Baker School System *2023-2024 Pupil Progression Plan*. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.

Mrs. Perkins said she had three questions she wanted to put into record, but first she asked Mr. Stroder to please post the LEAP scores on the website. Her questions were:

1. What is the number and percentage of students who scored “Basic” or above, by grade level, in ELA and math?
2. What is the number and percentage of students who scored “Below Basic”, by grade level, in ELA and math?
3. What is the percentage of increase or decrease from spring of 2020 LEAP results?

**Information Items:**

1. The Superintendent's Report on Personnel was provided to the Board.

**Announcements:**

1. Date of Next Meeting – September 5, 2023

**Superintendent's Report:**

1. Attendance

We are working on a partnership with LSU on an attendance policies led protocol. This will be on the agenda of the September school board meeting. Our first biggest issue in the district was having qualified teachers in the classroom. And, our second biggest issue is having students actually in the classroom. This is something new that we're taking very serious this next year.

2. Louisiana Workforce Commission MOU

Mr. Charles Robertson and Ms. Altman with Growth Services, a vendor of Louisiana Workforce Commission, addressed the Board. Ms. Altman will actually be at Baker High School as a counselor for Pre-employment Transition Services for Students with Disabilities. Their purpose is to help our students with a 504 or IEP get jobs after high school at no cost to the school.

3. Baton Rouge STEM

Mr. Eric Lewis with Baton Rouge STEM addressed the Board to announce they had been awarded a \$15,000 grant to provide professional development for teachers in grades K-8. It will be focused on helping teachers and students to integrate coding across the curriculum in the core subjects of ELA, math, science, and social studies.

**Adjournment:**

On motion of Mrs. Perkins seconded by Ms. Butler, the Board voted to adjourn at 7:10 p.m. Voting yes: Perkins, Profit, Joseph, Butler, and Burges. Voting no: None.

Submitted by J.T. Stroder, Interim Secretary.



**City of Baker School Board Special Meeting  
August 7, 2023**

**MINUTES**

The City of Baker School Board held a special meeting beginning at 5:00 p.m. on Monday, August 7, 2023.

President Burges called the meeting to order and explained to visitors the process for speaking on action agenda items is to request a comment card from Mrs. Debbie Dedeaux. Write your name on the card as well as the number of the agenda item you wish to speak on and return the card to Mrs. Dedeaux. She will bring the card up to the Board President at the appropriate time. Visitors will be allowed two (2) minutes to speak.

Roll call was taken by President Burges:

Perkins:	Absent
Profit:	Present
Joseph:	Absent
Butler:	Present
Burges:	Present

President Burges announced there was a quorum and the meeting would proceed.

Silent Meditation was led by Ms. Butler followed by the Pledge of Allegiance led by Mrs. Profit.

President Burges welcomed all visitors to the meeting.

On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to approve the agenda as presented. Voting yes: Profit, Butler, and Burges. Voting no: None. Absent: Perkins, and Joseph.

**Action Items:**

1. On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve a change order for the Baker High School Project. Voting yes: Profit, Butler, and Burges. Voting no: None. Absent: Perkins, and Joseph.
2. On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to amend Agenda Item #2 to read, "Consideration and approval to transfer funds from General Funds in the amount of \$256,377.00 to cover the change order for the Baker High School Project." Voting yes: Profit, Butler, and Burges. Voting no: None. Absent: Perkins, and Joseph.

On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to approve Agenda Item #2 as amended. Voting yes: Profit, Butler, and Burges. Voting no: None. Absent: Perkins, and Joseph.

**Announcements:**

1. Date of Next Meeting -- September 5, 2023

**Adjournment:**

On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to adjourn at 5:35 p.m. Voting yes: Profit, Butler, and Burges. Voting no: None. Absent: Perkins, and Joseph.

Submitted by J.T. Stroder, Interim Secretary.



**City of Baker School System**  
**School Board Meeting**  
**Tuesday, September 5, 2023**

Type of Item: Action

Agenda Item: Property Insurance

Background Information:

The board will need to approve the Property Insurance bid for 23-24

Attached Items: Property Insurance Renewal

Possible Motion:

**CITY OF BAKER SCHOOL SYSTEM - PROPERTY**

	Current Program	Current Program rates with updated SOV values	Renewal Pricing
	2022-2023	2023-2024	2023-2024
Total Insured Value (TIV for SOV)	\$ 40,607,523.00	\$ 54,563,383.00	\$ 54,563,383.00
Including SLT/Fees - Annual Premium	\$ 457,864.22	\$ 615,221.49	\$ 602,220.38
Rate	1.13%	1.13%	1.10%

\* Underwriters required an increase in building value to \$150/sqft and \$125/sqft based on location and occupancy. Frame buildings required \$75/sqft valuation. This requirement increased the Statement of Values (SOV) from \$40,607,523 to \$54,563,383

\*2023-2024 Renewal Pricing above includes Liberty Mutual Boiler and Machinery renewal quote \$1,692.00

\*Total Annual Premium including \$4.85 Surplus Lines Taxes, Inspection fees and Boiler and Machinery: \$602,220.38.

\*The wind/hail deductible quoted is 5% with a \$250,000 minimum. \$25,000 deductible for All Risk of Direct Physical Loss or Damage. Please note the quotes are based on the SOV attached with a TIV of \$54,563,383.

\*There is a pre-existing damage exclusion (attached) and the following was communicated to us by the underwriter:

-Where we're going into this with the information being open and that I've agreed through written communication that we're OK to cover the existing structure of the damaged buildings, then we're good here. It states that prior to full completion of repairs to pre-existing damage, coverage would be limited to the greater of:

1. The actual cash value of the property at the time of a covered loss occurring during this policy period; or
2. The cost of repairing the property to a state at which it existed at the time of a covered loss, provided that such repairs have been made and completed.

In this particular scenario, we would cover the pre-existing buildings to either pay out ACV or repairs to bring it to the state at which it existed at the time of a loss. From the intention of coverage for this account, I believe coverage is adequately provided by this form.

Entity Name	Loc.	Bldg.	Address	Occupancy	Const. Type	Year Built	Last Year	Bldg.	Sq. Ft.	Sq. Ft.	Building Value	Contents Value	EDP/EQUIP	TOTAL TIV
							Roofs Updated	Cost per						
Baker High School( - New Field House)	1	3	3200 Groom Road	Athletic Field House/Home	Masonry NC	2018	2018	\$ 150	3010	\$	451,500.000			\$ 451,500.00
Baker High School (Building C)	1	6	3200 Groom Road	Auditorium (old)	Masonry NC	1947	2001	\$ 150	16000	\$	2,400,000.000			\$ 2,400,000.00
Baker High School (storage)	1		3200 Groom Road	Storage	Masonry NC	2018	2018	\$ 150	1500	\$	225,000.000	\$ 75,000.00		\$ 300,000.00
Baker High School	1	8	3200 Groom Road	Stadium incl Press boxes	Masonry NC	1971	2001	\$ 150	3960	\$	594,000.000	\$ 20,790.00		\$ 614,790.00
Baker High School (Griffin Building D)	1	4	3200 Groom Road	Band/Choral	Masonry NC	1947- 2024 Renovated	2001	\$ 150	5932	\$	889,800.00	\$ -		\$ 889,800.00
Baker High School (Shop - Building E)	1	12	3200 Groom Road	Welding Building	Masonry NC	2001-2024 Renovated	2001	\$ 150	8632	\$	1,294,800.00	\$ -		\$ 1,294,800.00
Baker High School (Building A)	1	13	3200 Groom Road	Administration/ Gymnasium/ Classrooms	Masonry NC	1975-2024 Renovated	2008	\$ 150	44944	\$	6,741,600.00	\$ -		\$ 6,741,600.00
550 HP Chromebook 11 G5 Computers/18														
Edugear Mobilab Storage & Charging Carts	1	16	Blanket locations	EDP	n/a	n/a	n/a	\$ -	n/a				\$ 252,612.00	\$ 252,612.00
145 HP Chromebook 14 G5 Laptops	1	17	Blanket locations	EDP	n/a	n/a	n/a	\$ -	n/a				\$ 33,474.00	\$ 33,474.00
Baker Junior High School	2	1	5903 Groom Road	Main Building/Gym	Masonry NC	1966	2005	\$ 150	82369	\$	12,355,350.000	\$ 4,733,799.00		\$ 17,089,149.00
Bakerfield Elementary School	3	1	2550 South Street	Auditorium/Gymnasium	Masonry NC	1957		\$ 150	6052	\$	907,800.000	\$ 66,675.00		\$ 974,475.00
Bakerfield Elementary School	3	2	2550 South Street	Main Office	Masonry NC	1957		\$ 150	3228	\$	484,200.000	\$ 118,650.00		\$ 602,850.00
Bakerfield Elementary School	3	3	2550 South Street	Classroom A	Masonry NC	1957		\$ 150	7410	\$	1,111,500.000	\$ 195,328.00		\$ 1,306,828.00
Bakerfield Elementary School	3	4	2550 South Street	Classroom B	Masonry NC	1957		\$ 150	7410	\$	1,111,500.000	\$ 195,328.00		\$ 1,306,828.00
Bakerfield Elementary School	3	5	2550 South Street	Classroom Addition	Masonry NC	1972		\$ 150	9088	\$	1,363,200.000	\$ 235,858.00		\$ 1,599,058.00
Baker Heights Elementary School	4	1	3750 Harding Street	Gymnasium	Masonry NC	1960		\$ 150	9180	\$	1,377,000.000	\$ 74,655.00		\$ 1,451,655.00
Baker Heights Elementary School	4	2	3750 Harding Street	Classroom A	Masonry NC	1960		\$ 150	7260	\$	1,089,000.000	\$ 187,656.00		\$ 1,276,656.00
Baker Heights Elementary School	4	3	3750 Harding Street	Classroom B	Masonry NC	1960		\$ 150	7260	\$	1,089,000.000	\$ 187,656.00		\$ 1,276,656.00
Baker Heights Elementary School	4	4	3750 Harding Street	Classroom C	Masonry NC	1960		\$ 150	7260	\$	1,089,000.000	\$ 187,656.00		\$ 1,276,656.00
Baker Heights Elementary School	4	5	3750 Harding Street	Classroom Addition	Masonry NC	1975		\$ 150	3404	\$	510,600.000	\$ 94,522.00		\$ 605,122.00
Baker Heights Elementary School	4	6	3750 Harding Street	Guidance/Library	Masonry NC	1971		\$ 150	5616	\$	842,400.000	\$ 532,140.00		\$ 1,374,540.00
Baker Heights Elementary School	5	7	3751 Harding Street	Buildings 1	Frame			\$ 75	900	\$	67,500.000	\$ 5,000.00	Incl. In Contents	\$ 72,500.00
Baker Heights Elementary School		8	3752 Harding Street	Buildings 2	Frame			\$ 75	900	\$	67,500.000	\$ 5,000.00	Incl. In Contents	\$ 72,500.00
Baker Heights Elementary School			3753 Harding Street	T-Bldg.	Frame			\$ 75	900	\$	67,500.000	\$ 5,000.00	Incl. In Contents	\$ 72,500.00
Baker Heights Elementary School			3754 Harding Street	T-Bldg.	Frame			\$ 75	900	\$	67,500.000	\$ 5,000.00	Incl. In Contents	\$ 72,500.00
Baker Heights Elementary School			3755 Harding Street	T-Bldg.	Frame			\$ 75	900	\$	67,500.000	\$ 5,000.00	Incl. In Contents	\$ 72,500.00
Baker Heights Elementary School			3756 Harding Street	T-Bldg.	Frame			\$ 75	900	\$	67,500.000	\$ 5,000.00	Incl. In Contents	\$ 72,500.00
Parkridge Elementary School	5	1	5905 Groom Road	Main Building	Masonry NC	1967		\$ 150	29468	\$	4,420,200.000	\$ 736,302.00		\$ 5,156,502.00
Parkridge Elementary School	5	2	5905 Groom Road	Classroom Addition	Joisted Mas.	1972		\$ 125	2408	\$	361,200.000	\$ 106,932.00		\$ 468,132.00
Parkridge Elementary School	5	3	6009 Groom Road	Altenative School - Vacant	Frame			\$ 125	1000	\$	150,000.000	\$ 31,500.00		\$ 181,500.00
Administration	6	1	14750 Plank Road	Administration	Masonry	1984		\$ 150	12766	\$	1,914,900.000	\$ 150,000.00		\$ 2,064,900.00
ALC- Alternative Learning Center	6	2	14750 Plank Road	ALC	Steel Frame	1984		\$ 125	19322	\$	2,898,300.000	\$ 100,000.00		\$ 2,998,300.00
Blended Learning Center	6	3	14750 Plank Road	Classroom	Masonry NC	1984		\$ 150	900	\$	135,000.000	\$ 5,000.00		\$ 140,000.00
											<b>\$ 46,211,850.00</b>	<b>\$ 8,065,447.00</b>	<b>\$ 286,086.00</b>	<b>\$ 54,563,383.00</b>

**City of Baker School System**  
**School Board Meeting**  
**Tuesday, September 5, 2023**

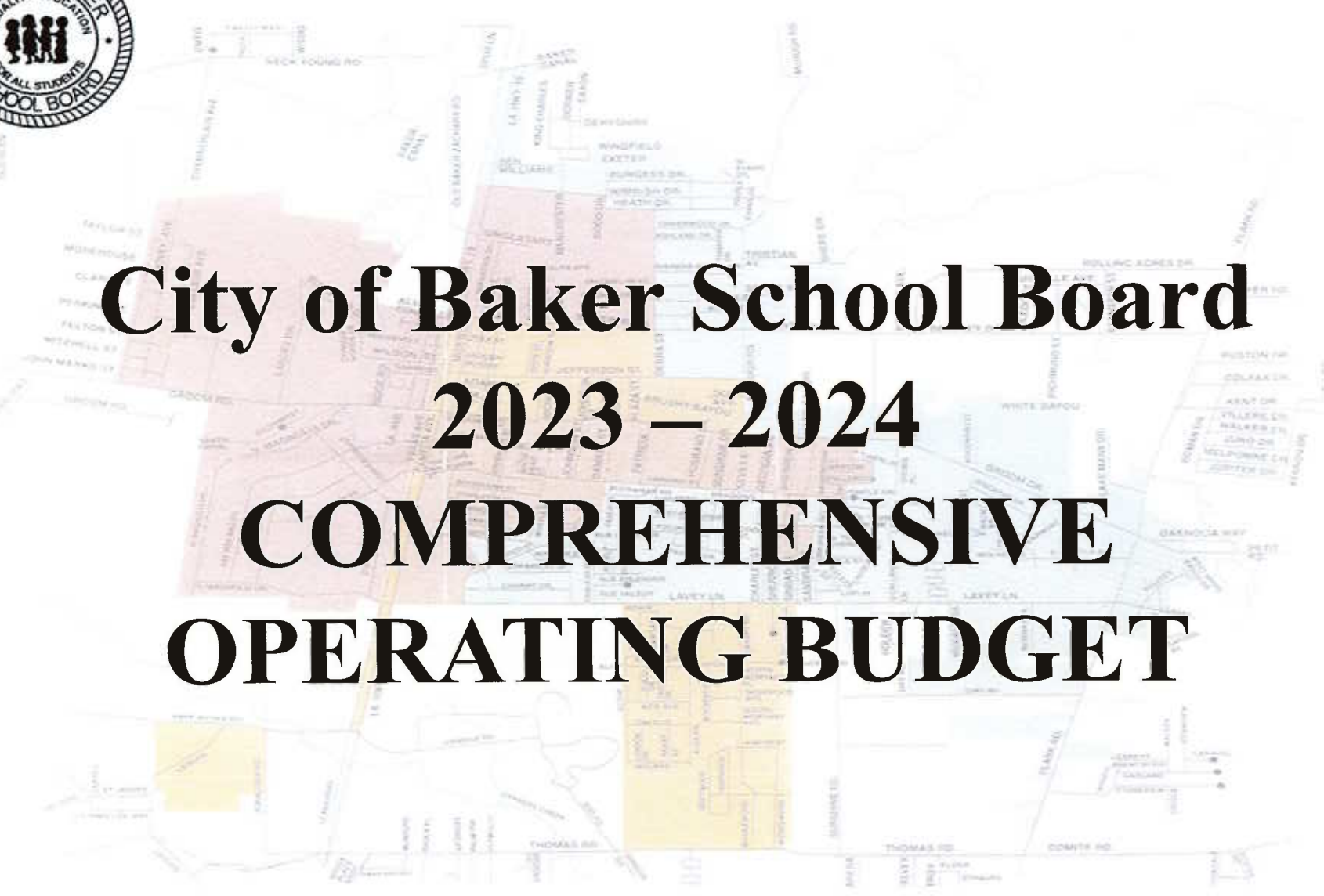
Type of Item: Action

Agenda Item: Operating Budget

Background Information:

The board needs to approve the 2023-2024 Operating Budget.

Attached Items: 2023-2024 CoBSS Operating Budget.

A detailed street map of Baker, Oregon, serves as the background for the title. The map shows various streets and neighborhoods, with several areas highlighted in different colors: a large pink area in the northwest, a yellow area in the center, and a light blue area in the southeast. The text is overlaid on this map.

# **City of Baker School Board**

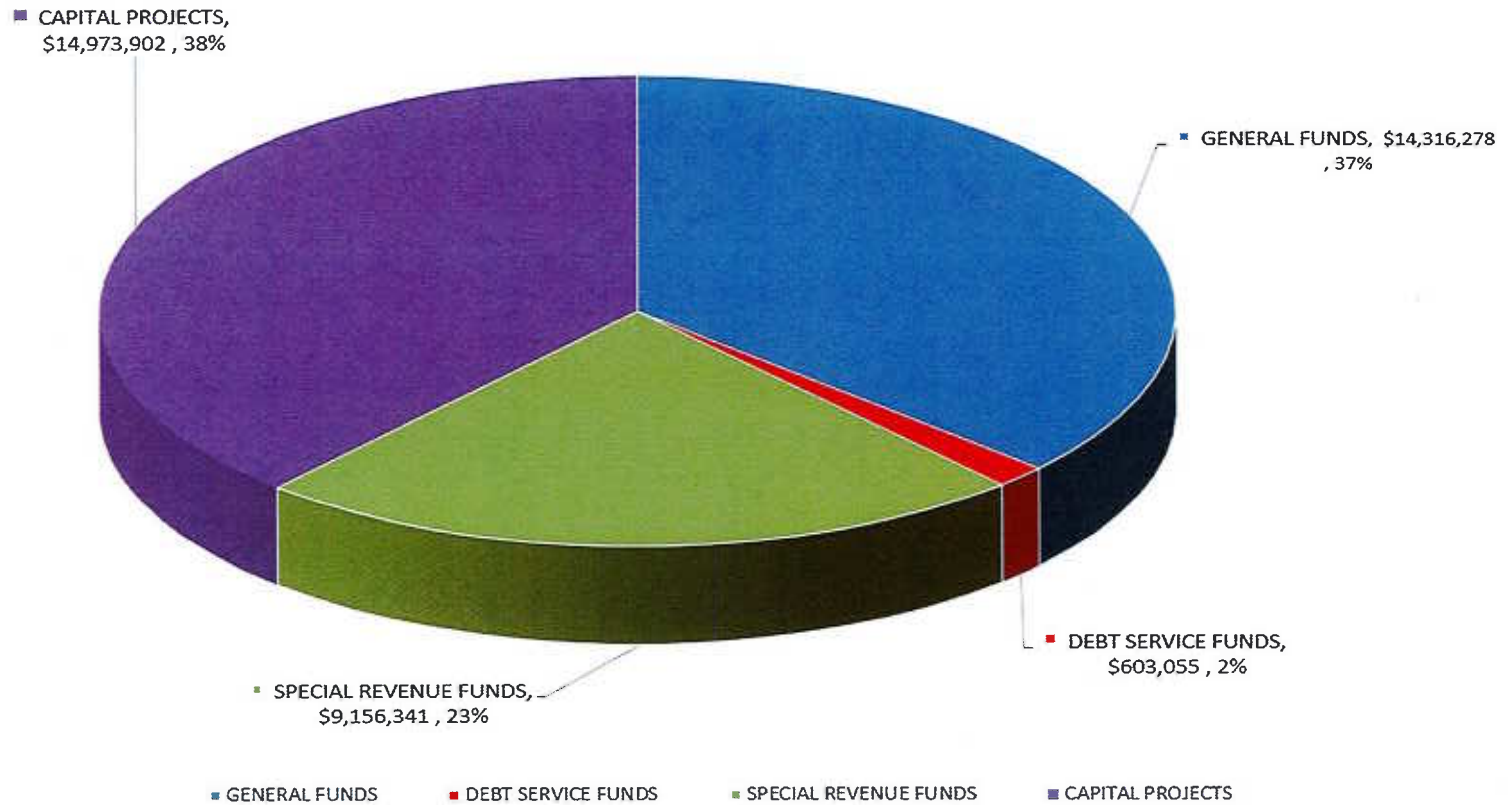
## **2023 – 2024**

# **COMPREHENSIVE**

# **OPERATING BUDGET**



CITY OF BAKER SCHOOL BOARD  
2023-2024  
COMPREHENSIVE OPERATING BUDGET  
FUNDING CATEGORIES



TOTAL COMBINED BUDGET  
\$39,049,576



# GENERAL FUNDS

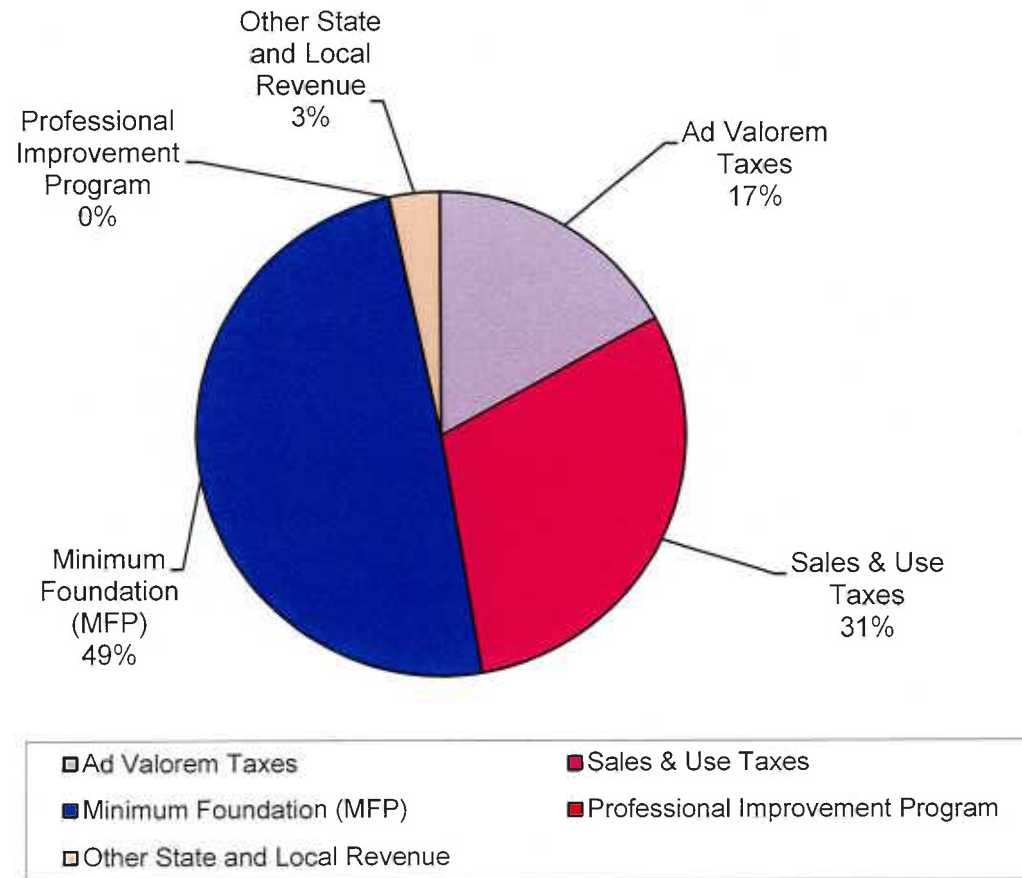
## Revenues

# 3 Major Sources of Revenue

MFP – Minimum Foundation Program

Sales Tax

Property Taxes





## **MFP – LARGEST SOURCE OF REVENUE (49%)**

- Based on February 1 Student Enrollment
  - February 1, 2023 SIS Count reported - 947 Students
- Calculated at a Base per Pupil Amount
  - \$4,015
- Add-on weights - based on student characteristics recognizing the extra cost of instruction for certain categories of students or classes.
  - Economically Disadvantage Students (22%)
  - Career and Technical Education Units (6%)
  - Exceptional Students and Other Exceptionalities (150%)
  - Gifted and Talented (60%)
- Career Development Funds (CDF) - \$25,000
- Supplemental Choice Allocation (SCA) - \$34,930

***•MFP Allocation is recalculated at Mid Year based upon Oct 1 MFP Enrollment Count. Adjustments to the MFP are made accordingly.***

For More information on MFP formula see MFP Handbook  
<http://www.louisianaschools.net/ide/uploads/18572.pdf>

# MINIMUM FOUNDATION PROGRAM (MFP)

Minimum Foundation Program	\$7,343,144
USDA SFS Match Transfer	\$ 10,267
Local Revenue Charter School Transfers	<u>\$2,699,309</u>
<b>TOTAL MFP TRANSFERS</b>	<b>(\$2,709,576)</b>
<b>TOTAL NET MFP</b>	<b>\$ 4,633,568</b>

*(Monthly \$386,131)*

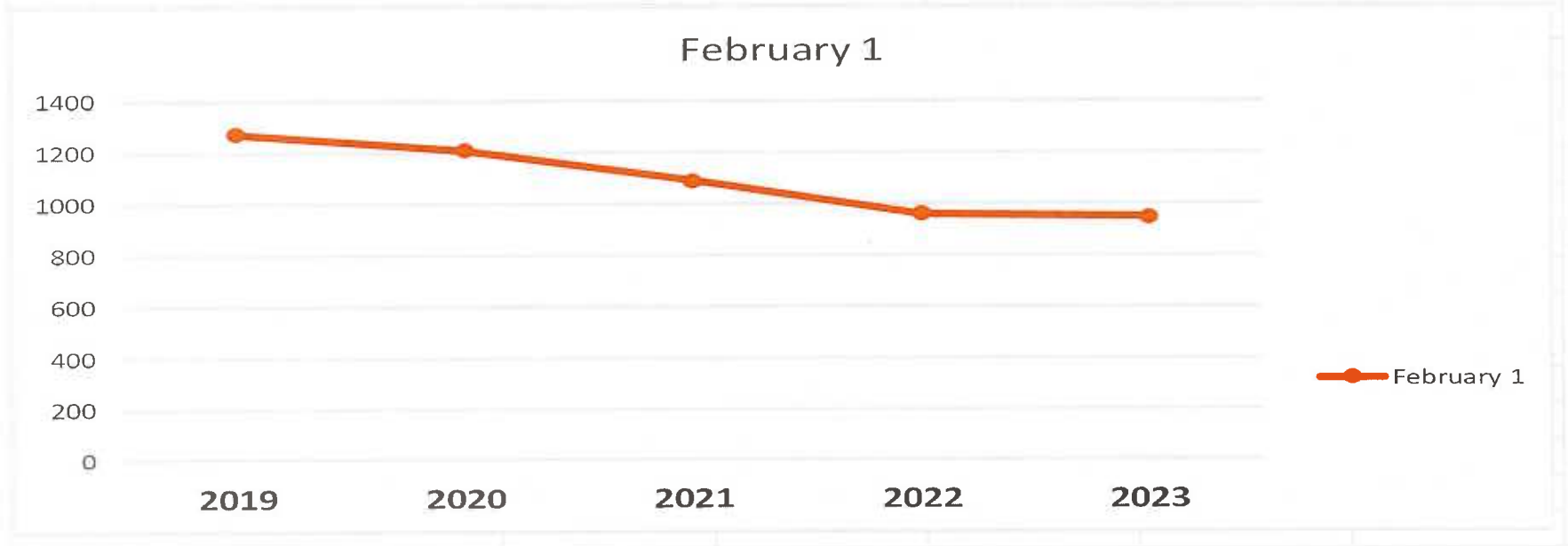
Based upon Student Enrollment of 947 Students. MFP will be adjusted at mid year according to the October 1, 2023 Enrollment. MFP can increase or decrease dependent upon that enrollment.

## 2023 - 2024 General Fund Revenues

Ad Valorem Taxes		\$	2,537,454
Sales & Use Taxes		\$	4,535,205
Minimum Foundation (MFP)		\$	7,343,144
Professional Improvement Program		\$	9,360
Other State and Local Revenue		\$	494,280
<b>Total Budget</b>		<b>\$</b>	<b>14,919,443</b>
MFP Transfers to Local Charters		<b>\$</b>	<b>(2,699,309)</b>
<b>Net Revenue</b>		<b>\$</b>	<b>12,220,134</b>

## STUDENT ENROLLMENT TRENDS 2019 - 2023

Enrollment Year	2019	2020	2021	2022	2023
February 1	1272	1208	1090	960	947



# EXPENDITURES

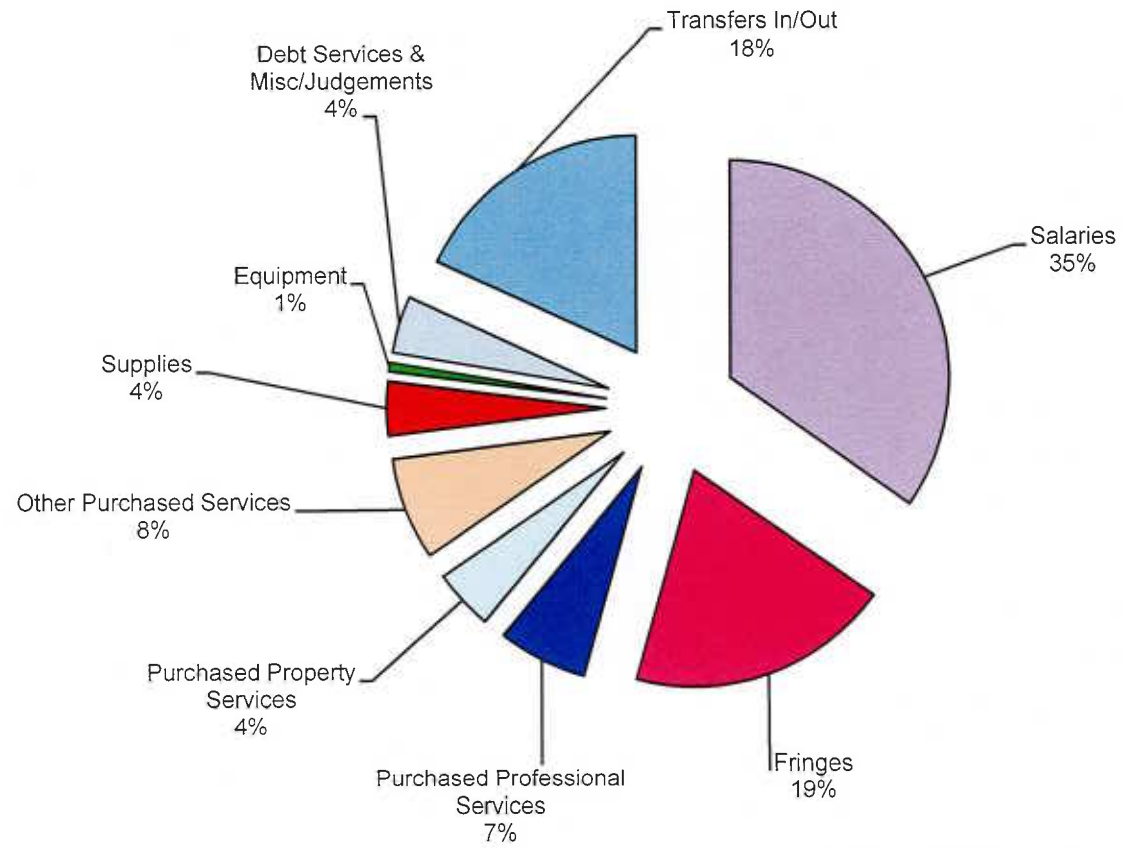




## 2023 - 2024 Proposed General Fund Expenditures by Object

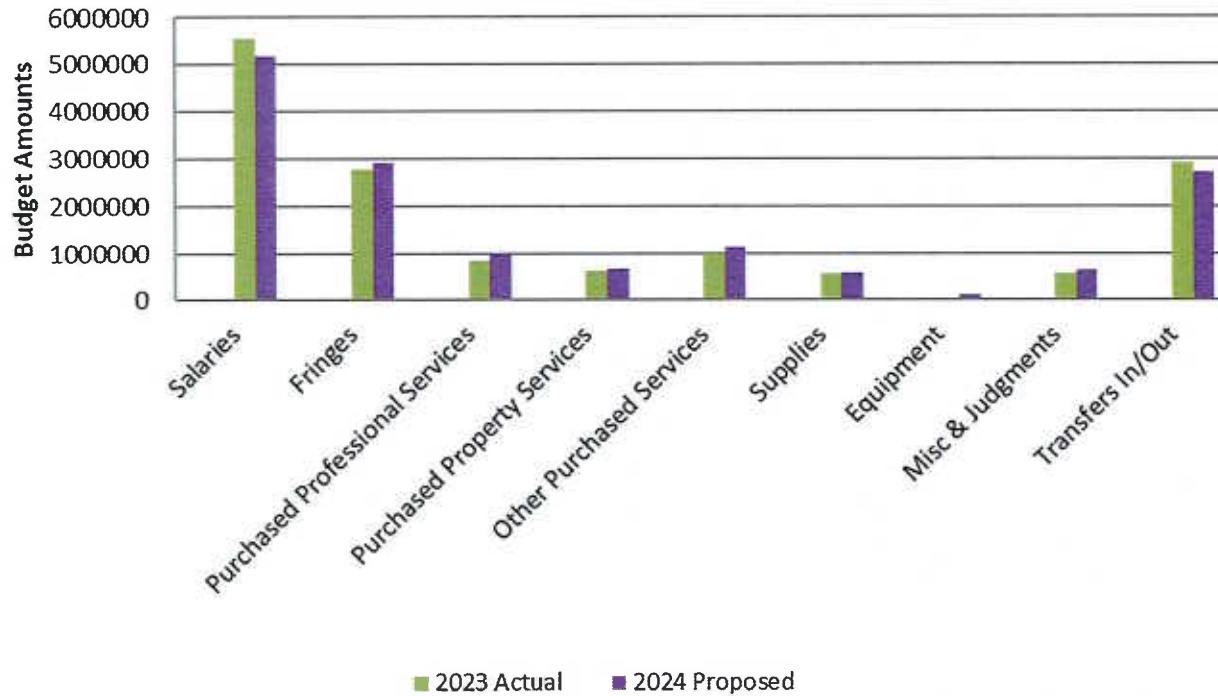
Salaries	5,186,612
Fringes	2,908,624
Purchased Professional Services	988,965
Purchased Property Services	677,945
Other Purchased Services	1,131,295
Supplies	593,528
Equipment	100,000
Debt Services & Misc/Judgments	633,055
Transfers In/Out	<u>2,699,309.00</u>
<b>Total Budget</b>	<b><u>14,919,333.00</u></b>

# 2023– 2024 EXPENDITURES



### 2023 and 2024 General Fund Object Comparisons

Object Category	2023 Actual	2024 Proposed	% Change
Salaries	5,538,408	5,186,612	-6.35%
Fringes	2,761,868	2,908,624	5.31%
Purchased Professional Services	835,277	988,965	18.40%
Purchased Property Services	616,645	677,945	9.94%
Other Purchased Services	983,473	1,131,295	15.03%
Supplies	562,251	593,528	5.56%
Equipment	5,000	100,000	1900.00%
Debt Services Misc & Judgments	553,411	633,055	14.39%
Transfers In/Out	2,912,905	2,699,309	-7.33%
<b>Total Budget</b>	<b>14,769,238</b>	<b>14,919,333</b>	<b>1.02%</b>





**2023- 2024 OPERATING BUDGET SUMMARY**

<b>DESCRIPTION</b>	<b>2022-2023</b>	<b>2023-2024</b>
REVENUES	15,322,887	14,919,443
EXPENDITURES	11,845,361	12,209,757
TRANSFERS OUT		
USDA SFS MATCH	(10,972)	(10,267)
CHARTER SCHOOLS MFP TRANSFERS	(2,912,905)	(2,699,309)
TOTAL TRANSFERS OUT	(2,923,877)	(2,709,576)
<b>EXCESS OF REVENUES/EXPENDITURES</b>	<b>553,649</b>	<b>110</b>
<b>FUND BALANCE</b>		
BEGINNING FUND BALANCE	8,149,910	4,802,383
Transfers to Baker High Restoration Project	(3,901,176)	0
Transfers to Baker High Restoration Project Change Order 4 2023-2024		(256,377)
ENDING FUND BALANCE	4,802,383	4,546,116

# CAPITAL PROJECTS

## Baker High School Disaster Recovery Restoration Project



<b>CAPITAL PROJECTS</b>			
<b>Description</b>	<b>2021-2023 ORIGINAL Construction Budget</b>	<b>2022-2023 ACTUAL REVENUES EXPENDITURES</b>	<b>2023-2024 PROPOSED REVENUES EXPENDITURES</b>
<b>REVENUE SOURCES</b>			
FEMA REVENUE	6,266,855.00	3,973,162.00	2,293,692.00
Community Development Block Grant 10% Match (CDBG)	696,317.00	0.00	696,317.00
ESSER FUNDS	1,245,000.00	0.00	1,245,000.00
BOND REVENUE - LOAN	8,200,000.00	5,847,457.77	2,352,542.00
General Fund Transfers In	1,725,841.71	0.00	82,227.00
<b>Reserve Funds Transferred In From General Funds</b>	<b>3,901,176.00</b>	<b>3,901,176.00</b>	<b>337,720.00</b>
<b>GENERAL FUND RESERVE Transfer In For Change Order No. 4</b>	<b>0.00</b>	<b>0.00</b>	<b>256,377.00</b>
<b>TOTAL REVENUE FOR CONSTRUCTION</b>	<b>22,035,189.71</b>	<b>13,721,795.77</b>	<b>7,263,875.00</b>
<b>CONTENTS (FURNITURE AND FIXTURES)</b>			
FEMA REVENUE - CONTENTS	1,190,584.00	0.00	1,190,584.00
Community Development Block Grant 10% Match (CDBG)	132,288.00	0.00	132,288.00
<b>TOTAL REVENUE FOR CONTENTS</b>	<b>1,322,872.00</b>	<b>0.00</b>	<b>1,322,872.00</b>
<b>TOTAL REVENUES</b>	<b>23,358,061.71</b>	<b>13,721,795.77</b>	<b>8,586,747.00</b>
<b>EXPENDITURES</b>			
Construction & Restoration			
Construction Original Bid Award	21,270,000.00		
Change Order #1 (VE Deductive Change Order)	(2,127,069.00)		
Change Order #2 (Asbestos Abatement)	1,000,848.00		
Change Order #3 (Metal Deck Roofing Band Room/Brick Bldg A and VE Deductions)	73,719.00		
Change Order No. 4			256,377.00
<b>Total Construction and Restoration</b>	<b>20,217,498.00</b>	7,169,071.91	13,048,426.00
Furniture and Fixtures	1,322,872.00	0.00	1,322,872.00
<b>TOTAL EXPENDITURES</b>	<b>21,540,370.00</b>	<b>7,169,071.91</b>	<b>14,627,675.00</b>
<b>Professional and Project Management Services</b>			
Architectural and Professional Services (Amended)	1,817,691.71	165,569.00	346,227.31
<b>Total Professional and Project Management Services</b>	<b>1,817,691.71</b>	<b>165,569.00</b>	<b>346,227.31</b>
<b>TOTAL BAKER HIGH RESTORATION EXPENDITURE</b>	<b>23,358,061.71</b>	<b>7,334,640.91</b>	<b>14,973,902.31</b>
<b>Excess of Revenues Over Expenditures</b>	<b>0.00</b>	<b>6,387,154.86</b>	<b>(6,387,155.31)</b>
<b>Fund Balances</b>			
Beginning Fund Balance	0.00	0.00	6,387,155
Ending Fund Balance	0.00	6,387,154.86	(0)

# Capital Improvement Plan

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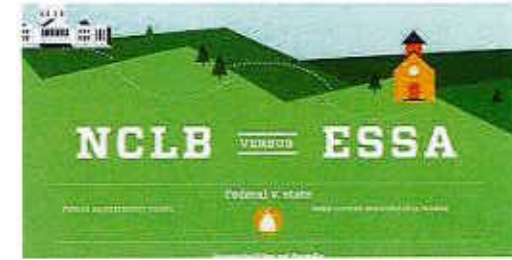
## FUTURE CAPITAL IMPROVEMENT PROJECTS

- Replace Windows-Park Ridge – Baker Heights (ESSER)
- Replace Doors Baker Heights and Baker Middle Building (Baker High) (ESSER)
- Install HVAC system in Gym – Baker Middle (Baker High) (ESSER/GF)
- Complete Painting Project of All Schools (GF)
- Demolish Old Unused T-Buildings (GF)
- **THE STRONGER CONNECTIONS PROJECT**
  - Installation of Security Cameras on Campuses
  - Installation of Warning Buzzers on Exterior Doors
  - Remodeling Front Entrances to create Single Points of Entry
  - Installing Shatterproof Film on Exterior Windows
  - Creating Interior Barriers in current office spaces





# SPECIAL REVENUE FUNDS



**SPECIAL REVENUE FUNDS**

FEDERAL AND STATE GRANTS	2022-2023 APPROVED BUDGET	2022-2023 Actual Revenues	2022-2023 Actual Expenditures	2022-2023 Excess/ Deficiency	2023-2024 BUDGET ALLOCATION	23-24% % CHANGE
Account Title						
CARL PERKINS	38,576.00	30,334.00	30,334.00	0.00	15,062.00	-61.0%
FOOD SERVICE	795,850.00	814,696.00	795,827.00	18,869.00	815,700.00	2.5%
SUMMER SCHOOL FOOD SERVICE	12,000.00	11,775.00	8,215.00	3,560.00	8,500.00	-29.2%
FRESH FRUIT AND VEGETABLE GRANT	8,071.00	8,071.00	8,071.00	0.00	12,072.00	49.6%
IDEA PART B	385,584.00	326,355.16	326,355.16	0.00	218,693.00	-43.3%
HIGH COST SERVICES	22,997.00	22,997.00	22,997.00	0.00	0.00	-100.0%
SPECIAL ED - PRE-SCHOOL	18,004.00	5,356.33	5,356.33	0.00	6,800.00	-62.2%
8g STUDENT ENHANCEMENT/PRE K	51,440.00	59,726.64	59,726.64	0.00	51,440.00	0.0%
TITLE I	1,697,861.00	1,070,850.00	1,070,850.00	0.00	838,570.00	-50.6%
TITLE II	200,041.00	89,962.00	89,962.00	0.00	64,850.00	-67.6%
TITLE IV	251,380.00	66,656.00	66,656.00	0.00	70,772.00	-71.8%
DIRECT STUDENT SERVICES	82,098.00	5,760.00	5,760.00	0.00	0.00	-100.0%
SCHOOL REDESIGN	89,394.00	55,002.00	55,002.00	0.00	353,318.00	295.2%
LA - 4 Cecil Picard	112,850.00	180,910.00	105,890.00	75,020.00	253,580.00	124.7%
ED EXCELLENCE ENHANCEMENT	19,825.00	19,825.00	7,106.00	12,719.00	19,825.00	0.0%
STRONG START 2020	467,324.00	201,020.00	201,020.00	0.00	0.00	-100.0%
ESSER II - FORMULA ACHIEVE	3,494,120.00	929,417.88	929,417.88	0.00	0.00	-100.0%
ESSER II INCENTIVE	22,779.00	47,379.00	47,379.00	0.00	0.00	-100.0%
ESSER III - FORMULA ACHIEVE	6,287,061.00	1,812,285.76	1,812,285.76	0.00	4,474,775.24	-28.8%
ESSER III (EB) - ACHIEVE - INTERVENTIONS	1,569,312.00	541,293.67	541,293.67	0.00	1,028,018.33	-34.5%
ESSER III INCENTIVE	140,009.00	0.00	0.00	0.00	140,009.00	0.0%
HOMELESS ARP	37,965.00	7,819.29	7,819.29	0.00	30,145.71	-20.6%
IDEA 611 ARP ACHV	63,108.00	4,483.85	4,483.85	0.00	58,624.15	-7.1%
IDEA 619 ARP ACHV	5,186.00	3,313.41	3,313.41	0.00	1,872.59	-63.9%
<b>STRONGER CONNECTIONS</b>	<b>518,355.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>518,355.00</b>	<b>0.0%</b>
IDEA 611 Set Aside	10,587.00	0.00	0.00	0.00	21,505.00	103.1%
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD B-5	0.00	67,117.87	67,117.87	0.00	774.00	100.0%
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD K-5	0.00	0.00	0.00	0.00	40,920.00	100.0%
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 6-8	40,653.00	3,300.00	3,300.00	0.00	42,160.00	3.7%
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 9-12	62,028.00	39,379.07	39,379.07	0.00	70,000.00	12.9%
<b>TOTAL - SPECIAL REVENUE FUNDS</b>	<b>16,504,458.00</b>	<b>6,425,085.93</b>	<b>6,314,917.93</b>	<b>110,168.00</b>	<b>9,156,341.02</b>	<b>-44.5%</b>

# School Cash Online

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Web-based Online  
Payment System



**NO CASH  
ACCEPTED**



Completely  
Cashless  
Transactions

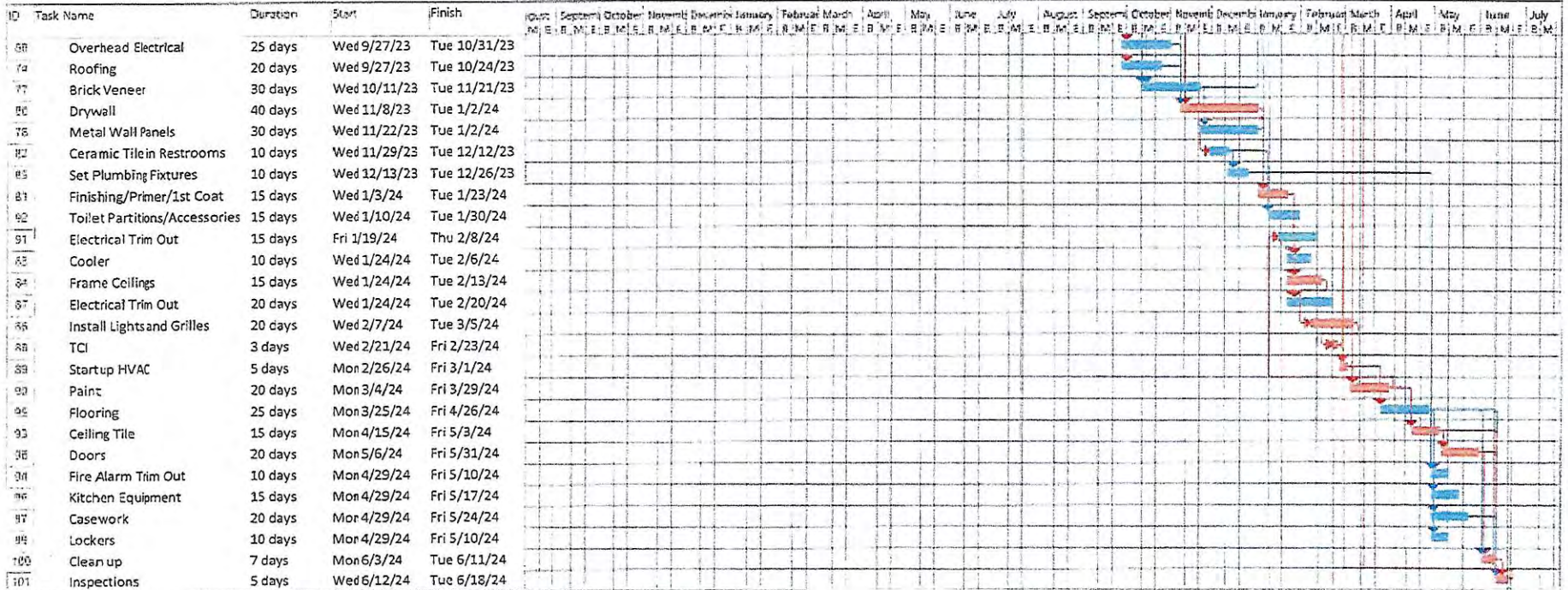


# QUESTIONS AND PUBLIC COMMENTS





# Baker High School



Project: Baker High  
Date: Thu 7/20/23

Task		Inactive Task	Manual Summary Rollup		External Milestone		Manual Progress	
Split		Inactive Milestone	Manual Summary		Critical			
Summary		Inactive Summary	Start-only		Critical Split			
Summary		Manual Task	Finish-only		Critical Split			
Project Summary		Duration Only	External Tasks		Progress			



**CITY OF BAKER SCHOOL BOARD**  
**2023-2024 PROPOSED SPECIAL REVENUE FUNDS**

SPECIAL REVENUE FUNDS						
FEDERAL AND STATE GRANTS	2022-2023 APPROVED BUDGET	2022-2023 Actual Revenues	2022-2023 Actual Expenditures	2022-2023 Excess/ Deficiency	2023-2024 BUDGET ALLOCATION	23-24% % CHANGE
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SUMMER SCHOOL FOOD SERVICE	12,000.00	11,775.00	8,215.00	3,560.00	8,500.00	-29.2%
FRESH FRUIT AND VEGETABLE GRANT	8,071.00	8,071.00	8,071.00	0.00	12,072.00	49.6%
IDEA PART B	385,584.00	326,355.16	326,355.16	0.00	218,693.00	-43.3%
HIGH COST SERVICES	22,997.00	22,997.00	22,997.00	0.00	0.00	-100.0%
SPECIAL ED - PRE-SCHOOL	18,004.00	5,356.33	5,356.33	0.00	6,800.00	-62.2%
8g STUDENT ENHANCEMENT/PRE K	51,440.00	59,726.64	59,726.64	0.00	51,440.00	0.0%
TITLE I	1,697,861.00	1,070,850.00	1,070,850.00	0.00	838,570.00	-50.6%
TITLE II	200,041.00	89,962.00	89,962.00	0.00	64,850.00	-67.6%
TITLE IV	251,380.00	66,656.00	66,656.00	0.00	70,772.00	-71.8%
DIRECT STUDENT SERVICES	82,098.00	5,760.00	5,760.00	0.00	0.00	-100.0%
SCHOOL REDESIGN	89,394.00	55,002.00	55,002.00	0.00	353,318.00	295.2%
LA - 4 Cecil Picard	112,850.00	180,910.00	105,890.00	75,020.00	253,580.00	124.7%
ED EXCELLENCE ENHANCEMENT	19,825.00	19,825.00	7,106.00	12,719.00	19,825.00	0.0%
STRONG START 2020	467,324.00	201,020.00	201,020.00	0.00	0.00	-100.0%
ESSER II - FORMULA ACHIEVE	3,494,120.00	929,417.88	929,417.88	0.00	0.00	-100.0%
ESSER II INCENTIVE	22,779.00	47,379.00	47,379.00	0.00	0.00	-100.0%
ESSER III - FORMULA ACHIEVE	6,287,061.00	1,812,285.76	1,812,285.76	0.00	4,474,775.24	-28.8%
ESSER III (EB) - ACHIEVE - INTERVENTIONS	1,569,312.00	541,293.67	541,293.67	0.00	1,028,018.33	-34.5%
ESSER III INCENTIVE	140,009.00	0.00	0.00	0.00	140,009.00	0.0%
HOMELESS ARP	37,965.00	7,819.29	7,819.29	0.00	30,145.71	-20.6%
IDEA 611 ARP ACHV	63,108.00	4,483.85	4,483.85	0.00	58,624.15	-7.1%
IDEA 619 ARP ACHV	5,186.00	3,313.41	3,313.41	0.00	1,872.59	-63.9%
STRONGER CONNECTIONS	0.00	0.00	0.00	0.00	0.00	#DIV/0!
IDEA 611 Set Aside	10,587.00	0.00	0.00	0.00	21,505.00	103.1%
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD B-5	0.00	67,117.87	67,117.87	0.00	774.00	100.0%
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD K-5	0.00	0.00	0.00	0.00	40,920.00	100.0%
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 6-8	40,653.00	3,300.00	3,300.00	0.00	42,160.00	3.7%
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 9-12	62,028.00	39,379.07	39,379.07	0.00	70,000.00	12.9%
<b>TOTAL - SPECIAL REVENUE FUNDS</b>	<b>15,986,103.00</b>	<b>6,425,085.93</b>	<b>6,314,917.93</b>	<b>110,168.00</b>	<b>8,637,986.02</b>	<b>-46.0%</b>

**City of Baker School System**  
**School Board Meeting**  
**Tuesday, September 5, 2023**

Type of Item:           Action

Agenda Item:           Legal Settlement

Background Information:

The board needs to approve the settlement with Joann Rogers.

Attached Items:

Ms. Rogers grandson parked at 5903 Groom Road at Baker High. He was helping students in the band. He was not in the vehicle. The location as you will see in the photos is part of the culture at this school to park in this area. Further up there are signs locating an area for them not park. There is no marking of paint or signs in this area where the vehicle was parked, not to park.

The 2009 Toyota Camry was hit on the rear side Qtr. Panel. We sent Frontier Adjusters out to write us an estimate of the damages. The vehicle is considered a total loss. The claimant has agreed to settle for the value of the vehicle. Accident report is attached. There was no damage to the bus.

Total claim amount \$5,707.32 and Frontier Adjusters \$170.00.

**City of Baker School System**  
**School Board Meeting**  
**Tuesday, September 5, 2023**

Type of Item:           Action

Agenda Item:               ESS Contracts

Background Information:

The Exceptional Services Department needs to approve contracts for Adapted Physical Education (APE) services, Physical Therapy, and Homebond Services.

Attached Items: contract with Empower Physical Therapy  
contract with Step by Step Therapeutic Services

STATE OF LOUISIANA

EAST BATON ROUGE PARISH

CITY OF BAKER SCHOOL SYSTEM

**CONTRACT E OR PROFESSIONAL SERVICES**

**BE IT KNOWN THAT** this agreement is entered into in the above identified Parish by and between The City of Baker School System, located at 14750 Plank Road, Baker, Louisiana 70714, (hereinafter sometimes simply referred to as "COBSS"), and Empower Physical Therapy and Wellness and whose mailing address is PO BOX 74732, Baton Rouge, LA. 70874 (hereinafter sometimes simply referred to as "Contractor").

1.

Contractor hereby agrees to furnish the following:

<p>Time of (s)</p>	<p><b>Services to be Rendered</b> (topic(s), activities, follow-up, assessment, impact on teachers and students) These activities should be directly linked to your School Improvement Plan (Public School) and Consultation Activity Chart (Nonpublic/Private School)</p>	<p>Location</p>	<p><b>Beneficiaries</b> (audience – include number of administrators, teachers, students and/or parents that will benefit from PD)</p>
<p>August 28, 2023, through May 24, 2024</p>	<p><b><u>SCOPE OF RESPONSIBILITIES:</u></b></p> <p>Provides virtual or face-to-face Physical Therapy services to students of the City of Baker School System as indicated by evaluations and agreed upon by IBP committees. Maintains professional licenses to practice Physical Therapy services in the State of Louisiana. Complete all testing, therapeutic intervention, and documentation necessary to serve the student referred or already on the caseload, as personnel is available. Collects and compiles data as needed for the department, district, state, and federal reports.</p> <p><b><u>RESPONSIBILITIES/FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Serves as a member of a multi-disciplinary team and provides appropriate assessments for the identification of student's needs and provides written reports within the required timelines in compliance with <u>Bulletin 1508</u> guidelines and local policies and procedures</li> <li>• Evaluate students with disabilities by performing and interpreting tests and measurements and/or clinical observations of neurophysiological, musculoskeletal, sensorimotor functions and daily living skills.</li> <li>• Plans and implements treatment strategies for students based on evaluation findings.</li> <li>• Sets goals targeting improving, developing, restoring, or maintaining functions impaired or lost through illness, injury, or deprivation.</li> <li>• Sets goals targeting improving or maintaining ability to perform tasks for independent functioning when functions are impaired or lost.</li> <li>• Administers and supervises therapeutic</li> </ul>	<p>Pupil Appraisal: District-Wide for all services rendered</p>	

	<p>management of students with disabilities, recommending equipment and providing training to parents and educational personnel.</p> <ul style="list-style-type: none"> <li>• Participates in special education eligibility determinations and IBP staffing, when appropriate</li> <li>• Interprets results to parents, teachers, principals, and other school system personnel and assists with planning appropriate programs for individual students.</li> <li>• Works directly with the student and family, utilizing accepted diagnostic methods.</li> <li>• Provides preventative, related, and support services to students as appropriate,</li> <li>• Establishes and maintains contact with school personnel for the purpose of discussing and implementing techniques of working with students and their families regarding the significance of occupational therapy and physical therapy on the learning process.</li> <li>• Maintains accurate case records on all students including, initial screening and individual evaluations, and other services provided by the Physical Therapist in accordance with the requirements of local, state, and federal laws, regulations, and/or policies.</li> <li>• Completes and maintains a required tracking system which will reflect the provision of services to students and personal accountability.</li> <li>• Completes Medicaid billing for services of students on caseload.</li> <li>• Performs other such duties and assumes such other responsibilities as assigned by the Special Education Supervisor</li> </ul>		
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These services are to be provided under the immediate supervision of the Special Education Supervisor

2.

In consideration of the services described hereinabove, COBSS hereby agrees to pay Contractor at a rate of fifty-five dollars (\$55.00) per hour for school Physical Therapy services for thirty-three (33) weeks not to exceed a total reimbursement of \$27,225.00. All travel time to and from schools and travel between schools will be inclusive of respective hourly rate.

3.

The contractor will provide an invoice to Mr. John Arrasmith, Special Education Supervisor, each month equal to the number of hours/days that were worked during the month at the hourly rate agreed upon above. Timesheets verifying hours/days worked must be attached to each invoice along with service/accountability logs. Invoices should be received no later than the 5<sup>th</sup> day of the month following the period during which the hours were accrued. The City of Baker School System will issue a check to the

contractor no later than 15 days after the invoice is received. If time is missed due to extenuating circumstances, making up missed time on a following week (within the contracted period) must be approved by Mr. John Arrasmith, Special Education Supervisor.

4.

This contract for professional school occupational therapy services is with Empower Physical Therapy and Wellness, and it is expected that the work will be performed personally by Empower Physical Therapy and Wellness.

5.

The contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this contract shall be said Contractor's obligation and identified under a Federal tax identification number.

6.

The Legislative Auditor the State of Louisiana and/or Office of the Governor may audit all financial and suit records of Contractor which relate to this contract.

7.

This contract is in effect for the period commencing on August 28, 2023, and terminating on May 24, 2024. The termination date of this contract may be extended only if an amendment to that effect is duly executed by the contracting parties and approved by the necessary authorities prior to said termination date. Requests for extensions may be initiated by either party by the mailing of such request to the other party, via Certified Mail, return receipt requested, not less than thirty (30) days before the termination date provided for herein or any extension thereof. If either party informs the other that any extension of this contract is deemed necessary, an amendment may be prepared by the COBSS and forwarded to Contractor for appropriate action by Contractor, and said amendment is to be returned to the COBSS with appropriate information and signatures not less than fifteen (15) days prior to termination date. The amendment when received will be forwarded to the necessary authorities for their approval.

8.

The commencement of this contract is subject to and conditioned upon the availability and appropriation of the necessary funds, and the COBSS will have no liability or obligation to pay contractor until this contract has been approved.

Furthermore, the continuation of this contract is contingent upon the appropriation of funds by the City of Baker School Board. If the City of Baker School Board fails to appropriate sufficient monies to provide for



the continuation of this contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated, with the sole liability of the COBSS being the amounts due and owing on the date of cancellation due to the non-appropriation of funds.

**9.**

Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the COBSS provided however, the claims for moneys due or to become due to Contractor from the COBSS under this contract may be assigned to a bank, trust company, or other financial institution without such prior written consent.

**10.**

Either party shall have the right to cancel this contract, with or without cause, prior to the termination date by giving the other party thirty (30) days written notice forwarded to their respective address by certified mail. The COBSS has the right to cancel this contract upon less than thirty (30) days due to budgetary reductions, a change in funding priorities by the COBSS or cause. In the event the COBSS terminates this contract for cause/breach, the COBSS will pursue all remedies available to it under law.

Notice shall be sent Certified Mail, return receipt requested, to the following addresses:

If to **CoBSS:** City of Baker School System  
James T. Stroder  
Acting Superintendent  
14750 Plank Road  
Baker, LA 70714

If to **Contractor:** Empower Physical Therapy and Wellness  
Tierra B. Williams  
PO BOX 74732  
Baton Rouge, LA. 70874

All records, reports, documents, and other material delivered or transmitted to Contractor by the COBSS shall remain the property of the COBSS and shall be returned by Contractor to the COBSS at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other materials related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the COBSS, and shall, upon request, be returned to the COBSS at Contractor's expense, at termination or expiration of this contract.

**11.**

The COBSS and Contractor acknowledge and agree that the COBSS has the right to review all records, reports, worksheets, or any other materials related to this contract. The COBSS and Contractor further agree to furnish the COBSS, upon request, copies of any and all records, reports, worksheets, bills, statements or any

other material of Contractor or the COBSS related to this contract. Consequently, Contractor agrees that all records regarding this contract shall be maintained for a period of not less than three (3) years.

**12.**

Any claim or controversy arising out of this contract shall be resolved according to Louisiana law.

**13.**

Contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices and will render services under this contract without regard to race, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for immediate termination of this contract without notice.

**14.**

The contractor shall maintain the confidentiality of any and all confidential student and/or employee information.

**15.**

For those contracts issued by the COBSS representing services to be provided using federal funding, signing this contract certifies that the contractor and the names of officers, directors, and any, and all employees of the contractor's company do not appear on the EPLS. EPLS is the electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits. Contractors may view the current list at <http://epls.amet.gov/>.

**16.**

Contractor receiving individual awards hereby certifies that the organization and its principals are not suspended or debarred from any Federal or State program.

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Contractor: Tierra B. Williams, DPT, FAAOMPT  
Empower Physical Therapy and Wellness

---

Mrs. Joyce Burgess, President  
City of Baker School System

Tax ID# --- -----



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Mr. John Arrasmith, Special Education Supervisor  
City of Baker School System

---

Mr. James T. Stroder, Acting Superintendent  
City of Baker School System

STATE OF LOUISIANA

EAST BATON ROUGE PARISH

CITY OF BAKER SCHOOL SYSTEM

**CONTRACT FOR PROFESSIONAL SERVICES**

BE IT KNOWN THAT this agreement is entered into in the above identified Parish by and between The City of Baker School System, located at 14750 Plank Road, Baker, Louisiana 70714, (hereinafter sometimes simply referred to as "COBSS"), and Step by Step Therapeutic Services LLC and whose mailing address is PO BOX 54381, Baton Rouge, LA, 70892 (hereinafter sometimes simply referred to as 'contractor').

1

Contractor hereby agrees to furnish the following:

Date and Time of Service(s)	Services to be Rendered (topic(s), activities, follow-up, assessment, impact on teachers and students) These activities should be directly linked to your School Improvement Plan (Public School) and Consultation Activity Chart (Nonpublic/Private School)	Location	Beneficiaries (audience - include number of administrators, teachers, students and/or parents that will benefit from PD)
August 28, 2023, through May 24, 2024	<p><b><u>SCOPE OF RESPONSIBILITIES:</u></b></p> <p>Provides virtual or face-to-face Adapted Physical Education services to students of the City of Baker School System as indicated by evaluations and agreed upon by IEP committees. Maintains professional licenses to practice Adapted Physical Education in the State of Louisiana. Complete all testing, therapeutic intervention, and documentation necessary to serve the student referred or already on the caseload, as personnel is available. Collects and compiles data as needed for the department, district, state, and federal reports.</p> <p><b><u>RESPONSIBILITIES/FUNCTIONS:</u></b></p> <ul style="list-style-type: none"><li>• Serves as a member of a multi-disciplinary team and provides appropriate assessments for the identification of student's needs and provides written reports within the required timelines in compliance with <u>Bulletin 1508</u> guidelines and local policies and procedures</li><li>• Evaluate students with disabilities by performing and interpreting tests and measurements and/or clinical observations of neurophysiological, musculoskeletal, sensorimotor functions and daily living skills.</li><li>• Plans and implements treatment strategies for students based on evaluation findings.</li><li>• Sets goals targeting improving, developing, restoring, or maintaining functions impaired or lost through illness, injury, or deprivation.</li><li>• Sets goals targeting improving or maintaining ability to perform tasks for independent functioning when functions are impaired or lost.</li></ul>	Pupil Appraisal: District-Wide for all services rendered	

	<ul style="list-style-type: none"> <li>• Administers and supervises therapeutic management of students with disabilities, recommending equipment and providing training to parents and educational personnel.</li> <li>• Participates in special education eligibility determinations and IEP staffing, when appropriate</li> <li>• Interprets results to parents, teachers, principals, and other school system personnel and assists with planning appropriate programs for individual students.</li> <li>• Works directly with the student and family, utilizing accepted diagnostic methods.</li> <li>• Provides preventative, related, and support services to students as appropriate,</li> <li>• Establishes and maintains contact with school personnel for the purpose of discussing and implementing techniques of working with students and their families regarding the significance of occupational therapy and physical therapy on the learning process.</li> <li>• Maintains accurate case records on all students including, initial screening and individual evaluations, and other services provided by the Adapted Physical Education teacher in accordance with the requirements of local, state, and federal laws, regulations, and/or policies.</li> <li>• Completes and maintains a required tracking system which will reflect the provision of services to students and personal accountability.</li> <li>• Completes Medicaid billing for services of students on caseload.</li> <li>• Performs other such duties and assumes such other responsibilities as assigned by the Special Education Supervisor</li> </ul>		
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These services are to be provided under the immediate supervision of the Special Education Supervisor

2.

In consideration of the services described hereinabove, COBSS hereby agrees to pay Contractor at a rate of seventy-five dollars (\$75.00) per hour for school Adapted Physical Education services and one hundred and twenty-five dollars (\$125.00) to conduct evaluations, re-evaluations, and writing reports, for thirty-five (33) weeks not to exceed a total reimbursement of \$62,000.00. All travel time to and from schools and travel between schools will be inclusive of respective hourly rate.

**J.**

The contractor will provide an invoice to Mr. John Arrasmith, Special Education Supervisor, each month equal to the number of hours/days that were worked during the month at the hourly rate agreed upon above. Timesheets verifying hours/days worked must be attached to each invoice along with service/accountability logs. Invoices should be received no later than the 5<sup>th</sup> day of the month following the

period during which the hours were accrued. The City of Baker School System will issue a check to the contractor no later than 15 days after the invoice is received. If time is missed due to extenuating circumstances, making up missed time on a following week (within the contracted period) must be approved by Mr. John Arrasmith, Special Education Supervisor.

4.

This contract for professional school occupational therapy services is with Step by Step Therapeutic Services LLC, and it is expected that the work will be performed personally by Step by Step Therapeutic Service S LLC.

5.

The contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this contract shall be said Contractor's obligation and identified under a Federal tax identification number.

6.

The Legislative Auditor the State of Louisiana and/or Office of the Governor may audit all financial and suit records of Contractor which relate to this contract.

7.

This contract is in effect for the period commencing on August 28, 2023 and terminating on May 24, 2024. The termination date of this contract may be extended only if an amendment to that effect is duly executed by the contracting parties and approved by the necessary authorities prior to said termination date. Requests for extensions may be initiated by either party by the mailing of such request to the other party, via Certified Mail, return receipt requested, not less than thirty (30) days before the termination date provided for herein or any extension thereof. If either party informs the other that any extension of this contract is deemed necessary, an amendment may be prepared by the COBSS and forwarded to Contractor for appropriate action by Contractor, and said amendment is to be returned to the COBSS with appropriate information and signatures not less than fifteen (15) days prior to termination date. The amendment when received will be forwarded to the necessary authorities for their approval.

8.

The commencement of this contract is subject to and conditioned upon the availability and appropriation of the necessary funds, and the COBSS will have no liability or obligation to pay contractor until this contract has been approved.

Furthermore, the continuation of this contract is contingent upon the appropriation of funds by the City of Baker School Board. If the City of Baker School Board fails to appropriate sufficient monies to provide for the continuation of this contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated, with the sole liability of the COBSS being the amounts due and owing on the date of cancellation due to the non-appropriation of funds.

**9.**

Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the COBSS provided however, the claims for moneys due or to become due to Contractor from the COBSS under this contract may be assigned to a bank, trust company, or other financial institution without such prior written consent.

**10.**

Either party shall have the right to cancel this contract, with or without cause, prior to the termination date by giving the other party thirty (30) days written notice forwarded to their respective address by certified mail. The COBSS has the right to cancel this contract upon less than thirty (30) days due to budgetary reductions, a change in funding priorities by the COBSS or cause. In the event the COBSS terminates this contract for cause/breach, the COBSS will pursue all remedies available to it under law.

Notice shall be sent Certified Mail, return receipt requested, to the following addresses:

**If to CoBSS:** City of Baker School System  
James T. Stroder  
Acting Superintendent  
14750 Plank Road  
Baker, LA 70714

**If to Contractor:** Step by Step Therapeutic Services LLC.  
PO BOX 54381  
Baton Rouge, LA. 70892

AB records, reports, documents, and other material delivered or transmitted to Contractor by the COBSS shall remain the property of the COBSS and shall be returned by Contractor to the COBSS at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other materials related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the COBSS, and shall, upon request, be returned to the COBSS at Contractor's expense, at termination or expiration of this contract.

**11.**

The COBSS and Contractor acknowledge and agree that the COBSS has the right to review all records, reports, worksheets, or any other materials related to this contract. The COBSS and Contractor further agree to

furnish the COBSS, upon request, copies of any and all records, reports, worksheets, bills, statements or any other material of Contractor or the COBSS related to this contract. Consequently, Contractor agrees that all records regarding this contract shall be maintained for a period of not less than three (3) years.

**12.**

Any claim or controversy arising out of this contract shall be resolved according to Louisiana law.

**13.**

Contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices and will render services under this contract without regard to race, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for immediate termination of this contract without notice.

**14.**

The contractor shall maintain the confidentiality of any and all confidential student and/or employee information.

**15.**

For those contracts issued by the COBSS representing services to be provided using federal funding, signing this contract certifies that the contractor and the names of officers, directors, and any, and all employees of the contractor's company do not appear on the EPLS. EPLS is the electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits. Contractors may view the current list at <http://epls.arnet.gov/>.

**16.**

Contractor receiving individual awards hereby certifies that the organization and its principals are not suspended or debarred from any Federal or State program.



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Contractor: Renicca Carter  
Step by Step Therapeutic Services LLC

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Mrs. Joyce Burgess, President  
City of Baker School System

Tax ID# - - - - -

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Mr. John Arrasmith, Special Education Supervisor  
City of Baker School System

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Contractor: Renicca Carter  
Step by Step Therapeutic Services LLC

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Mr. James T. Stroder, Acting Superintendent  
City of Baker School System

Tax ID# \_\_\_\_\_



STATE OF LOUISIANA

EAST BATON ROUGE PARISH

CITY OF BAKER SCHOOL SYSTEM

**CONTRACT FOR PROFESSIONAL SERVICES**

**BE IT KNOWN THAT** this agreement is entered into in the above identified Parish by and between The City of Baker School System, located at 14750 Plank Road, Baker, Louisiana 70714, (hereinafter sometimes simply referred to as "COBSS"), and Mary Thibodeaux and whose mailing address is 6759 Bueche Rd. Erwinville, LA 70729 (hereinafter sometimes simply referred to as "Contractor").

1.

Contractor hereby agrees to furnish the following:

<b>Date and Time of Service(s)</b>	<b>Services to be Rendered (topic(s), activities, follow-up, assessment, impact on teachers and students) These activities should be directly linked to your School Improvement Plan (Public School) and Consultation Activity Chart (Nonpublic/Private School)</b>	<b>Location</b>	<b>Beneficiaries (audience – include number of administrators, teachers, students and/or parents that will benefit from PD)</b>
August 28, 2023, through May 24, 2024	<p><b><u>SCOPE OF RESPONSIBILITIES:</u></b></p> <p>Provides virtual or face-to-face Gifted/Talented/Homebound instructional services to students of the City of Baker School System as indicated by evaluations and agreed upon by IEP committees; utilizes plans and curriculum designed by the classroom teacher so instruction is an extension of the regular class; communicates lesson objectives to students and establishes clear timelines of when work must be completed; maintains records of lessons and instructional material presented to the students; retrieves assignments from regular classroom teachers and returns assignments to teachers when completed; Complete all testing, therapeutic intervention, and documentation necessary to serve the student referred or already on the caseload, as personnel is available. Collects and compiles data as needed for the department, district, state, and federal reports.</p> <p><b><u>RESPONSIBILITIES/FUNCTIONS:</u></b></p> <ul style="list-style-type: none"><li>• Serves as a member of a multi-disciplinary team and provides appropriate assessments for the identification of student's needs and provides written reports within the required timelines in compliance with <u>Bulletin 1508</u> guidelines and local policies and procedures.</li><li>• Evaluate students with disabilities by performing and interpreting tests and measurements and/or clinical observations of neurophysiological, musculoskeletal, sensorimotor functions and daily living skills.</li><li>• Plans and implements treatment strategies</li></ul>	Pupil Appraisal: District-Wide for all services rendered	

	<p>for students based on evaluation findings.</p> <ul style="list-style-type: none"> <li>• Sets goals targeting improving, developing, restoring, or maintaining functions impaired or lost through illness, injury, or deprivation.</li> <li>• Sets goals targeting improving or maintaining ability to perform tasks for independent functioning when functions are impaired or lost.</li> <li>• Administers and supervises therapeutic management of students with disabilities, recommending equipment and providing training to parents and educational personnel.</li> <li>• Participates in special education eligibility determinations and IEP staffing, when appropriate</li> <li>• Interprets results to parents, teachers, principals, and other school system personnel and assists with planning appropriate programs for individual students.</li> <li>• Works directly with the student and family, utilizing accepted diagnostic methods.</li> <li>• Provides preventative, related, and support services to students as appropriate,</li> <li>• Completes and maintains a required tracking system which will reflect the provision of services to students and personal accountability.</li> <li>• Performs other such duties and assumes such other responsibilities as assigned by the Special Education Supervisor</li> </ul>		
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These services are to be provided under the immediate supervision of the Special Education Supervisor

2.

In consideration of the services described hereinabove, COBSS hereby agrees to pay Contractor at a rate of thirty dollars (\$30.00) per hour not to exceed twenty-five (25) hours per week for Gifted/Talented & Homebound Instruction for thirty-three (33) weeks not to exceed a total reimbursement of \$24,750.00. All travel time to and from schools and travel between schools will be inclusive of respective hourly rate.

3.

The contractor will provide an invoice to Mr. John Arrasmith, Special Education Supervisor, each month equal to the number of hours/days that were worked during the month at the hourly rate agreed upon above. Timesheets verifying hours/days worked must be attached to each invoice along with service/accountability logs. Invoices should be received no later than the 5<sup>th</sup> day of the month following the period during which the hours were accrued. The City of Baker School System will issue a check to the contractor no later than 15 days after the invoice is received. If time is missed due to extenuating circumstances, making up missed time on a following week (within the contracted period) must be approved by Mr. John Arrasmith, Special Education Supervisor.

4.

This contract for professional school occupational therapy services is with Mary Thibodeaux, and it is expected that the work will be performed personally by Mary Thibodeaux.

5.

The contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this contract shall be said Contractor's obligation and identified under a Federal tax identification number.

6.

The Legislative Auditor the State of Louisiana and/or Office of the Governor may audit all financial and suit records of Contractor which relate to this contract.

7.

This contract is in effect for the period commencing on September 6, 2023, and terminating on May 24, 2024. The termination date of this contract may be extended only if an amendment to that effect is duly executed by the contracting parties and approved by the necessary authorities prior to said termination date. Requests for extensions may be initiated by either party by the mailing of such request to the other party, via Certified Mail, return receipt requested, not less than thirty (30) days before the termination date provided for herein or any extension thereof. If either party informs the other that any extension of this contract is deemed necessary, an amendment may be prepared by the COBSS and forwarded to Contractor for appropriate action by Contractor, and said amendment is to be returned to the COBSS with appropriate information and signatures not less than fifteen (15) days prior to termination date. The amendment when received will be forwarded to the necessary authorities for their approval.

8.

The commencement of this contract is subject to and conditioned upon the availability and appropriation of the necessary funds, **and the COBSS will have no liability or obligation to pay contractor until this contract has been approved.**

Furthermore, the continuation of this contract is contingent upon the appropriation of funds by the City of Baker School Board. If the City of Baker School Board fails to appropriate sufficient monies to provide for the continuation of this contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated, with the sole liability of the COBSS being the amounts due and owing on the date of cancellation due to the non-appropriation of funds.

9.

Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the COBSS provided however, the claims for moneys due or to become due to Contractor from the COBSS under this contract may be assigned to a bank, trust company, or other financial institution without such prior written consent.

**10.**

Either party shall have the right to cancel this contract, with or without cause, prior to the termination date by giving the other party thirty (30) days written notice forwarded to their respective address by certified mail. The COBSS has the right to cancel this contract upon less than thirty (30) days due to budgetary reductions, a change in funding priorities by the COBSS or cause. In the event the COBSS terminates this contract for cause/breach, the COBSS will pursue all remedies available to it under law.

Notice shall be sent Certified Mail, return receipt requested, to the following addresses:

If to **CoBSS**: City of Baker School System  
James T. Stroder  
Acting Superintendent  
14750 Plank Road  
Baker, LA 70714

If to **Contractor**: Mary Thibodeaux  
6759 Bueche Rd.  
Erwinville, LA 70729

All records, reports, documents, and other material delivered or transmitted to Contractor by the COBSS shall remain the property of the COBSS and shall be returned by Contractor to the COBSS at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other materials related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the COBSS, and shall, upon request, be returned to the COBSS at Contractor's expense, at termination or expiration of this contract.

**11.**

The COBSS and Contractor acknowledge and agree that the COBSS has the right to review all records, reports, worksheets, or any other materials related to this contract. The COBSS and Contractor further agree to furnish the COBSS, upon request, copies of any and all records, reports, worksheets, bills, statements or any other material of Contractor or the COBSS related to this contract. Consequently, Contractor agrees that all records regarding this contract shall be maintained for a period of not less than three (3) years.

**12.**

Any claim or controversy arising out of this contract shall be resolved according to Louisiana law.

**13.**

Contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices and will render services under this contract without regard to race, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for immediate termination of this contract without notice.

**14.**

The contractor shall maintain the confidentiality of any and all confidential student and/or employee information.

**15.**

For those contracts issued by the COBSS representing services to be provided using federal funding, signing this contract certifies that the contractor and the names of officers, directors, and any, and all employees of the contractor's company do not appear on the EPLS. EPLS is the electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits. Contractors may view the current list at <http://epls.arnet.gov/>.

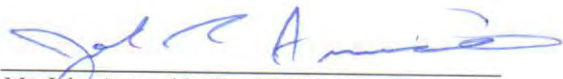
**16.**

Contractor receiving individual awards hereby certifies that the organization and its principals are not suspended or debarred from any Federal or State program.

Contractor: Mary Thibodeaux

Mrs. Joyce Burges, President  
City of Baker School System

Tax ID # \_\_\_\_\_

  
Mr. John Arrasmith, Special Education Supervisor  
City of Baker School System

Mr. James T. Stroder, Interim Superintendent  
City of Baker School System

**City of Baker School System**  
**School Board Meeting**  
**Tuesday, September 5, 2023**

Type of Item: Action

Agenda Item: Lawn Care Bids

Background Information:

Rotolo Consultants Services had the highest score on the Rubric of Lawn Care Services.

Attached Items: Contract with Rotolo Consultants



BID NO. 18-2023/2024



**City of Baker School System**

Post Office Box 680  
14750 Plank Road  
Baker, Louisiana 70704-0680  
Phone (225) 774-5795  
Fax (225) 774-5798  
[www.bakerschools.org](http://www.bakerschools.org)

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2023-2024

**LAWN MAINTENANCE  
BID PACKET**



Prepared By  
Procurement Agent,  
Alisa Sibley  
Phone (225) 778-2378  
Fax (225) 774-5798

**BID NO. 18-2023/2024**

**CITY OF BAKER SCHOOL SYSTEM**

Post Office Box 680  
14750 Plank Road  
Baker, Louisiana 70704-0680  
Phone (225) 774-5795  
Fax (225) 774- 5798  
[www.bakerschools.org](http://www.bakerschools.org)

**ADVERTISEMENT FOR BIDS**

Sealed BIDS for Lawn Maintenance will be received by the City of Baker School System until 1:00 p.m. (local time) on August 21, 2023 and then said office will open on August 24, 2023 at 2:00 p.m.

Bids may be submitted electronically at [www.centralauctionhouse.com](http://www.centralauctionhouse.com) on or before scheduled closing date and time above or Any Bidder sending his Bid by mail should address it to:

**CITY OF BAKER SCHOOL SYSTEM  
14750 PLANK ROAD  
BAKER, LA 70714**

**Lawn Maintenance Bid/Bid No. 18-2023/2024  
Attention: Alisa Sibley**

The INSTRUCTIONS TO BIDDERS, BID FORMS, AND SPECIFICATIONS, may be obtained online at [www.centralauctionhouse.com](http://www.centralauctionhouse.com) or at the following location:

City of Baker School System  
14750 Plank Road  
Baker, La 70714  
Alisa Sibley  
(225) 774-5795

**Emailed Bids will not be accepted**

Proposals received after the above cited time will be considered a late bid and are not acceptable. Bids telephoned, faxed or emailed into Central Office **will not be accepted.**

The City of Baker School System reserves the right to reject any or all proposals whenever such rejection is in its best interest in accordance with law. The provisions and requirements of this advertisement shall not be waived.

The City of Baker School System (CBSS) is an Equal Opportunity Employer, committed to provide equal employment opportunities to all qualified persons and will not discriminate against, minority, women, veteran, religion, disability, Sexual Orientation or age.

Publication dates:  
July 19, 2023  
August 07, 2023  
August 14, 2023

**CITY OF BAKER SCHOOL SYSTEM**

Post Office Box 680  
Baker, Louisiana 70704-0680  
Phone (225) 774-5795  
Fax (225) 774- 5798  
[www.bakerschools.org](http://www.bakerschools.org)

**INSTRUCTIONS TO BIDDERS**

The City of Baker School Board System will receive Sealed Bids until 1:00 p.m. August 21, 2023, in accordance with the following instructions and attached specifications. Bids will be opened August 24, 2023 at 2:00 p.m.

\* If you would like to go out and view the Sites you **MUST** contact Alisa Sibley at (225) 778-2378.

**1. How to Prepare Bid Proposals: All bid proposals shall be:**

- **Must be Prepared on the forms enclosed with the RFP**
- **Type written or completed with blue inked pen, Signed by the Company**
- All erasures or corrections should be initialed and dated by the official signing the proposal
- Bidders are encouraged to review carefully all provisions and attachments prior to completion

**2. RUBRIC and Proposal Content and Evaluation and Selection**

- Evaluation Team
- Clarification of Proposals
- Evaluation and Review of Proposals
- Review of Cost Proposal for request for Bid Proposal Selection Criteria

**3. How to Submit Bid Proposals: All Bid Proposals shall be:**

- **You may submit your bid online at [www.centralauctionhouse.com](http://www.centralauctionhouse.com) or Pick bid up at the City of Baker School System Central office at 14750 Plank Road, Baker. La 70714**
- Submitted in a **SEALED ENVELOPE**
- Clearly marked on the outside **"LAWN MAINTENANCE BID-BID NO. 18-2023/2024**
- Clearly marked **"ATTENTION ALISA SIBLEY"**
- Mail or deliver as follows in sufficient time to ensure receipt by the Purchasing Officer on or before August 21, 2023 at 1:00 p.m. on the date specified in the first paragraph above.
- No Bid may be withdrawn prior to the scheduled closing time for the receipt of the bid.
- Contractor must include updated copies of **LDAF (Louisiana Department of Agriculture & Forestry Card) Commercial Applicator Certification Card (Category 3 and/or 6), LDAF Grounds Owner-Operator Business License, LDAF Louisiana Department of Agriculture & Forestry Horticulture License, Workmen's Compensation Certificates, and Liability Insurance.**
- **Provide Minimum of 2 current letters of professional references**
- **Provide letter of Experience to include brief history of your company with include years of experience in the lawn service business**
- **If Vendor is a participant of the M/WBE/DBE, Small or Minority Owned Business please provide an official letter from the Louisiana Department of Transportation & Development (DOTD)**

**4. Errors in Bids: Bidders are expected to fully inform themselves of the following:**

The City of Baker School System does not discriminate on the basis of race, color, national origin, gender, age or qualified disability

**BID NO. 18-2023/2024**

- Conditions, requirements and specifications before submitting bids.
  - Failure to do so will be at the bidders own risk
  - All erasures or corrections should be initialed and dated by the official signing the proposal
5. **Standards for acceptance of Bid for Award Contract:** The School Board reserves the right
- To reject any or all bids and to waive any irregularities or technicalities in bids whenever such rejections or waiver is in the interest of the School Board.
  - The School Board reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
  - **Please see default clause.**
6. **Compliance with the Laws:** The bidder shall obtain and maintain:
- All Licenses mentioned above, Liability Insurance, Workman's Compensation Insurance,
  - Comply with any and all other standards and regulations requested by federal, state and City Statue, and ordinances and rules during the performance of any contract between the bidder and The School Board
  - The City of Baker School System (CBSS) is an Equal Opportunity Employer, committed to provide equal employment opportunities to all qualified persons and will not discriminate against, minority, women, veteran, religion, disability, Sexual Orientation or age.
  - By submitting a proposal, the Proposer certifies that it is not currently debarred from submitting proposal for contracts issued by any political subdivision or agency of the State of Louisiana and that it is not a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Louisiana.
  - M/WBE/DBE CLAUSE – Participation of small, Minority and Women-owned Business Form must present official letter from the Louisiana Department of Transportation & Development (DOTD).
7. **Price to be firm:**
- Bidder warrants that bid prices, terms and conditions quoted in this bid will be firm.
  - Prices should reflect labor, equipment and materials needed to perform the services detailed in scope of services.
8. **Award of the Contract:** The Contract if awarded:
- **Pending Board Approval**  
Will be awarded to the most responsive and responsible bidder whose bid will be most advantageous to the School Board System. Rubric Criteria and other factors will be considered. The School Board will make the determination.
  - The City of Baker School System may accept or reject any or all bids and may waive informalities, technicalities and irregularities.
  - This contract may be extended for **1 additional 12-month term if all prices and conditions remain firm** after the end of each contract term
9. **Qualified Vendor:** A "Qualified Vendor" is defined by:
- One who meets, or by the date of the Bid Acceptance
  - Can meet all requirements
  - License(s), Insurance and service contained within these specifications
  - Other requested information in specifications

10. **The Successful Contractor:** Must have the following:

- His own equipment
- Back up equipment in event his own equipment fails
- Sub-Contracting is not allowed
- All Equipment used by the contractor shall be of commercial grade and in good, safe working order
- Any cleaning or Chemical used by the Contractor must be EPA registered and a written list of such items with Material Safety Data Sheets (M.S.D.S.) will be immediately available to the City of Baker School Board upon request.
- The Contractor shall furnish all labor, equipment, and all other materials, supplies and incidentals for the lawn maintenance
- The Contractor shall maintain in current status all federal, state and local licenses and permits required for the operation of the services provided by the Contractor hereunder.
- The Contractor shall remove from the premises and legally dispose of all waste materials, including tree limbs, branches, cuttings, etc., clean-up the work areas, and restore any damaged landscape, or buildings to their original state.
- Vendor employees and agents working on the City of Baker School System property's must wear proper identification and must comply with all policies and procedures of the school district related to on campus work. No uniform portion of the uniform shall include explicit, suggestive, crude or profane material or language. Vendor employees and agents must also sign in and out at the schools and Central Office each time work is performed on a campus.
- Vendor is required to perform background checks on any employee who will be working on school property. A comprehensive criminal history background check is required. Minimum findings that warrant exclusion include: any felony conviction, any drug conviction, any crimes against children, and any sex related conviction. Background checks must be provided upon request by the City of Baker School System. It is preferred that all necessary checks be completed prior to service commencement.
- The Contractor shall observe all rules of conduct for the District's property, including no tobacco products or smoking and no alcoholic beverages. Roughhousing or loud/callous language by Contractor's employees shall not be permitted.
- The contractor shall use its best efforts to coordinate its activities with and adjust its activities to the needs required of the District and the various users of these areas and perform its activities so as not to annoy, disturb, endanger, unreasonably interfere with or delay the operations or activities in these areas. The Contractor acknowledges that time is of the essence to complete the work as specified. The Contractor agrees that all work shall be prosecuted regularly, diligently, and uninterrupted at such a rate of progress as will ensure full completion thereof within an expedited time period.
- The Contractor shall protect all planted areas, playground equipment, mulched/landscaped areas and plants during operations.
- The Contractor shall take necessary precautions to protect the District of any damage. Any damage accident, injury or dangerous situation resulting from the wrongful or negligent acts of the Contractors employees shall be reported to the District representative immediately. The contractor will be responsible for the repair or replacement of any damage. Such repairs or replacements must be accomplished immediately at the Contractors sole expense. Replacement material/parts shall be identical, the same make and part or model number as the currently used or approved equal. In event the Contractor does damage District property during the course of the mowing or trimming operation and such damage is not repaired within a seven (7) business day notice by the district to the Contractor ad upon the notification of the

**BID NO. 18-2023/2024**

Contractor, the district shall reserve the right to make such repairs and bill the or deduct from the payment the cost of such repairs.

- All damages caused by the service company as a result of fulfilling this contract shall be the responsibility of the service company.
- The Contractor shall take the necessary precautions when parking and staging the contractor's vehicles and equipment shall take place in an area which does not disrupt traffic or school operation and activities.

**10. Payments:**

- Vendor should bill the City of Baker School System by invoice. Checks are printed twice (2) monthly on the 5<sup>th</sup> and 20<sup>th</sup> of each month.
- **A W-9 must be submitted before payment can be made.**

**11. Contract Period: Begins September 5, 2023 to June 30, 2024**

This is an annual contract and all prices must remain firm for the duration of the contract period. This contract may be extended for **1 additional 12-month terms if all prices and conditions remain firm** after the end of each contract term, if the School District and Contractor so agree.

Notice of intent will be issued in writing by the City of Baker School System prior to the expiration date of the contract.

**STATE 38:2212**

Public entities may enter into maintenance contracts for the repair and maintenance of public facilities owned, controlled, or operated by a public entity for a fixed annual fee. Such contracts shall extend for a duration of not less than two years. Any such contract entered into by a public entity shall include a nonappropriation clause and shall not be considered a debt of the public entity. Such maintenance contract shall not be considered a public works contract.

**DEFAULT CLAUSE:**

THE CONTRACT MAY BE CANCELED OR ANNULLED BY THE CITY OF BAKER SCHOOL BOAR IN WHOLE OR IN PART BY WRITTEN NOTICE TO THE CONTRACTOR IN TEN (10) DAYS OF DEFAULT UPON NON-PERFORMANCE OR VIOLATION OF CONTRACT TERMS.

AN AWARD MAY BE MADE TO THE NEXT RESPONSIVE RESPONSIBLE BIDDER, FOR ARTICLES AND/OR SERVICES SPECIFIED OR THEY MAY BE PURCHASED ON THE OPEN MARKET AND, THE DEFAULTING CONTRACTOR (OR HIS SURETY) SHALL BE LIABLE TO THE BAKER SCHOOL SYSTEM FOR COSTS TO THE SYSTEM IN EXCESS OF THE DEFAULTED CONTRACT PRICE. THE CONTRACTOR SHALL CONTINUE THE PERFORMANCE OF THIS CONTRACT TO THE EXTENT ANY PART IS NOT TERMINATED UNDER THE PROVISIONS OF THIS CLAUSE.

**RUBRIC CRITERIA**

**BID PROPOSAL AND TOTAL COST INFORMATION (0-50 POINTS)**

Respondents with the lowest Sub Total Price will receive 50 pts

**M/WBE/DBE PARTICIPANTS (10 POINTS)**

Vendors who are Participants of Disadvantaged Business Enterprise, Small, Minority and Women owned business. Must have Official documented letter from the Louisiana Department of Transportation & Development (DOTD) Compliance Department.

**EXPERIENCE (0 up to 25)**

The vendor should give a brief history of its company including, number of years in business, employees and the equipment list.

**EMPLOYEES (0 up to 10)**

**REFERENCES (0 up to 5)**

**EVALUATION AND SELECTION COMMITTEE**

The evaluation of this proposal will be accomplished by an evaluation team designated by the Superintendent, which will determine the proposals most responsive or most advantageous to the Board, taking into consideration price and the evaluation CRITERIA factors set forth in the RFP.

All proposals will be reviewed by the evaluation team to determine compliance with requirements as specified in the RFP. Proposals found not to be in compliant with mandatory requirements will be rejected from further consideration. The evaluation team determines what is in the best interest for the City of Baker School Board.

CRITERIA	MAXIMUM SCORE
SUB TOTAL COST (Cost for all CBSS School district and Central Office locations) Lowest Bid will receive 50 points Rating points will decrease on a scale from 1 <sup>st</sup> lowest, 2 <sup>nd</sup> lowest, 3 <sup>rd</sup> , etc.	0-50
M/WBE/DBE – Participation of Disadvantaged Business Enterprise, Small, Minority and Women owned Business Official letter from DOTD is required	0-10
Years of Experience in the Lawn service business	0-25
Number of Employees	0-10
References	0-5
<b>TOTAL SCORE</b>	<b>100</b>

INFORMATIONAL PURPOSES ONLY

Reminder all forms provided the Lawn Maintenance Bid packet must be filled out and returned in its entirety. All proposals returned incomplete will be considered non-responsive.

If you have any questions or concerns please submit in writing to Alisa pest at [asibley@bakerschools.org](mailto:asibley@bakerschools.org).

**All vendors are encouraged to visit the site locations listed and to view the cuttable acreage of the sites.**

Contract Period is September 5, 2023 to June 30, 2024.

The City of Baker School System reserves the right to reject any and all proposals whenever such rejection is in its best interest in accordance with the law. The provisions and requirements of this advertisement shall not be waived.

The City of Baker School System (CBSS) is an Equal Opportunity Employer, committed to provide equal employment opportunities to all qualified persons and will not discriminate against, minority, women, veteran, religion, disability, Sexual Orientation or age.



**CITY OF BAKER SCHOOL SYSTEM**

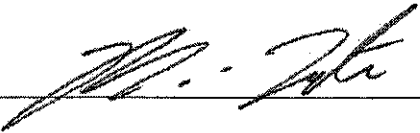
Post Office Box 680  
14750 Plank Road  
Baker, Louisiana 70704-0680  
Phone (225) 774-5795  
Fax (225) 774- 5798  
[www.bakerschools.org](http://www.bakerschools.org)

**REQUEST FOR PROPOSAL (RFP)  
FOR LAWN MAINTENANCE**

**ACKNOWLEDGMENT OF RECEIPT AND INTENT TO PROPOSE**

The Acknowledgment of receipt and Intent to proposed form may be mailed or dropped off to Central Office at 14750 Plank Road, Baker, La 70714 on or before **August 07, 2023 by 4:00 p.m.** to Attention: Alisa Sibley in Purchasing. **If the intent is not received by said due date the vendors Proposal will be considered non-responsive and returned to sender.**

Acknowledgement of Receipt:

<u>Rotolo Consultants, Inc.</u> (Company)	Hereby Acknowledges Receipt of RFP Packet
<u>Brian Rotolo</u>	Print Name
	Authorized Signature
<u>CFO</u>	Title
<u>8-3-2023</u>	Date

The above individual must be authorized to sign on behalf of the company submitting the proposal. Proposals must be signed by an authorized official.

CERTIFICATION AND DEBARMENT STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP) must sign and submit the Certification and Debarment Statement.

Certification is required by regulations implementing, Debarment and Suspension of participant responsibilities the regulations were published as part the Federal register.

The Contractor certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

OFFICAL CONTACT: The CBSS BOARD requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact Name and fill in the information below: (Print Clearly)

Date: 8/21/2023 Official Contact Name: Trey Ladner

A. Email Address: maintenance@rotoloconsultants.com

B. Telephone Number ( 985) 643-2427

C. Facsimile Number ( 985) 643-2691

D. US Mail Address: 38001 Brownsvillage Rd., Slidell, LA 70460

Proposer certifies that the above information is true and grants permission to the State and Federal Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that: The information contained in its response to this RFP is accurate:

Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;

Proposer accepts the procedures, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.

Proposers understands that if selected as the successful Proposer, he/she will have 10 business days from the date of delivery of final contract in which to complete contract negotiations, if any and execute the final contract document. (Agency inset number of days to correspond to same number referenced in RFP section number 3.12 Contract Award and Execution.)

Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, has not been suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epis.gov)

Type or Printed Name: Brian Rotolo

Authorized Signature: [Signature] (BLUE INK ONLY)

Title: Chief Financial Officer

Company Name: Rotolo Consultants, Inc.

Address: 38001 Brownsvillage Rd. City: Slidell State: LA Zip: 70460

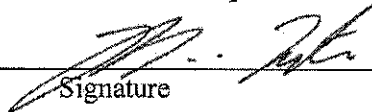
Signature of Proposer's Authorized Representative: [Signature] Date: 8/21/2023

REQUEST FOR PROPOSAL (RFP)

BID FORM SIGNATURE SHEET

BIDDERS MUST SIGN IN THE PROPER SPACE BELOW TO VALIDATE BID

I/We agree to furnish and deliver, in accordance with the accompanying specifications and conditions, for the price(s) listed, on the attached sheet(s).

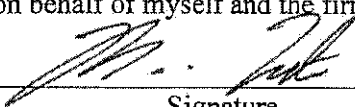
<u>Rotolo Consultants, Inc.</u> Company	<u>Brian Rotolo</u> Authorized Representative (Print)
<u>38001 Brownsvillage Rd.</u> Address	 Signature
<u>Slidell, LA 70460</u> Address	<u>CFO</u> Title
<u>985-643-2427</u> Telephone Number	<u>985-643-2691</u> Facsimile Number
<u>maintenance@rotoloconsultants.com</u> Email address	
<u>72-1285520</u> Federal I.D. Number	
<u>Paula Wolner</u> Name of Vendor's Contract Administrator	
<u>(985) 643-2427 x 103</u> Telephone Number of Vendor's Contract Administrator	

BIDDERS AFFIDAVIT

I HEREEBY CERTIFY THAT I am (Title) Chief Financial Officer and the duly authorized representative of the firm of Rotolo Consultants, Inc., and that I possess the legal authority to make these testimonies on behalf of myself and the firm for which I am acting.

8/21/2023

Date

  
Signature

Brian Rotolo

Printed or Typed Name

**BID NO. 18-2023/2024**

City of Baker School System 2023-2024 Calendar

Bid Due Date: August 21, 2023 at Time: 1:00 p.m.  
 Bid Opening Date: August 24, 2023 at Time: 2:00 p.m.

**LAWN MAINTENANCE BID PRICE SHEET**  
 For Bid Period: September 05, 2023 to June 30, 2024

SCHOOL SITES	APPROXIMATE SITE ACREAGE	EXCLUSIONS	COMMENTS INCLUDES	Price Per cut	Total No. Of Cuts	TOTAL PRICE PER CUT
BAKER HEIGHTS ELEMENTARY 3750 HARDING STREET BAKER, LA 70714 (225)775-1493 8:10 a.m. – 3:10 p.m.	14	N/A		\$653.35	X 37	\$24,173.95
BAKER HIGH SCHOOL 3200 GROOM ROAD BAKER, LA 70714	24	N/A		\$558.28	X 37	\$20,656.36
BAKER MIDDLE SCHOOL 2550 SOUTH STREET BAKER., LA 70714 (225) 775-9750 6:55 a.m. – 2:45 p.m.	14	N/A		\$462.90	X 37	\$17,127.30
BAKER HIGH 5903 GROOM ROAD BAKER., LA 70714 (225) 775-1259 7:00 a.m. – 2:30 p.m.	30	N/A		\$582.33	X 37	\$21,546.21
PARK RIDGE ACADEMIC MAGNET SCHOOL 5905 GROOM ROAD BAKER, LA 70714 (225) 775-5924 7:30 a.m. – 2:30 p.m.	5	N/A		\$286.57	X 37	\$10,677.09
CENTRAL OFFICE 14750 Plank Road (225) 778-2378 8:00 a.m. – 4:00 p.m.	13 Tracts Include F-1, F-1-A, F-2 Map Included	N/A	See attached map	\$178.31	X 37	\$6,597.47

\*Bids will be based on TOTAL PRICE PER CUT COLUMN ONLY and Rubric Criteria  
 \*Contact Alisa Sibley (225)778-2378 if you would like to visit school sites

**SUB TOTAL PRICE**  
 TOTAL No. FOR CUTS ON BID FOR THE FISCAL YEAR

**\$100,778.38**

Interested vendors shall confirm the exact cuttable acreage for the purpose of submitting a proposal. The District makes no representations as to The exact acreage to be mowed. The above acreage(s) are provided for informational purposes only. Proposals shall be based upon the Contractor's calculations and no claim for additional amounts for unconfirmed acreage shall be entertained or paid the district.

  
 BIDDING VENDOR SIGNATURE  
 8/21/2023  
 DATE

**CITY OF BAKER SCHOOL SYSTEM**

**SCOPE OF SERVICES**

- The following Lawn Maintenance services will be carried out by the service company for the following months.

**FOR THE FOLLOWING MONTHS OF      TOTAL CUTS**

SEPTEMBER	4
OCTOBER	4
NOVEMBER	4
DECEMBER	2
JANUARY	2
FEBRUARY	4
MARCH	4
APRIL	4
MAY	5
JUNE	<u>4</u>
	37

**TOTAL NUMBER OF CUTS EQUAL: 37**

**MOWING OF GRASS:**

- Mowers shall be kept sharp and in good condition in order to cut the grass blades cleanly. Turf shall be cut evenly and the direction of mowing shall be alternated as needed to minimize ruts and matting. Appropriate mowing equipment and pattern shall be employed to permit recycling of clippings where possible.
- Mowing height in the spring and summer (March, April, May, and June July) shall be set at 2 ½ to 3 inches so as to encourage a deeper root system. A deep rooted lawn is more efficient in obtaining water and nutrients and is more drought tolerant and weed resistant.
- Should we extend your contract services for 1 additional 12-month terms the grass should be cut as follows: 2 ½ to 3 inches for the months of September, and 2” for the months of November, and February. This is done in preparation of winter and will discourage turf diseases.
- **Mowers must be equipped with safety guards for flying debris any windows broken from flying debris is responsibility of the lawn service to repair or replace**
- **Litter to be removed from lawn prior to mowing.**
- Any windows broken on the City of Baker School System Property created by flying debris from your staff mowing the lawns will be paid for by your company.
- Mowing cannot take place when students are visible on the campus play grounds or changing classes so as not to cause injury.
- Mowing immediately adjacent to building walls shall be done in such a manner that grass discharged from a mower is not blown on the building walls, plant beds or vehicles.

**HOURS OF OPERATION:**

Realizing a portion of lawn and grounds care takes place during the school year, during class hours when classes are in session, the contractor shall meet with the Principal must meet Principal to pick a time to mow the lawn at their discretion. Mowing shall be scheduled to provide the least inconvenience to occupants of the buildings and users of fields and play areas.

All work shall be performed at times where exposure of students, staff members and employees and their vehicles is minimized. Contractor must not block driveways and/or parking areas.

**WEATHER:**

- Mowing shall not be performed when the ground is excessively wet and clumping of grass clippings or damage to the turf may occur.
- In the event of rain the contractor shall perform services the first day possible proceeding rain. Contractor must use sound judgement on determining if performing services will damage lawns. Should there be continuous rain preventing contractor from performing services during any week, contractor is responsible for notifying the school principal.

**WEED KILLER:**

- Contractor shall use extreme care in the use of approved Weed killer shall be sprayed around curbs, sidewalks, cracks, buildings, fences, etc. bi-weekly to control weed growth.

**STRING TRIMMING:**

- String trimming is to be performed around all school buildings, poles, fences, signs and other stationary object and areas as applicable.
- Keep fences clear of weeds and vines

**EDGING:**

All grass adjacent to the sidewalks, driveways, curbing, roadways and other concreted areas will be performed weekly to maintain a consistently clear edge to all grassed areas.

**CLEAN UP AND DEBRIS REMOVAL:**

- All sidewalks and paved areas must be free of excess clippings, dirt and mud from grassed areas.
- Clean up any debris and leaves from flowerbeds, parking lots and gutters.
- All trash will be picked up and disposed of from all turf areas and ornamental beds before grass is cut.
- The Contractor shall remove from the premises and legally dispose of all waste materials, including tree limbs, branches, cuttings, etc., clean-up the work areas, and restore any damaged landscape, or buildings to their original state
- Excess clippings from all areas will be removed from buildings, mulched/wood chipped areas, vehicles, paved areas, chiller/HVAC units, sidewalks by dispersal with a blower or physical removal, and returned to the lawn area. Contractor shall remove, litter, branches and any foreign objects from lawn prior to mowing.
- Where applicable, raking, blowing or vacuuming of leaves must be performed on a weekly basis.

**INSURANCES:**

- Contractor is required to carry at least one million dollars (\$1,000,000.00) of Liability Insurance as well as Worker's Compensation Insurance valued at least at one million dollars (\$1,000,000.00) for bodily and property damage.
- The City of Baker School System shall be added as an "additional insured" on General Liability policy with respect to the services provided under this contract.

**REFERENCES:**

- The City of Baker School System is requesting up to five (5) current letters of reference from current or past clients with submission of bid packet.

**CANCELLATION CLAUSE:**

- The City of Baker School System may terminate this agreement upon ten (10) days prior to written notice.

**Acreage**

**Interested vendors shall confirm the exact cuttable acreage for the purpose of submitting a proposal. The District makes no representations as to the exact acreage to be mowed. The above acreage at all district school locations are provided for informational purposes only.**

**Proposals shall be based upon the Contractor's calculations and no claim for additional amounts for unconfirmed acreage shall be entertained or paid the district.**



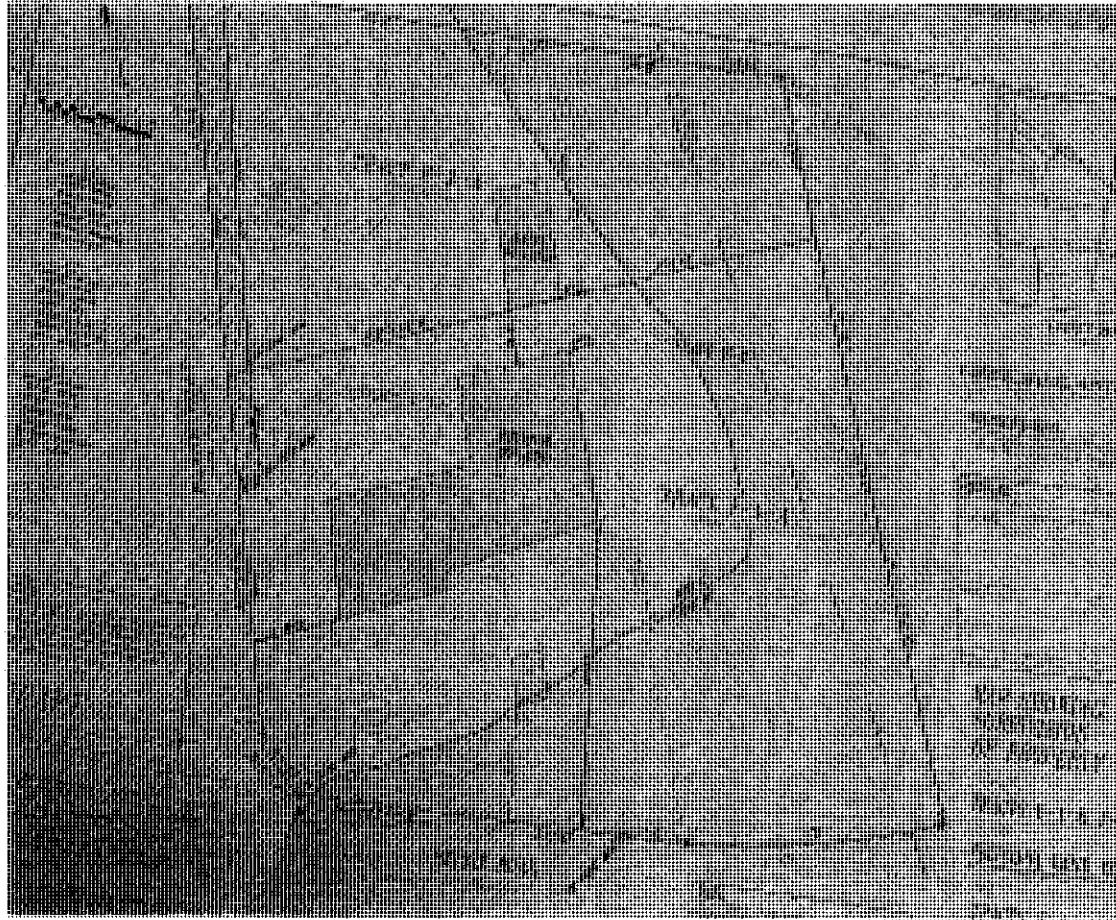
**EQUIPMENT/PERSONNEL LIST**

QUANTITY	ITEM DESCRIPTION	MAKE	MODEL	CONDITION	COMMENTS
20	TRACTOR	John Deere	5115M	Good	
60	RIDING MOWER	John Deere	Z930M	Good	
3	POWER LEAF VACUUM	Billy Goat	6.5 HP VA	Good	
100	GAS EDGER	Stihl	FC 96	Good	
100	WEED EATER	Stihl	FS 91	Good	
50	BLOWER	Stihl	BR600	Good	
50	TRIMMER	Stihl	FS 91	Good	
<b>HOW MANY PEOPLE DO YOU EMPLOY</b>			RCI employs over 1,200 employees		

**\*THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL\***

## MAP CENTRAL OFFICE

INCLUDE TRACKS F-1, F-1-A and F-2 ONLY in your bid price for Central Office



### Acreage

**Interested vendors shall confirm the exact cuttable acreage for the purpose of submitting a proposal. The District makes no representations as to the exact acreage to be mowed. The above acreage at all district school locations are provided for informational purposes only.**

**Proposals shall be based upon the Contractor's calculations and no claim for additional amounts for unconfirmed acreage shall be entertained or paid the district.**

ROTOLO CONSULTANTS, INC.

WWW.ROTOLOCONSULTANTS.COM



ROOTED IN TRADITION

GROWING THE FUTURE

Proposal Prepared For:  
City of Baker School System

## LETTER FROM OUR CEO



8/15/2023

City of Baker School System  
14750 Plank Road  
Baker, LA 70714

Re: Request for Proposal - RFP # 18-2023/2024: Lawn Maintenance

To Whom It May Concern:

Rotolo Consultants, Inc. (RCI) is pleased to submit the following proposal for the above referenced RFP for the city of Baker School System (CBSS). RCI fully understands the extent and scope of the work required under the RFP and is ready and willing to enter into a contract with CBSS. We will provide the necessary staff, equipment, and management to execute the work consistent with the RFP.

In addition to your completed forms, please see the attached pages for more information on our company, including history, experience, scope of services, core values, diversity vision, and management structure.

The person authorized to contractually obligate RCI is:

Keith Rotolo, CEO  
Phone: 985.643.2427  
Fax: 985.643.2691  
Email: kmrotolo@rotoloconsultants.com

The point of contact for contractual clarifications will be:

Trey Ladner, Maintenance Estimator  
Phone: 985.643.2427, Ext 128  
Email: tladner@rotoloconsultants.com

The team at Rotolo Consultants, Inc. looks forward to a partnership with CBSS. With 45 years of experience in the landscape industry and 1,200 trained and dedicated employees, we are confident in our team's ability to create a lasting impact on the properties entrusted to us.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Rotolo", is written over a light gray background.

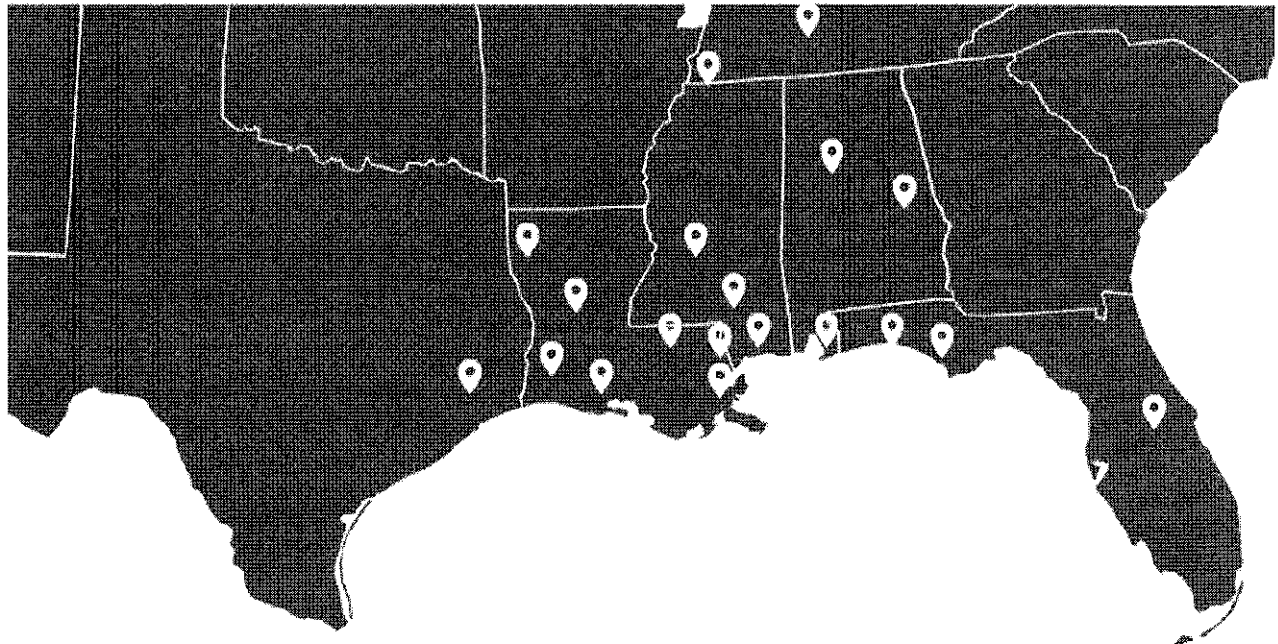
Keith Rotolo  
CEO  
Rotolo Consultants, Inc.

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Diversity, Statistics & Vision Statement .....	Pg 8
Management & Structure .....	Pg 9
Relevant Experience: Schools/ Districts/ Systems .....	Pg 10

## RCI LOCATIONS

Alexander City - Alexandria - Baton Rouge - Biloxi - Birmingham - Destin - Foley  
Hattiesburg - Houston - Jackson - Lake Charles - Lafayette - Memphis  
Nashville - New Orleans - Orlando - Panama City Beach - Shreveport - Slidell



# RCI SCOPE OF SERVICES

## LANDSCAPE MANAGEMENT

- Turf Maintenance
- Ornamental & Tree Maintenance
- Irrigation System Maintenance
- Chemicals/Horticultural Services
- ROW Maintenance
- Athletic Fields Management
- Landscape Assessments
- Mulch
- Annuals

## CONSTRUCTION

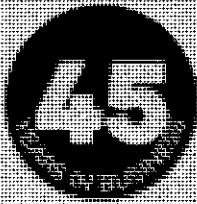
- Hardscape
- Aquatics
- Design + Build
- Landscape & Irrigation
- Lighting
- Erosion Control
- Athletic Fields & Complexes
- Fencing
- Retaining Walls
- Hydro-Seed
- Drainage
- Signage

## DESIGN + BUILD

- Land Planning & Landscape Architecture
- GIS Mapping & Presentations
- Grounds & Irrigation Assessments
- Landscape Master Planning
- Permit Documents
- Aquatic Facility Design
- RV Park Design
- Signage & Hardscape Design
- Landscape, Irrigation & LED Lighting Design

## DISASTER RELIEF

- Property Assessments
- Demolition
- Pressure Washing & Decontamination
- Mold Remediation
- Roof Repairs
- Tree & Debris Removal
- Landscape/Aquatic/Hardscape Renovation & Emergency Repairs
- Temporary Housing
- Labor & Equipment Assists



45+ years in business.



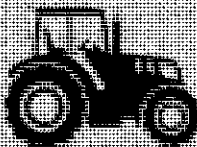
Recognized as one of the top 20 largest commercial landscape companies in the United States.



Currently operational in 18 cities in the southeast U.S.



1,200+ employees



1,000+ landscape maintenance clients



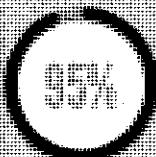
100+ current construction clients



300+ fleet



Over \$12 million in owned equipment



Retention rate of over 95% on existing maintenance clients

## COMPANY OVERVIEW AND QUALIFICATIONS

Rotolo Consultants, Inc. (RCI) has been in operation for forty-five years since we first opened our doors as a local plant nursery in 1978. Today RCI is recognized as one of the *Top 20 Largest Commercial Landscape Companies in the U.S and Canada*, employing over 1,200 employees across the Southeast. RCI provides a range of services from hardscape & aquatic construction and landscape installation to turn-key landscape maintenance. RCI currently operates out of 18 cities across Louisiana, Mississippi, Alabama, Florida, Texas, and Tennessee. Our current maintenance client count exceeds 1,000.

RCI touts professional relationships with Isuzu, John Deere, and Stihl due to our purchasing power, which assures government-level pricing structure and “front of the line” ability to secure equipment on short notice. In addition, with over \$12 million of owned equipment currently, RCI has the ability to deploy any level of equipment and vehicles required initially to commence operations at any level. RCI has a bonding capacity of \$20MM single job/\$60MM aggregate bonding capacity and will be able to secure any bid or performance bonds required.

RCI has the ability and proven track record to quickly staff large-scale operations, including what would be required to begin work within CBSS. RCI has the philosophy of maintaining “bench strength” management and supervisors at all times in order to absorb the on average 10-15% year-over-year growth that we have successfully absorbed over the last decade. All staff on our projects will have been trained on all equipment they will be utilizing as a part of our ongoing internal training system. With multiple purchasing agents, all necessary stock, supplies, and inventory will be identified and in place prior to the start of the project.

Built within our entire proposal are the staff and equipment to assure a quality project. Historically, we have a retention rate of over 95% on existing landscape maintenance clientele. This does not happen by accident but only through proper management and staffing with checks and controls ensuring every team member is held responsible for their area work. Most of our management staff have moved up through the ranks of our company which assure our clients of a tried and tested team. Our average tenure among senior staff is in excess of 10 years.

RCI is also proud of our 300+ fleet of trucks and numerous large equipment pieces. We are also proud R&D partners with John Deere and Rain Bird, serving as strategic account holders for both. RCI remains on the cutting edge of what is happening within the green industry, standing ready to offer our clients superior service.





## COMPANY MISSION STATEMENT

RCI is committed to providing quality products and services by incorporating creativity, professionalism, integrity and continuous improvement. In the on-going spirit of partnership, we strive to provide a rewarding atmosphere for our team in order to produce outstanding results for our clients.

## COMPANY CORE VALUES

*Our core values are the key to our success and the reason our clients come back to us again and again, often asking for our senior team members and superintendents by name since 1978.*



### Integrity

We conduct our business with honesty, reliability and consistency in order to produce positive results for both our clients and our team members.

### Creativity

We seek innovative solutions for clients via imaginative and unique approaches delivered impeccably by our team of industry professionals.

### Passion

We are passionate about what we do, and this passion fuels our team to be the best at what we do each and every day for each and every client.

## RCI DIVERSITY STATISTICS

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- Over 70% of our work force is currently women and/or minorities.
- Partnership with the Veteran's Affairs employment specialists serving the southeast.
- Partnerships with various MWVBE companies for decades
- Staffing procedures that focus on hiring within the communities we operate to offer employment to residents first.

## DIVERSITY VISION STATEMENT

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To have a respectful and supportive workplace which attracts and retains a talented workforce, representing the citizens and communities we serve. We strive for an organization that leverages our diversity to create programs and services to meet the diverse needs of those we serve. We seek an innovative organization that works smart and is instrumental in maintaining a competitive and diverse community.

# MANAGEMENT & STRUCTURE

RCI's management structure is one of the facets that sets us apart from other competitors. This structure is based on each manager managing their own book of business. This is how RCI provides a small business feel while still providing the service of a Top 20 Company. The checks that are in place due to this management structure are also what leads to the RCI quality standard. Each level of management completes quality checks to ensure the best possible service.

## DIVISION MANAGER

### **WILLIAM MACMURDO**

RCI Division Managers oversee a team of five Regional Managers whom each supervise a total of ten Area Managers or Project Managers. Responsibilities of this role include overall direction, coordination, and evaluation of subordinate managers. The Division Manager is also responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. While on-site at least once a month the Division Manager will inspect for quality as well as ensure crews are completing work in the most efficient timeframes.

## REGIONAL MANAGER

### **JOHN HAILE**

RCI Regional Managers work directly with Area Managers to manage the overall customer experience. They will ensure the delivery of contracted services as promised and within budget. RCI's Regional Manager will be the direct contact for any customer service questions or issues. All customer service needs will be handled in under 24 hours of contact.

## AREA MANAGER

### **WILLIE SIMS**

The Area Manager will be responsible for the management of all field operations within their assigned properties. This includes crews, equipment, and scheduling in order to optimize service efficiency within RCI quality standards. The Area Manager will be on-site daily as needed. They will also complete the weekly and monthly quality inspections to ensure every corner of the property is consistent with RCI quality standards.

# RELEVANT EXPERIENCE SCHOOLS/ DISTRICTS/ SYSTEMS

RCI has been providing landscape maintenance to schools and school districts for decades. We currently service 226 locations across the southeast.

## BAY HAVEN CAMPUSES

Florida  
2020 - Current  
2 Locations

## EAST BATON ROUGE PARISH SCHOOLS

Baton Rouge, Louisiana  
2018 - Current  
86 Locations

## CENTRAL SCHOOLS

Baton Rouge, Louisiana  
2019 - Current  
3 Locations

## SHELBY COUNTY SCHOOLS

Tennessee  
2022 - Current  
64 locations

## MOBILE COUNTY SCHOOLS

Alabama  
2021 - Current  
21 Locations

## JACKSON-MADISON COUNTY SCHOOLS

Mississippi  
2022 - Current  
19 Locations

## LONE STAR COLLEGE SYSTEM

Cypress, Texas  
2021 - Current  
7 Locations

## OCEAN SPRINGS SCHOOLS

Ocean Springs, Mississippi  
2022 - Current  
11 Locations

## LEE COLLEGE

Houston, Texas  
2022 - Current

## MCNEESE STATE UNIVERSITY

Lake Charles, Louisiana  
2019 - Current

## NORTHSHORE TECH COMMUNITY COLLEGE

Hammond, Louisiana  
2020 - Current

## OCEAN SPRINGS SCHOOLS

Ocean Springs, Mississippi  
2022 - Current

## OUR LADY ACADEMY

Bay St. Louis, Mississippi  
2018 - Current

## REGIS UNIVERSITY

Denver, Colorado  
2022 - Current

## SEALY NORTH UNIVERSITY

Baton Rouge, Louisiana  
2022 - Current

## ST. STANISLAUS HIGH SCHOOL

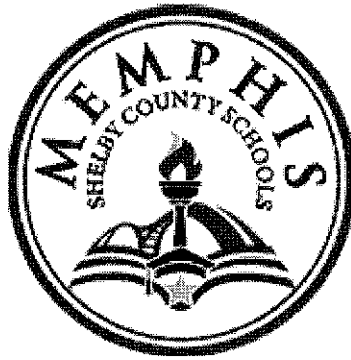
Bay St. Luis, Mississippi  
2016 - Current

## UNIVERSITY OF LOUISIANA AT LAFAYETTE

Lafayette, Louisiana  
2016 - Current

## UNIVERSITY OF MISSISSIPPI MEDICAL CENTER

Jackson, Mississippi  
2004 - Current



## RCI Testimonial (MSCS Grounds Operations)

RCI commitment to our District properties here at MSCS has been outstanding. RCI was awarded a winning bid for landscape and grounds services at a pivotal time in our district transition to outsourcing. Their professionalism, technical expertise and capacity to serve our district of over 200 locations has made this transition seamless. The feedback from district stakeholders has been overwhelmingly positive. We are extremely pleased with RCI services at this point and excited about the future of our grounds.

Respectfully,

Jarcq Rogers  
Director of Custodial & Grounds Operations |MSCS  
901-310-0012  
[rogersje1@scsk12.org](mailto:rogersje1@scsk12.org)



**McNeese**  
STATE UNIVERSITY  
*A Member of the University of Louisiana System*

Office of Facilities & Plant Operations  
Box 90460  
Lake Charles, LA. 70609-0460  
(337) 475-5888 (337) 475-5887  
Fax 475-5347

September 1, 2022

To whom it may concern:

I would be proud to submit to you this recommendation for Rotolo Consultants, Inc. as a professional landscaping company. McNeese has been using their services for several years now. We have always been extremely satisfied with the work that they do for us on campus.

We found Rotolo to be versatile, which we find to be valuable in a landscaping professional. I am very pleased at their diligence to be on site and on schedule. When weather causes delays to their work, they returned as soon as possible to finish the job. We appreciate their attention to detail and would recommend them for any of your landscaping needs.

KEVIN W. MARTIN  
Director, Facilities and Plant Operations  
(337) 475-5888 – Office  
Email - kmartin@mneese.edu

**Dr. Jason Fountain**  
*Superintendent*

**CENTRAL COMMUNITY  
SCHOOL SYSTEM**



**Dr. G. David Walker**  
*District 3*

**Dr. James W. Gardner**  
*President*  
*District 5*

10510 Joor Road · Suite 300 · City of Central, LA 70818  
Post Office Box 78094 · City of Central, LA 70837  
225-262-1919 · [www.centralcss.org](http://www.centralcss.org)

**Phillip Graham**  
*District 4*

**Dr. Keith Holmes**  
*Vice President*  
*District 1*

**Ruby Foil**  
*District 6*

**Roxanne Atkinson**  
*District 2*

**Sharon Browning**  
*District 7*

October 20, 2021

To Whom it may concern,

I have been contracted with RCI, for the last several years, for the management of our athletic fields at both my high school and intermediate schools. Their services have included all aspects of turf management, including mowing, weed and insect control, fertilization, irrigation management and other turf management operations including the painting, top dressing, aeration and verti-cutting of fields.

I have been very pleased with the product they have produced and with their response to any special need that we request. I will consider RCI for any future landscape services or athletic field maintenance.

Sincerely,  
David McLaughlin

A handwritten signature in black ink that reads "David McLaughlin". The signature is written in a cursive, flowing style.

LOUISIANA DEPARTMENT OF  
AGRICULTURE & FORESTRY

CERTIFICATION CARD

COMMERCIAL APPLICATOR  
JESSICA GRÖS  
817 DOLHONDE STREET  
GRETNA LA 70053



003JZX

Expiration Date: 12/31/2023



Certified licensed or Registered as  
(CAPP) Commercial Applicator

Categories

3 - Ornamental & Turf Pest Control  
6 - Right-Of-Way & Industrial Pest

Recertify By  
01/12/2026  
01/12/2026

Signature

LDAF EMERGENCY HOTLINE: 855-452-5323  
LA POISON CONTROL CENTER: 800-222-1222





**LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY**

**MIKE STRAIN D V M, COMMISSIONER**

Agricultural & Environmental Sciences, 5825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806, (225) 925-3796 , FAX (225) 925-3760

License No. 0021DQ


Date: 03/21/2023

**ROTOLO CONSULTANTS, INC.**

Please verify information for correctness. If changes are necessary, make corrections and promptly return to issuing agency.

**Louisiana Department of Agriculture & Forestry**  
**Mike Strain DVM, Commissioner**  
 Agricultural & Environmental Sciences, 5825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806

Be it known that effective Jan 1, 2023 through Dec 31, 2023 having complied with all relevant requirements of the Louisiana Revised Statutes, the entity named herein is hereby authorized to engage in the business of **GROUND OWNER OPERATOR**



**ROTOLO CONSULTANTS, INC.**  
 3801 BROWNSVILLE ROAD  
 SLIDELL, LA 70460

*Mike Strain*  
 Commissioner

DISPLAY IN A PROMINENT PLACE      License No. 0021DQ

2341

**LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY**

Agricultural & Environmental Sciences  
5825 Florida Blvd., Suite 3003  
Baton Rouge, LA 70806



**IMPORTANT  
OFFICIAL DOCUMENT ENCLOSED**

**ROTOLO CONSULTANTS, INC.**  
3801 BROWNSVILLE ROAD  
SLIDELL LA 70460



**LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY**

**MIKE STRAIN DVM, COMMISSIONER**

Agricultural & Environmental Sciences, 5825 Florida Blvd., Suite 3002, Baton Rouge, LA 70806, (225) 952-8100, FAX (225) 925-3760

HORTICULTURE REGISTRATION: **JESSICA GROS**

Date: 1/19/2023

LDAF ID: 187386

LICENSE(S): **LANDSCAPE HORTICULTURIST 23-4744**

Please verify information for correctness. If changes are necessary, make corrections and promptly return to issuing agency.

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**LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY**

**MIKE STRAIN DVM, COMMISSIONER**

Agricultural & Environmental Sciences, 5825 Florida Blvd., Suite 3002, Baton Rouge, LA 70806, (225) 952-8100, FAX (225) 925-3760

Be it known, that effective 2/1/2023 through 1/31/2024 having complied with all relevant requirements of the Louisiana Revised Statutes, the individual named below is hereby licensed in the following profession(s):

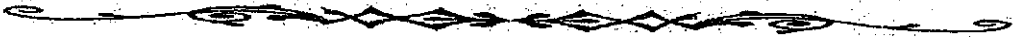
LICENSE(S): **LANDSCAPE HORTICULTURIST 23-4744**

**JESSICA GROS**  
817 DOLHONDE STREET  
GRETN LA 70053

*Mike Strain*  
Commissioner

DISPLAY IN A PROMINENT PLACE

LDAF ID: 187386



# State of Louisiana

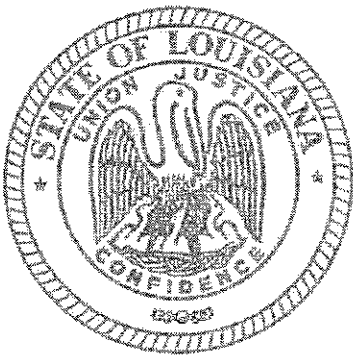


## State Licensing Board for Contractors

This is to Certify that: **ROTOLO CONSULTANTS, INC.**  
38001 Brownsvillage Road  
Slidell, LA 70460

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; MUNICIPAL AND PUBLIC WORKS CONSTRUCTION; SPECIALTY: FENCING;  
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION; SPECIALTY: RECREATION & SPORTING  
FACILITIES & GOLF COURSES; SPECIALTY: SWIMMING POOLS



Witness our hand and seal of the Board dated,  
Baton Rouge, LA 21st day of July 2023

*Will B. M... [Signature]*

Director

*Lee Mallett [Signature]*

Chairman

*Andrew... [Signature]*

Treasurer

Expiration Date: July 20, 2026

License No: 29959

This License Is Not Transferrable



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Cadence Insurance 4041 Essen Lane, Suite 400 Baton Rouge LA 70809	<b>CONTACT NAME:</b> Cheryl Ann Boudreaux	
	<b>PHONE (A/C, No, Ext):</b> 225-336-3245	<b>FAX (A/C, No):</b> 225-336-4536
<b>E-MAIL ADDRESS:</b> cheryl.boudreaux@cadenceinsurance.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> Gray Insurance Company		36307
<b>INSURER B :</b> Great American E&S Ins. Co.		37532
<b>INSURER C :</b> Starstone Specialty Insurance Company		44776
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**COVERAGES**                      **CERTIFICATE NUMBER:** 146347471                      **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CG 00 01 04 13  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		XSGL100091	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		XSAL100101	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$		GXS100273 70892O231ALI	7/1/2023 7/1/2023	7/1/2024 7/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		GWC100307FL	7/1/2023	7/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER FLORIDA E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Cont&Site Pollution/Professional		PCME56604803	7/1/2023	7/1/2024	2,000,000 Per Occ      2,000,000 Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Subject to policy terms, conditions and exclusions; the certificate holder shall be considered an Additional Insured on a Primary and Non-Contributory basis in respects to General Liability (Additional Insured Form Includes Completed Operations), Automobile Liability and Excess policies when required by written contract or agreement with a Waiver of Subrogation granted in their favor in respects to General Liability, Automobile Liability, Worker's Compensation, and Excess policies when required by written contract, but only to the extent of the Named Insured's obligation to indemnify, defend and/or hold harmless the certificate holder when required by written contract.

Auto Physical Damage is included on the auto policy referenced above with a \$5,000 physical damage deductible.

See Attached...

<b>CERTIFICATE HOLDER</b>          MASTER CERTIFICATE	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



**ADDITIONAL REMARKS SCHEDULE**

AGENCY Cadence Insurance		NAMED INSURED Rotolo Consultants, Inc. 38001 Brownsvillage Road Slidell LA 70460	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

Blanket Alternate Employer is included on the Worker's Compensation policy when required by written contract or agreement.

Excess Policies are follow form in respects to General Liability, Auto Liability and Workers Compensation.

## **THE CITY OF BAKER SCHOOL SYSTEM**

Post Office Box 680  
14750 Plank Road  
Baker, Louisiana 70704-0680  
Phone (225) 774-5795  
Fax: (225) 774-5797  
[www.bakerschools.org](http://www.bakerschools.org)

# **LAWN MAINTENANCE BID AWARD**

18-2023/2024



Purchasing Department  
Alisa Sibley,  
City of Baker School System



# City of Baker School System

Post Office Box 680  
Baker, Louisiana 70704-0680  
Phone (225) 774-5795  
Fax (225) 774-5797  
[www.bakerschools.org](http://www.bakerschools.org)

## BID AWARD SUMMARY

BID TITLE: LAWN MAINTENANCE BID No. 18 2023/2024

BID NUMBER: 18 – 2023/2024

BID DUE: August 21, 2023 at 1:00 p.m.

BID OPENING: August 24, 2023 at 2:00 p.m.  
City of Baker School Board  
14750 Plank Road  
Baker, Louisiana 70714

CONTRACT TERM: September 05, 2023 through June 30, 2024 (Pending Board Approval).

FUNDING SOURCE: 1000263080000700 74240

BOARD MEETING DATE: September 05, 2023 at 6:00 p.m.

ADVERTISEMENT DATES: July 19<sup>th</sup> , August 07<sup>th</sup> and August 14<sup>th</sup>

NUMBER OF VENDOR RESPONSES: 4

BID DISQUALIFICATIONS: 1 ROBILLARDS, LLC

REASONS FOR DISQUALIFIED VENDORS: Returned Bid Proposal Information Incomplete

		<u>RUBRIC</u>	<u>PRICE</u>
QUALIFIED VENDORS: 3	ROTOLO CONSULTANTS	88	\$100,778.38
	MCC LANDSCAPE & LAWN, LLC	77	\$103,600.00
	CORPORATE GREEN DBA GREEN SEASONS	62	\$154,218.00

RECOMMENDATION: listed below, based on the best responsive point scores according to the Rubric Scale.

<u>BID AWARD VENDOR</u>	<u>RUBRIC SCORE</u>	<u>PRICE</u>
ROTOLO CONSULTANTS, INC	88	\$100,778.38

Explanations: Award of this contract will enable the City of Baker School Board System to use Rotolo Consultants, Inc. services during the contract term, with a possible one (1) year extension if all parties agree to original pricing and terms of contract.

The City of Baker School System reserves the right to reject any or all proposals whenever such rejection is in its best interest in accordance with law. The provisions and requirements of this advertisement shall not be waived.

**Administrative, Instructional and Support Staff Positions  
September 5, 2023**

**I. Report of Resignations**

1. Ms. Genesis Blake – Bus Operator (6-Hr) District Wide, personal, effective 08/15/2023
2. Mr. Armer Bright – Baker High SPED Teacher (7-Hr), personal, effective 08/28/2023

**II. Report of Appointments**

1. Ms. Martina Domino– Instructional Coach, Baker Heights, effective 07/31/2023
2. Dr. Meshell Ellison-Hill – Assistant Principal, Baker High effective 07/24/2023
3. Mr. Terrance Tyler- Math Teacher (6<sup>th</sup>-8<sup>th</sup>), PRAMS/BMS effective 08/07/2023
4. Ms. Latricia Banks - Math Teacher (6<sup>th</sup>-8<sup>th</sup>), PRAMS/BMS effective 08/07/2023
5. Ms. Zakeyra Golden- Pre-k Teacher, Baker Heights, effective 08/07/2023
6. Ms. Chantelle Brady – Pre-k Teacher, Baker Heights, effective 08/07/2023
7. Ms. Mia Vessell – 2<sup>nd</sup> Grade Teacher, Baker Heights, effective 08/07/2023
8. Ms. MiAngel Nichols – 1<sup>st</sup> Grade Teacher, Baker Heights, effective 08/07/2023
9. Ms. Stephanie Patten, Literacy Coach, Baker High/PRAMS, effective 08/16/2023
10. Ms. Denise, Muldrew, Bus Operator, District Wide, effective 08/16/2023
11. Mr. Skylar Dickerson, Custodian, Baker Heights, effective 08/22/2023
12. Ms. Cesia Calix- EL Support, Baker High, effective 08/31/2023
13. Ms. Barbara Lands – Part Time Receptionist, effective 08/08/2023
14. Mr. Cameron Stelly– Part Time Receptionist, effective 08/08/2023
15. Dr. Kimberly Gales-Johnson, Human Resources Supervisor & K-5 Supervisor, District Office, September 5, 2023





## PROJECT SCOPE

### Why we want to do this work: Improving Chronic Absenteeism & School-going Culture

1. Demonstrated need—22-23 Attendance Data: 798 students at 7+ absences; 471 at 20+.
2. Align with Mr. Stroder’s vision for City of Baker School District: (1) Recruit & retain excellent educators; (2) Get students to school to benefit from excellent teaching and learning.
3. Inspire districts across State to build attendance intervention systems of support.

### What we want to accomplish: Project Goals

- Build capacity in schools & district to provide evidence-based tiered attendance interventions systematically and with fidelity.
- Build capacity in families to assist in building community and positive attendance culture.

### When we will accomplish it: Timeline

2023-2024 School Year

### How we will accomplish it: Materials & Services

- Attendance Action Planning Workbook:
  - leadership team development;
  - multi-tiered system of supports (MTSS) development;
  - needs assessments & gap analysis
- Family needs assessments
- Self-study

### How will we know when it is working: Measures

- Improved attendance rates - all groups
- Improved school climate assessment
- Recurring multi-tiered system of supports (MTSS) meetings

### Attendance Alliance Action Planning Resources

<https://tinyurl.com/LouisianaAttendancePlanning>



## PROJECT TIMELINE

Scope Domain	Goals & Objectives	Activities	Proposed Timeline	
<b>School Team Focus</b>	<b>Train-the-trainer</b>	data analysis protocol	September 2023	
		planning intervention menu	October 2023	
		self study	November 2023	
	<b>SREC-led training, technical assistance, and development activities</b>	aligned to "Improving Student Attendance" action planning workbook (see above)	October 2023	October 2023
			November 2023	November 2023
	<b>School-level Partnerships</b>	participate in SREC-led training, technical assistance, and development activities	January 2024	January 2024
			March 2024	March 2024
May 2024			May 2024	
<b>Family Engagement Focus</b>	<b>Capacity-building</b>	multi-tiered system of supports (MTSS) assessment	September 2023	
		needs assessment, gap analysis, & resource mapping	October 2023	
	<b>Family-driven Interventions</b>	Epstein-aligned strategies	October 2023	October 2023
			November 2023	November 2023
			asset-mapping & guidebooks	November 2023
	<b>Family-driven Interventions</b>	support for family engagement initiatives	ongoing	Ongoing



**Louisiana Attendance Alliance Enhanced Implementation Project**  
City of Baker School District



## ROLES & RESPONSIBILITIES

LSU Social Research & Evaluation Center (SREC) will	LDOE will	City of Baker School District will
<b>Build on existing systems in City of Baker School District</b>	Meet with LSU SREC routinely for status updates	<b>Be partner/co-owner in process</b>
Facilitate recurring meetings with LDOE and City of Baker School District to discuss successes, challenges, status	Accompany LSU SREC on some school visits	Meet with SREC, LDOE routinely for status updates
Support decision-making for vision-budget alignment		Align vision-budget
Train-the-trainer on needs assessment best practices		Approve schedule for on-site support from LSU SREC
Develop materials to support multi-tiered systems of support (MTSS), family and community engagement		Participate in technical assistance and development trainings and activities
Provide technical assistance for plan implementation		Build on family and community engagement
Support with family engagement		Co-plan multi-tiered systems of support (MTSS)
Facilitate mid-year evaluation		Implement tiered attendance improvement strategies & interventions
Author comprehensive report		Complete mid-year self-evaluation



**Louisiana Attendance Alliance Enhanced Implementation Project**  
City of Baker School District



**LSU SREC TEAM: STAFF**

- **Judith Rhodes**, PhD, LMSW: Director & Professor of Research, LSU Social Research & Evaluation Center, [jrhode9@lsu.edu](mailto:jrhode9@lsu.edu)
- **Gwen Murray**, PhD, Project Lead: Research Associate, LSU Social Research & Evaluation Center, [gmurray1@lsu.edu](mailto:gmurray1@lsu.edu)
- **Jada Thomas-Smith**, MPA, MSW, LMSW: Research Associate, LSU Social Research & Evaluation Center, [jtsmith@lsu.edu](mailto:jtsmith@lsu.edu)
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**City of Baker School System**  
**School Board Meeting**  
**Tuesday, September 5, 2023**

Type of Item: Information

Agenda Item: Policy B-4 Officers of the Board

Background Information:

This is still the time of year when we are reviewing policies as they relate to the State Code. Policy B-4 deals with the Election of Officers. It needs to be updated to more closely match La. Rev. Stat. Ann. 17-54. I would recommend leaving it as a yearly Election to be held in January.

Attached Items: La. Rev. Stat. Ann. 17-54  
Policy B-4 with Suggested Change

2022 Louisiana Laws

Revised Statutes

Title 17 - Education

§17:54. Officers of boards, election; superintendents, qualifications, appointment and removal

Universal Citation: LA Rev Stat § 17:54 (2022)

RS 17:54 - Officers of boards, election; superintendents, qualifications, appointment and removal

**A. A city or parish school board shall elect from among its members a president and a vice president and fix the terms of office not to exceed four years.**

B.(1)(a) Notwithstanding the provisions of R.S. 42:3, each city, parish, and other local public school board shall elect a superintendent of schools, having such qualifications as may be fixed by the State Board of Elementary and Secondary Education, for a period not to exceed four years, which period, however, may extend no longer than two years after the expiration of the term of office of the membership of the board electing the superintendent. The election of a superintendent of schools by a city, parish, or other local public school board shall require the favorable vote of a majority of the entire membership of the school board. A superintendent of schools shall not be required to be a qualified elector or a resident of the political subdivision comprising the school system in which he is to serve as superintendent. He shall be required to devote his entire time to the office of superintendent of schools.

(b)(i)(aa) The superintendent of schools shall be employed by a city, parish, or other local public school board pursuant to a written contract. Such contract shall contain but need not be limited to specific performance objectives. However, for the board of a local public school system that received any variation of a school performance letter grade of "C", "D", or "F", such contract shall establish performance targets at the school and district level as follows: (1) student achievement; (2) student achievement for schools that have received any variation of a school performance letter grade designation of "C", "D", or "F"; (3) graduation rates; (4) graduation rates for schools that have received any variation of a school performance letter grade designation of "C", "D", or "F"; and (5) the percentage of teachers with an "effective" or "highly effective" performance rating. Not less than thirty days prior to the termination of such a contract, the school board shall notify the superintendent of termination of employment under such contract, or in lieu thereof the board and the superintendent may negotiate and enter into a contract for subsequent employment.

(bb) Each local public school board shall submit a copy of its current employment contract with the superintendent of schools to the state superintendent of education.

(cc) A local public school board shall notify the state superintendent of education any time it terminates or fails to renew its employment contract with the local school superintendent, along with the reasons therefor.

(dd) Any employment contract executed, negotiated, or renegotiated after July 1, 2012, between a local school board and a superintendent that does not meet the requirements established in this Subsection shall be null and void.

(ii)(aa) The superintendent may choose not to enter into a subsequent contract and may either terminate his employment or, if he has acquired permanent status as a teacher, resume employment as a teacher.

(bb) The school board, in accordance with the provisions of this Subparagraph, may choose not to offer a subsequent contract to the superintendent.

(iii) The superintendent shall be retained during the term of a contract; however, if the superintendent is found incompetent, unworthy, or inefficient or is found to have failed to fulfill the terms and performance objectives of his contract or to comply with school board policy, then the superintendent shall be removed from office as provided by Subsection C of this Section. Before the superintendent can be removed during the contract period, he shall have the right to written charges and a fair hearing before the board after reasonable written notice.

(iv) Subject to the approval of a majority of its entire membership, the board shall negotiate and offer the superintendent a new contract at the expiration of each existing contract unless a majority of the membership of the board votes at least ninety days prior to the termination of the existing contract against offering a new contract.

(v) Repealed by Acts 2010, No. 720, §2, eff. Jan. 1, 2011.

(2) Prior to filling a vacancy in the position of permanent superintendent of schools, each city and parish school board shall advertise the vacancy and solicit applications for the position. At a minimum, the school board shall publish a notice of the vacancy together with a request for the submission of applications to fill the position in accordance with all of the following:

(a) On two separate days at least one week apart in the official journal of the school board.

(b) Once in a daily newspaper published in the metropolitan area in the state having a population in excess of one hundred thousand persons that is nearest to the school board offices, if such newspaper is not the official journal of the school board.

(3) All publication requirements provided in this Subsection shall be completed at least thirty days prior to action by the school board to fill the position.

(4)(a) The board may, by a majority vote of its membership, select a person to serve as interim superintendent in the event of the death, resignation, or termination of the superintendent or his being placed on paid administrative leave in accordance with Subsection D of this Section.

(b) An interim superintendent shall have the same authority as a superintendent.

(c) The election of an interim superintendent is not subject to the provisions applicable to the process of selection or employment of a superintendent or to the requirement or content of a contract.

(d) A school board shall not employ an interim superintendent for longer than six months in any given twelve month period unless the appointment is made during the final year of the term of the majority of members.

C. A city, parish, or other local public school system superintendent may be removed from office for cause prior to the expiration of his contract by the concurring vote of at least two-thirds of the membership of the entire school board at any regular meeting or at any special meeting after due notice.

D.(1) A school board may place a superintendent on paid administrative leave prior to the expiration of his contract:

(a) For the purpose of investigating cause for termination.

(b) Without cause during the final three months of the term of his contract when the school board has voted not to extend a new contract offer.



(c) At a time as agreed by the superintendent.

(d) At a time as provided for in his contract.

(2) Paid administrative leave is subject to the following:

(a) Approval of a majority of the membership of the school board.

(b) A three-month time limit within a six-month period.

(c) All compensation afforded under the terms of the existing contract.

Acts 1990, No. 1005, §1, eff. July 26, 1990; Acts 1998, 1st Ex. Sess., No. 107, §1, eff. July 1, 1998; Acts 1999, No. 857, §1; Acts 2005, No. 482, §1, eff. July 1, 2005; Acts 2010, No. 720, §§1, 2, eff. Jan. 1, 2011; Acts 2012, No. 1, §1, eff. July 1, 2012; Acts 2020, No. 292, §1.

NOTE: See Acts 1998, 1st Ex. Sess., No. 107, §2 relative to prospective application of Act.

FILE: B-4

Cf: A-6

## OFFICERS OF THE BOARD

The City of Baker School Board shall elect at its annual meeting in January each year, one of its members to serve as President and one to serve as Vice-President. ~~The President shall not be eligible to succeed himself/herself, nor shall he/she be eligible for reelection as President for two (2) years after the expiration of the term as President for which he/she was elected.~~ The President shall preside at all meetings of the Board and shall call special meetings when required. He/she shall sign with the Superintendent, the minutes and other official documents which require the signature of the President. He/she shall perform other duties as prescribed by law or Board policy. In the absence of the President or in the event of his or her death, or his or her inability or failure to act, the Vice-President shall perform the duties of the President and, when so acting, shall have all the powers of the President. If the President and Vice-President are absent from a meeting at which a quorum is present, the Superintendent shall preside until the members elect one of their members to serve as President for that meeting.

The Superintendent shall serve as the secretary and treasurer of the Board. As secretary, he/she shall conduct all correspondence of the Board, keep and preserve all its records, receive all reports required by the Board, and see that such reports are in proper form, complete and accurate. He/she shall announce all meetings, prepare the agenda of all meetings, and attend all meetings of the Board and of its committees. In case the secretary is absent, the Board may appoint another member of the Board, or other school personnel under the jurisdiction of said Board to act as secretary.

As treasurer, the Superintendent shall have the authority to sign and execute any and all documents associated with all transactions duly approved by the Board. He/she shall also be designated as the official custodian of all funds to which the Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

The treasurer shall issue a receipt for any monies coming into his or her hands and deposit such monies in accordance with the laws governing the deposit of public funds. He/she shall issue such warrants in payment of expenses lawfully incurred on behalf of the School Board, but except as otherwise provided by law, shall issue such warrants only after proper allowance or approval by the Board.

For each school year, the treasurer shall give a bond for the faithful performance of duties; said bond to be written by an insurance company licensed to do business in the State of Louisiana and in an amount to be determined by the Board. The treasurer shall be responsible under such bond for the faithful performance of duties as treasurer. The Board shall pay the premium of the bond. Ref: La.

Rev. Stat. Ann. §§[17:54](#), [17:55](#), [17:56](#), [17:72](#), [17:81](#), [17:83](#), [17:91](#), [17:95](#)  
City of Baker School District

	Baker Heights Elementary School	Baker High School	Baker Middle School	Bakerfield	Park Ridge Academic Magnet School	Baker Alternative	Jcampus Total	No shows	Actual Total	Decrease/ Increase
8/29/2010	378	492	381	295	345		1891	7	1884	
8/29/2011	396	444	457	327	215		1839	7	1832	-52
8/29/2012	376	461	459	296	181		1773	15	1758	-74
8/29/2013	388	438	420	259	174		1679	9	1670	-88
8/29/2014	286	490	273	169	259		1477	15	1462	-208
8/29/2015	261	504	253	170	245		1433	12	1421	-41
8/29/2016	256	509	236	203	241		1445	11	1434	13
8/29/2017	225	545	230	180	226		1406	19	1387	-47
8/29/2018	200	491	210	207	194		1302	14	1288	-99
8/29/2019	398	467	222		209		1296	19	1277	-11
8/29/2020	331	443	188		176		1138	74	1064	-213
8/29/2021	343	385	142		119		989	34	955	-109
8/29/2022	339	350	133		112		934	24	910	-45
8/29/2023	389	326	135		132		1008	26	982	72