



# ST. CHARLES PARISH

## OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057  
(985) 783-5125 • [www.stcharlesparish.gov](http://www.stcharlesparish.gov)

April 23, 2026

Dr. Tara P. Smith  
Southeast Regional Director  
LSU AgCenter  
Louisiana Cooperative Extension Service  
21549 Old Covington Hwy.  
Hammond, LA 70403

Re: Cooperative Agreement with LSU AgCenter  
Continued Support of the St. Charles Parish Cooperative Extension Service

Dear Dr. Smith:

On April 20, 2026, the St. Charles Parish Council adopted Ordinance No. 26-4-6 approving and authorizing the execution of a Cooperative Agreement with the LSU AgCenter for the continued support of the St. Charles Parish Cooperative Extension Service through November 1, 2030.

A copy of the ordinance along with two (2) partially executed agreements is enclosed. Please forward a fully executed agreement in the enclosed return envelope to our office.

Sincerely,

MICHELLE IMPASTATO  
COUNCIL SECRETARY

MI/mr

Enclosures

cc: Parish Council  
Ms. Samantha de Castro via Electronic Notification  
Ms. Kali Zammit w/enclosure

**2026-0129**

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT**

**ORDINANCE NO. 26-4-6**

An ordinance to approve and authorize the execution of a Cooperative Agreement with the LSU AgCenter for the continued support of the St. Charles Parish Cooperative Extension Service through November 1, 2030.

**WHEREAS**, via a partnership of the United States Department of Agriculture, the Louisiana State University AgCenter and St. Charles Parish, the local Cooperative Extension Service delivers services and programs to the residents of our Parish; and,

**WHEREAS**, Ordinance No. 20-10-8 adopted on October 19, 2020, by the St. Charles Parish Council, approved and authorized the execution of a Cooperative Agreement with the LSU AgCenter for the continued support of the St. Charles Parish Cooperative Extension Service; and,

**WHEREAS**, said Agreement is in effect until November 1, 2025; and,

**WHEREAS**, it is the desire of the LSU AgCenter and the St. Charles Parish to continue this partnership through a Cooperative Agreement for the period November 1, 2025 to November 1, 2030.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the LSU AgCenter and the St. Charles Parish Cooperative Agreement to support and Administer Louisiana Cooperative Units Off Campus is hereby approved and accepted.

**SECTION II.** That the Parish President is hereby authorized to execute said Cooperative Agreement on behalf the Parish of St. Charles.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: MOBLEY, FONSECA, WILSON, PILIE, COMARDELLE, O'DANIELS, FISHER, DEBRULER

NAYS: NONE

ABSENT: SKIBA

And the ordinance was declared adopted this 20<sup>th</sup> day of April, 2026, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: \_\_\_\_\_

SECRETARY: Michelle Dupontato

DLVD/PARISH PRESIDENT: April 20, 2026

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: Matthew Jewell

RETD/SECRETARY: April 20, 2026

AT: 7:35 pm RECD BY: [Signature]



**St. Charles Parish Cooperative Extension Service**

P. O. Box 557, 453 Spruce Street . Norco, LA 70079 . Office: 985-785-4473  
www.LSUAgCenter.com

*The LSU AgCenter provides equal opportunity in programs and employment.*

**LSU AgCenter  
And  
St. Charles Parish Council**

**Cooperative Agreement to Support and Administer Louisiana Cooperative  
Units Off Campus**

**Background:**

The process of developing a well educated citizenry involves use of formal and informal approaches by dedicated professionals. Congress in 1914 signified the national interest in assuring that informal educational opportunities needed to emanate from the knowledge generating process of the Land Grant College system by passing the Smith-Lever Act. This Act created the Cooperative Extension Service system that links Land Grant campus faculty to those seeking information in off campus locales. This is achieved via a partnership of the United States Department of Agriculture, the Louisiana State University AgCenter and local government. Police Juries, Parish Commissions and School Boards are the critical third partner for effectively identifying, developing and delivering Cooperative Extension programs. Educational needs and delivery mechanisms clearly have dynamic aspects that challenge the federal, state and local partners to work effectively in order to meet community needs. This Cooperative Agreement between the LSU AgCenter and local government acknowledges the value to clientele of all partners having a uniform understanding for programming support.

**Partnership Philosophy:**

- The long standing presence of Louisiana Cooperative Extension Service (LCES) faculty in the parish has established invaluable ties to the local clientele, government, and industry.
- That educational programming is most valued when developed in concert with local and area needs as expressed through the advisory committee process.

- That LSU AgCenter faculty on campus and at research stations/regional centers are an essential supplement to the technical capabilities of local LCES faculty.
- LCES faculty have, at a minimum, a baccalaureate degree, and must complete graduate level coursework with the intention that they will work toward a master's degree. LCES also provides additional technical training opportunities in order to offer local clientele enhanced information and educational programs.
- LCES faculty in parish offices may develop and deliver specialized programming of importance to surrounding parishes.
- Federal, state and local financial support is necessary to meet the needs of the community as identified by advisory committees.

**The LSU AgCenter agrees:**

1. The LSU AgCenter working in the LCES format will deliver needs based, focused programs in four general categories: 1) Agriculture and Natural Resources, 2) 4-H Youth Development, 3) Family and Consumer Sciences, and 4) Community Economic Development.
2. That competent faculty and support personnel will be recruited and placed in parish offices on LSU AgCenter appointments by following LSU AgCenter Human Resources Office procedures.
3. Faculty are to be afforded training and professional improvement opportunities to assure the parish has the best technical resources available.
4. Faculty and unclassified staff in parish offices will be supervised and evaluated by the appropriate unit leader pursuant to the LSU AgCenter's employee policies and procedures.
5. To provide parish governmental units with oral and written reports from the parish AgCenter faculty on a mutually agreed to schedule but at least annually.
6. To consult with parish government units as to the program to be offered in the parish.
7. Faculty in the parish will adhere to the Policy Statements and Presidential Memoranda issued by the LSU President's Office and AgCenter campus.
8. To evaluate the need for specialized office and program delivery equipment above that provided by the parish.

9. To establish mutually beneficial billing procedures for collection of financial support for faculty and staff from parish government units.

**The Parish Governmental Unit Agrees:**

1. To provide suitable office space, furnishings and support facilities to LCES faculty.
2. To provide operating services support such as utilities, communication and technology charges, custodial services and office supplies.
3. To provide financial support in the minimum amount of **\$60,000** for research based educational programming for the parish including but not limited to: 1) Agriculture and Natural Resources, 2) 4-H Youth Development, 3) Family and Consumer Sciences, and 4) Community Economic Development.

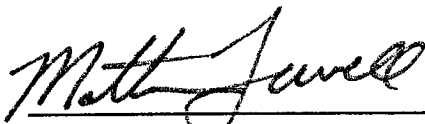
Local sources combined generally provide a minimum of 20% of the parish's programmatic cost.

4. That with reference to faculty vacancies due to resignation, retirement or new positions the LSU AgCenter's Office of Human Resource Management policies will be followed in the search for candidates. The LCES parish chair will assure that parish government officials are well informed during the process.

**Implementation:**

This Cooperative Agreement between the Louisiana Cooperative Extension Service and St. Charles Parish Council is entered into in order to assure continued informal educational programming from the LSU AgCenter. It shall be in effect for **5 years** for the period **November 1, 2025 to November 1, 2030.**

**Approved:**

  
\_\_\_\_\_  
Parish President

4/22/26  
\_\_\_\_\_  
Date

\_\_\_\_\_  
LCES Director  
LSU AgCenter

\_\_\_\_\_  
Date