

## PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

OCTOBER 16, 2012

The Terrebonne Parish School Board met today at 7:00 P.M. in regular session at its regular meeting place, the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, with Mr. L. P. Bordelon, III, President, presiding, and the following members present: Mr. Roger Dale DeHart, Vice-President, Mr. Roosevelt Thomas, Mr. Gregory Harding, Mr. Richard Jackson, Ms. Debi Benoit, Ms. Brenda Leroux Babin, Mr. Donald Duplantis, and Mr. Hayes J. Badeaux.

ABSENT: None

Mr. DeHart led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Mary Williams, retired school teacher and counselor; Merian Henry, retired school teacher; Doris Dolese, retired school food service employee, and Donald Ray, retired school bus driver, who recently passed away.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board approved the minutes of School Board Meeting of October 2, 2012, as recorded.

The following Education and Policy Committee report was presented to the Board with Mr. Jackson, Chairman, presiding:

Dear Members of the Board:

**The EDUCATION and POLICY COMMITTEE** met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M., on Monday, October 1, 2012, with the following members present: Mr. Richard Jackson, Chairman, Ms. Brenda Leroux Babin, Vice-Chairman, and Mr. Donald Duplantis. Also in attendance were Mr. L. P. Bordelon, III, Superintendent Philip Martin, and members of the staff.

Mr. Jackson called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Superintendent Martin presented a written plan of action for notifying School Board Members, employees and the general public regarding school closures during emergency situations.

### **RECOMMENDATION NO. 1**

**The Committee recommends** that the Board adopt, as presented, the following Terrebonne Parish School District Emergency Communication Plan for School Closures:

#### **District Emergency Communication Plan for School Closures**

In the event emergency closure of schools is necessary, the following communication plan will be utilized:

1. The Superintendent or designee will notify Board Members first through

multi-layered communication.

- a. Direct phone call to each Board Member
- b. Text message to each Board Member
- c. E-mail to each Board Member

This communication will contain the reason for closure and the length of closure. Since decisions must be day-to-day as conditions dictate, daily updates will be provided individually to each Board Member using the above methods. When conditions call for an immediate closure, Board Members will be informed as soon as possible.

2. Supervisors/Staff Members will notify employees by the following means:
  - a. Individual phone call to each Principal and Management Staff will be done first.
  - b. Notification will be sent to all district e-mail addresses (may be accessed from home).
  - c. Notification and information will be posted on the district website and updated as needed.
  - d. Media outlets (local and regional), print, radio, and television will be sent daily uniform press releases.
  - e. Recording on Central Office telephone will provide updated daily information on school closures.
  
3. Parents and general public will be notified by utilizing the following means: (Superintendent will designate to Supervisors/Staff Members.)
  - a. Public notification through media outlets (local and regional), print, radio, and television will be sent daily uniform press releases.
  - b. Recording on Central Office telephone will provide updated daily information on school closures.
  - c. Notification and information will be posted on the district website and updated as needed.
  - d. Individual school phone message systems will direct parents to above-listed sources of information.
  - e. Information on school closures will be provided to the Terrebonne Parish Office of Homeland Security and Emergency Preparedness.

In the event there is a significant lack of electricity and/or cell phone service that impedes effective communication and/or there is a significant evacuation, the district will establish a social media outlet (Twitter), which is not as dependent upon local conditions. The district will post daily on this site pertinent information relative to school closures.

All messages and district updates will make reference to Twitter for information as well as the traditional communication means.

This plan will also be utilized for all emergency situations that require notification.

Mrs. Denise Bourgeois, Interim Supervisor of Federal Programs, presented third-year results of the 2011-2012 Focus Classroom Program (attachment). She said the success of this program is due to staffing those classrooms with teachers that are highly-qualified who identify students at-risk and lower/reduce enrollment in those classes. She explained in every area of our Focus Classrooms we have exceeded the state average for fourth grade students meeting promotion criteria and for students becoming proficient in grades three and five. She introduced the Title I Coordinator of the Focus Program, Ms. Katherine Holsapple, and the following Focus

Teachers, who were in attendance: 1) Ms. Angie Broussard, Acadian Elementary School; 2) Ms. Patricia Hutchinson, Acadian Elementary School; 3) Ms. Michelle Clement, Elysian Fields School; and, 4) Ms. Stacy Authement, Elysian Fields School.

Superintendent Martin commended all the teachers of the Focus Classroom Program for their “inspiring success” in engaging the students by turning their “attitude for learning to positive, successful thinking.” He further explained the eighty-eight (88%) percent of participating fourth graders that met promotional standards are our *high-risk students* versus the state's eighty-two (82%) percent of students in general. He said the success of the program speaks wonders of having “magical, powerful, committed teachers” teaching these students and saving potential drop-outs by laying an educational foundation to empower their successful future.

Dr. Debra Yarbrough, Supervisor of Personnel, presented revisions, according to recent legislation, to policy FILE: F-10.4 Employment Non-Instructional/Support Personnel.

## **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve, as presented, the following revised policy FILE: F-10.4 Employment Non-Instructional/Support Personnel:

**FILE: F-10.4**  
**Cf: F-9.4**

### **EMPLOYMENT NON-INSTRUCTIONAL/SUPPORT PERSONNEL**

The Terrebonne Parish School Board bases its employment and assignment policies on the principle that quality education can best be provided by staffing all positions in the system with the very best personnel available. Selection of personnel to fill all positions shall be **based upon performance, effectiveness, and qualifications applicable to each specific position. Decisions shall be** made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion.

No person shall be denied employment, reemployment, or advancement, nor shall be evaluated on the basis of sex, marital status, race, handicap, or color, creed, or national origin. Age shall be considered only with respect to minimums set by law.

#### **SUPPORT PERSONNEL**

~~Applicants shall be selected for support positions based on criteria as may be determined by the Board. Unless specifically covered by a written employment contract expressly entered into by the individual employee and the Board, school employees shall be hired on an *at-will employment* basis, which means they are subject to dismissal by the Board upon the written recommendation of the Superintendent. School employee shall mean any employee of the Board that is not required to hold a valid teacher's certificate as a condition of employment or is not a bus driver. All appointments shall be temporary until ability to perform assigned tasks has been determined.~~

## CONDITIONS OF EMPLOYMENT

### 1. Experience

Experience shall not be a prerequisite for employment unless, in the opinion of the Superintendent, the position is one in which experience is required.

### 2. Probationary Status

All new non-instructional personnel shall be employed on a probationary basis of six (6) months or as required by law or administrative regulation. A list of new non-instructional personnel employed shall be furnished to the Board on a monthly basis.

### 3. Pre-Employment Medical Examination

As a condition of employment, prior to receiving Terrebonne Parish School Board authorization for active employment, a person shall be required to submit to a pre-employment medical examination for his/her applicable job classification, by Board-approved physician(s), with expenses to be paid by the Board. The Board may be entitled to reimbursement from an employee for the costs of such employee's or applicant's pre-employment medical examination or drug test, however, if the employee terminates the employment relationship sooner than ninety (90) working days after the first day of work or never reports to work, unless there is a substantial change made to the employment by the Board.

### 4. Criminal History Review

As a condition of employment, the prospective employee shall be required to submit to a criminal history review in accordance with La. Rev. Stat. Ann. §§15:587.1 and §17:15.

### 5. Disclosure of Information

As a condition of employment, the applicant must sign a statement authorizing request and release and disclosure, by current or previous employers, if a public school board, of information relative to sexual misconduct with students, in accordance with La. Rev. Stat. Ann. §17:81.9.

### 6. Proof of Selective Service Registration

To be eligible for employment with the Terrebonne Parish School Board, men born in 1960 or later must provide proof of registration with the Selective Service System in accordance with the Military Selective Service Act, Selective Service Regulations, and the President's Proclamation on Registration.

### 7. Terms of Employment

- a. Non-instructional/support personnel, ~~paid an hourly wage~~ **who are considered non-exempt under the federal Fair Labor Standards Act**, shall be provided at least a thirty (30) minute duty-free lunch break and two fifteen (15) minute breaks daily.

- b. Non-instructional/support personnel, ~~paid an hourly wage~~ **who are considered non-exempt under the federal Fair Labor Standards Act**, shall not be required to work additional time unless properly compensated.
- c. All approved overtime work after regular school hours shall be offered to non-instructional/support personnel on a fair and equitable basis. When all factors are equal, opportunities for overtime work, within an employee's job classification, shall be assigned on a rotating basis according to seniority.

Overtime work for which an employee will be paid with reimbursable funds shall not be given the option of release time.

### BUS DRIVERS

~~The School Board shall only employ as school bus drivers those persons who have met all state and federal requirements for such positions.~~ Whenever a school bus operator is needed to drive a new route or a route vacated by a previous operator, the school bus operator who is tenured and has acquired the greatest seniority shall be offered the opportunity to and may change from driving his/her route to the vacant route before another operator is selected. If the tenured bus operator with the greatest seniority chooses not to change to the vacant route, the route shall then be offered in order of seniority to a school bus operator who has acquired tenure.

If no tenured operator chooses to change to the vacant route, the route shall then be offered to a full-time probationary bus operator.

If no regular bus operator, tenured or probationary, chooses to change to the vacant route, then a substitute bus operator shall be selected for the position from a list of approved substitute school bus operators. If no tenured, probationary, or substitute bus operator wants the route, then a new driver shall be hired.

Whenever a school bus operator owning his/her own bus retires, ~~the Board shall first offer~~ a vacated route **shall be offered first** to any person meeting the requirements of the School Board who is willing to acquire the bus of the retiring operator at full appraised value. This provision shall be applicable only when the bus owned by the retiring operator has been manufactured within a period of five (5) years immediately prior to the operator's retirement and the operator is retiring due to a documented physical disability.

The ~~School Board~~ **Superintendent** may select an operator to fill a vacant route using a different process than outlined above, but **only** if the Board is required to bear an increase in the unreimbursed costs for non-passenger miles over those attributable to the previous operator who vacated the route.

Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular operator's approved leave, or a new route is established, the route shall be filled with a regular school bus operator using the process stated above no later than the following school year unless the route is consolidated or eliminated. **A substitute bus operator may only be used as a temporary measure until a permanent operator is appointed to a route.**

If an operator is on approved leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of time of the approved leave.

**Substitute drivers for bus routes shall have and shall meet the same qualifications as regular drivers.**

Bus Route Vacancies

Once a year all vacant routes shall be posted no later than three (3) days before bus drivers' opening meetings for viewing and applying and filled before the opening of school (Excluding supplemental jobs, i.e. Voc. Ed. Runs, noon runs, Operation Move, etc. that shall be posted once a month in drivers' newsletters). The supplemental vacancies shall be posted for five (5) working days. The supplemental vacancies shall be filled within ten (10) working days of closure of posting. The posting of the filled vacancies will be placed on the bulletin board and in the drivers' newsletter.

Revised: October 1997

Revised: August 2003

Revised: August 2005

Revised: July 2007

**Revised: October 2012**

Ref: La. Rev. Stat. Ann. §§15:587, 15:587.1, 17:15, 17:81, 17:81.9, 17:84.1, 17:493.1, 17:497.3, 17:500; Board minutes, 6-19-84, 5-17-88, 1-17-89, 4-4-89, 5-17-90, 5-21-91, 7-16-91, 7-21-92, 5-18-93, 6-3-03, 7-17-07.

Dr. Yarbrough presented, according to recent legislation, new policy FILE: F-10.7 Probation.

**RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve, as presented, the following new policy FILE: F-10.7 Probation:

**FILE: F-10.7**

**Cf: F-9.7**

**PROBATION**

BUS OPERATORS

Each school bus operator shall serve a probationary term of three (3) years from the date of first employment in the district. During the probationary term, the School Board may dismiss or discharge any operator upon the written recommendation of the Superintendent, accompanied by valid reasons therefore.

Any school bus operator found unsatisfactory by the School Board at the expiration of the probationary term shall be notified, in writing, by the Board that he/she has been discharged or dismissed; in the absence of such notification, such probationary school bus operator shall automatically become a regular and permanent operator in the employ of the School Board. A school bus operator hired on or after July 1, 2012, shall not be eligible to become a regular and permanent operator.

## SCHOOL EMPLOYEES

All school employees (those employees who are not teachers or bus drivers) shall be placed on a six (6) month probationary basis upon employment. Successful completion of the probationary period shall in no way convey any expectation of continued employment. School employees shall be hired on an *at-will employment basis* and subject to dismissal by the School Board upon the written recommendation of the Superintendent.

New policy: October 2012

Ref: La. Rev. Stat. Ann. §17:492.

Dr. Yarbrough presented revisions, according to recent legislation, to policy FILE: F-10.13 Dismissal/Separation Non-Instructional/Support Personnel.

### **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board approve, as presented, the following revised policy FILE: F-10.13 Dismissal/Separation Non-Instructional/Support Personnel:

**FILE: F-10.13**  
**Cf: F-9-14**

### **DISMISSAL/SEPARATION NON-INSTRUCTIONAL/SUPPORT PERSONNEL**

With the exception of layoffs caused by programmatic changes, budget cuts, staff reorganization, reduction in force and/or dismissal of tenured employees, no Terrebonne Parish School Board employee shall be dismissed except in accordance with the following procedure and except as provided by law.

#### BUS OPERATORS:

##### **Non-Tenured Bus Operators**

~~During his/her probationary term,~~ A **non-tenured** bus operator may be dismissed by the Board upon the Superintendent's written recommendation, ~~accompanied by valid reasons therefore.~~ **The employee shall not be entitled to a hearing before the Board.**

~~Any school bus operator found unsatisfactory by the Board at the expiration of his/her probationary term shall be notified in writing by the District that he/she has been discharged or dismissed.~~

##### **Tenured Bus Operators**

~~A permanent school bus operator shall not be removed from his/her position except upon written and signed charges of~~ **The School Board may dismiss any tenured bus operator only after written and signed charges against the bus operator have been prepared by the Superintendent and submitted to the Board. The Board, if it decides to proceed upon the charges, shall notify the bus operator, in writing, at least twenty (20) days prior to the hearing, stating the charges brought against**

**him/her, and shall arrange for a hearing to be held in accordance with due process provisions of the law, such hearing to be public or private at the option of the bus operator. A tenured bus operator may be dismissed** for willful neglect of duty, or incompetence, or immorality, or drunkenness while on duty, **or** failure to comply with requirements of La. Rev. Stat. Ann. §17:491.3 relative to being arrested for one or more of the specified offenses, or physical disability to perform his/her duties, or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition, or of being a member of or contributing to any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state, and then only if found guilty after a hearing by the School Board by a *majority of the Board's membership*.

An additional ground for the removal from office of any ~~permanent~~ school bus operator shall be the abolition, discontinuance, or consolidation of routes, but then only if it is found as a fact, after a hearing by the School Board, that it is in the best interests of the school system to abolish, discontinue, or consolidate said route or routes.

~~All hearings shall be private or public, at the option of the operator effected thereby. At least twenty (20) days in advance of the date of the hearing the Superintendent, with approval of the School Board, shall furnish the affected operator a copy of the written grounds on which said abolition, discontinuance, or consolidation of routes is sought. The operator affected shall have the right to appear before the Board with witnesses in his/her behalf and with counsel of his/her selection, all of whom shall be heard by the Board at said hearing.~~

~~If a permanent school bus operator is found guilty, the Superintendent shall furnish to the school bus operator a written statement of recommendation of removal or discipline, which shall include but not be limited to the exact reason, offense, or instance upon which the recommendation is based.~~

~~In the event that one or more school bus operators must be removed due to the~~ If abolition, discontinuance, or consolidation of **bus** routes **is approved**, the principle of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed.

#### ~~SUPPORT SCHOOL EMPLOYEES OTHER THAN BUS OPERATORS~~

~~Dismissal of any non-tenured support school employee shall be accomplished in accordance with the following procedure:~~

- ~~(1) Should the Superintendent determine that the dismissal of a non-tenured employee is warranted, he/she shall make a written recommendation of dismissal to the School Board. The recommendation shall outline the reasons thereof, and a copy of said recommendation shall be provided to the employee.~~
- ~~(2) The School Board shall be asked to act upon the recommended dismissal at the next meeting following its receipt of such written recommendation.~~

~~As used herein, non-tenured employees shall refer to those school employees who have not attained tenure, including, without limitation, janitors/custodians, teachers' aides, clerical employees, maintenance workers, and cafeteria workers.~~



**All employees of the system whose dismissal is not governed by the provision of La. Rev. Stat. Ann. §§17:441-446, or by the provisions of La. Rev. Stat. Ann. §§17:491-494, shall be subject to dismissal upon the written recommendation by the Superintendent to the School Board. Such employees shall not be entitled to a hearing before the Board.**

Revised: November 2010

**Revised: October 2012**

Revised: December 2011

Ref: La. Rev. Stat. Ann. §§15:587.1, 17:15, 17:16, 17:81.5, 17:492, 17:493, **17:493.1**; Board minutes, 2-23-88, 5-17-90, 11-16-10, 12-20-11.

There being no further business to come before the **Education and Policy Committee**, the meeting adjourned at 5:50 P.M.

Respectfully submitted,

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Richard Jackson, Chairman

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Brenda Leroux Babin, Vice-Chairman

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Donald Duplantis

DC

Motion of Mr. Bordelon, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented and outlined in the foregoing report, the following Terrebonne Parish School District Emergency Communication Plan for School Closures:

### **District Emergency Communication Plan for School Closures**

In the event emergency closure of schools is necessary, the following communication plan will be utilized:

1. The Superintendent or designee will notify Board Members first through multi-layered communication.
  - a. Direct phone call to each Board Member
  - b. Text message to each Board Member
  - c. E-mail to each Board Member

This communication will contain the reason for closure and the length of closure. Since decisions must be day-to-day as conditions dictate, daily updates will be provided individually to each Board Member using the above methods. When conditions call for an immediate closure, Board Members will be informed as soon as possible.

2. Supervisors/Staff Members will notify employees by the following means:
  - a. Individual phone call to each Principal and Management Staff will be done first.
  - b. Notification will be sent to all district e-mail addresses (may be accessed from home).
  - c. Notification and information will be posted on the district website and updated as needed.

- d. Media outlets (local and regional), print, radio, and television will be sent daily uniform press releases.
  - e. Recording on Central Office telephone will provide updated daily information on school closures.
3. Parents and general public will be notified by utilizing the following means: (Superintendent will designate to Supervisors/Staff Members.)
- a. Public notification through media outlets (local and regional), print, radio, and television will be sent daily uniform press releases.
  - b. Recording on Central Office telephone will provide updated daily information on school closures.
  - c. Notification and information will be posted on the district website and updated as needed.
  - d. Individual school phone message systems will direct parents to above-listed sources of information.
  - e. Information on school closures will be provided to the Terrebonne Parish Office of Homeland Security and Emergency Preparedness.

In the event there is a significant lack of electricity and/or cell phone service that impedes effective communication and/or there is a significant evacuation, the district will establish a social media outlet (Twitter), which is not as dependent upon local conditions. The district will post daily on this site pertinent information relative to school closures.

All messages and district updates will make reference to Twitter for information as well as the traditional communication means.

This plan will also be utilized for all emergency situations that require notification.

Ms. Denise Bourgeois, Interim Supervisor of Federal Programs, addressed the Board and presented third-year results of the 2011-2012 Focus Classroom Program.

The Board recognized the following Focus Classroom Teachers for the 2012-2013 School Year:

**Acadian Elementary School** – Angie Broussard and Patricia Hutchinson

**Elysian Fields School** – Michelle Clement, Stacy Authement, Laura Mutz, and Mona Young

**Grand Caillou Elementary School** – Nicole Hawthorne, Ashley Winger, Reba Babin, and Allison Theriot

**Village East School** – Elizabeth Dupre and Leah Fregeau

Motion of Mr. Badeaux, seconded by Ms. Babin, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: F-10.4 Employment Non-Instructional/Support Personnel).

Motion of Ms. Babin, seconded by Mr. Duplantis, unanimously carried, the Board approved, as presented and outlined in the foregoing report, the following new Policy (FILE: F-10.7 Probation):

**PROBATION**BUS OPERATORS

Each school bus operator shall serve a probationary term of three (3) years from the date of first employment in the district. During the probationary term, the School Board may dismiss or discharge any operator upon the written recommendation of the Superintendent, accompanied by valid reasons therefore.

Any school bus operator found unsatisfactory by the School Board at the expiration of the probationary term shall be notified, in writing, by the Board that he/she has been discharged or dismissed; in the absence of such notification, such probationary school bus operator shall automatically become a regular and permanent operator in the employ of the School Board. A school bus operator hired on or after July 1, 2012, shall not be eligible to become a regular and permanent operator.

SCHOOL EMPLOYEES

All school employees (those employees who are not teachers or bus drivers) shall be placed on a six (6) month probationary basis upon employment. Successful completion of the probationary period shall in no way convey any expectation of continued employment. School employees shall be hired on an *at-will employment basis* and subject to dismissal by the School Board upon the written recommendation of the Superintendent.

New policy: October 2012

Ref: La. Rev. Stat. Ann. §17:492.

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: F-10.13 Dismissal/Separation Non-Instructional/Support Personnel).

The Education and Policy Committee report was concluded, and President Bordelon reassumed the Chair.

The following report of the Buildings, Food Service, and Transportation Committee meeting was presented to the Board with Mr. Badeaux, Chairman, presiding:

Dear Members of the Board:

The **Buildings, Food Service, and Transportation Committee** met on Monday, October 8, 2012, at 5:00 P. M. in the Board Room of the School Board Office, 201 Stadium Drive, with the following members present: Mr. Hayes J. Badeaux, Chairman, and Mr. Roger Dale DeHart, Vice-Chairman. Mr. Gregory Harding was absent. Others in attendance were Mr. L. P. Bordelon, III, Superintendent Philip Martin, and members of the staff.

Mr. Badeaux called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mrs. Ellen Click, Houma Tang Soo Do World Association, addressed the Committee regarding use of H. L. Bourgeois High School's boys gymnasium (see attached).

### **RECOMMENDATION NO. 1**

**The Committee recommends** that the Board grant the request of Houma Tang Soo Do World Association to waive Terrebonne Parish School Board policy relative to usage fee for H. L. Bourgeois High School's boys gymnasium on April 12, 2013, for karate testing, and April 13, 2013, for karate clinic; provided that the necessary insurance, non-profit status, School Board policy requirements are met, costs associated with janitorial services are paid, and approval is obtained from the principal, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Ms. Amber Smith, T. Baker Smith, LLC, addressed the Committee requesting a servitude revision for access of a transmission line and tower on behalf of Entergy Louisiana, LLC, to be included within the Consolidated Waterworks District No. 1 servitude granted on December 6, 2011, on Terrebonne Parish School Board's Grand Caillou Road property, next to Saia Motor Freight (see attached).

### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board accept a revised servitude for access of a transmission line and tower on behalf of Entergy Louisiana, LLC, to be included within the Consolidated Waterworks District No. 1 servitude granted on December 6, 2011, on Terrebonne Parish School Board's Grand Caillou Road property (next to Saia Motor Freight), represented by T. Baker Smith, consult with the Board attorney for review, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Merlin Lirette, AIA, REFP, The Merlin Group, LTD, addressed the Committee with an update on H. L. Bourgeois High School's Freshman Center (see attached).

Mr. Lirette addressed the Committee with an update on the new Grand Caillou Middle School (see attached).

Mr. Harold LeRay, PE, GSE Associates, LLC, addressed the Committee requesting acceptance of the warranty offered by Cool Water Technologies, LLC for the Ellender Memorial High School Cooling Tower Project (see attached).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board accept the warranty offered by Cool Water Technologies, LLC, for a ten-year (10) period, as per attached documents, for Ellender Memorial High School's Cooling Tower, consult with the Board attorney for review, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Daniel Bruce, Jr., AIA, Cheramie and Bruce Architects, APC, addressed the Committee with an update on the South Terrebonne High School's Elevator Project (see attached).

Mr. Donald Chamberlain, Plant Operations Manager, addressed the Committee regarding maintenance and hurricane updates.

There being no further business to come before the Buildings, Food Service, and Transportation Committee, the meeting was adjourned (5:25 p. m.).

Respectfully submitted,

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Hayes J. Badeaux, Chairman

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Roger Dale DeHart, Vice-Chairman

JB

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board granted the request of Houma Tang Soo Do World Association to waive Terrebonne Parish School Board policy relative to usage fee for H. L. Bourgeois High School's boys gymnasium on April 12, 2013, for karate testing, and April 13, 2013, for karate clinic; provided that the necessary insurance, non-profit status, School Board policy requirements are met, costs associated with janitorial services are paid, and approval is obtained from the principal, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Ms. Ellen Click and Mr. Lanny Domangue, representing Houma Tang Soo Do World Association, addressed the Board regarding the foregoing motion.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board accepted a revised servitude for access of a transmission line and tower on behalf of Entergy Louisiana, LLC, to be included within the Consolidated Waterworks District No. 1 servitude granted on December 6, 2011, on Terrebonne Parish School Board's Grand Caillou Road property (next to Saia Motor Freight), represented by T. Baker Smith, subject to Board attorney review, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Duplantis, seconded by Ms. Babin, unanimously carried, the Board accepted the warranty offered by Cool Water Technologies, LLC, for a ten-year (10) period, as per attached documents, for Ellender Memorial High School's Cooling Tower, subject to Board attorney review, and further, authorized the Board President to sign all necessary documents pertaining thereto.

The report of the Buildings, Food Service, and Transportation Committee meeting was concluded, and President Bordelon reassumed the Chair.

The following report of the Finance, Insurance, and Section 16 Lands Committee meeting was presented to the Board with Mr. Duplantis, Chairman, presiding:

Dear Members of the Board:

**The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE** met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M. on Monday, October 15, 2012, with the following members present: Mr. Donald Duplantis, Chairman, Mr. Roosevelt Thomas, Vice-Chairman, and Mrs. Debi Benoit. Also in attendance were Mr. L. P. Bordelon, III, Board

President, Mr. Roger Dale DeHart, Superintendent Philip Martin, and members of the staff.

Mr. Duplantis called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mr. Jack Moore, Risk Manager, addressed the Committee concerning a Cooperative Endeavor Agreement between Terrebonne Parish School Board and Vandebilt Catholic High School for the use of buses (see attached).

Mr. Thomas, seconded by Mr. Duplantis, offered the following motion:

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board enter into a Cooperative Endeavor Agreement between Terrebonne Parish School Board and Vandebilt Catholic High School regarding the use of buses, as presented, and authorize the Board President to sign all necessary documents pertaining thereto.

Mrs. Lydia Alleman, Purchasing Agent/Grant Specialist, addressed the Committee regarding the approval to advertise for bids on Bulk Materials and Supplies for Teaching.

Mr. Thomas, seconded by Mr. Duplantis, offered the following motion:

**RECOMMENDATION NO. 2**

**The Committee recommends** that the Board authorize the Purchasing Department to advertise for bids on Bulk Materials and Supplies for Teaching.

Mrs. Rebecca Breaux, Supervisor of Finance & Statistics, presented the revised General Operating Fund budget for Fiscal Year 2012/2013.

Mr. Thomas, seconded by Mr. Duplantis, offered the following motion:

**RECOMMENDATION NO. 3**

**The Committee recommends** that the Board adopt the following 2012/2013 revised budget for the General Operating Fund:

**General Operating Fund  
Revised Budget  
2012/2013 Fiscal Year  
October 2012**

**Revenues and Other Sources of Funds**

Local Sources	\$ 17,002,448
State Sources	87,161,476
Other Sources	<u>15,005,324</u>
TOTAL	\$119,169,248

**Expenditures and Other Uses of Funds**

Salaries	\$ 65,222,035
Employee Benefits	40,085,011

Purchased Services	4,602,150
Supplies	4,835,450
Property	21,000
Debt Service and Miscellaneous	139,295
Other Uses of Funds	<u>6,338,966</u>
TOTAL	\$121,243,907

**Excess of Revenues or (Expenditures)** (2,074,659)

**Fund Balance**

Beginning \$ 9,057,843

**Ending Fund Balance**

Assigned (Retirement Rate Increases) \$ 1,600,000

Unassigned 5,383,184

Total Ending Fund Balance \$ 6,983,184

5.9%

Mrs. Breaux then presented the revised One Cent Sales Tax Fund budget for Fiscal Year 2012/2013.

Mr. Thomas, seconded by Mr. Duplantis, offered the following motion:

**RECOMMENDATION NO. 4**

**The Committee recommends** that the Board adopt the following 2012/2013 revised budget for the One Cent Sales Tax Fund:

**One (1) Cent Sales Tax Fund (1996)**

**Revised Operating Budget**

**2012/2013 Fiscal Year**

**October 2012**

	<b>Revised Budget <u>October 2012</u></b>
<b>Revenue</b>	
Local-Sales Tax	\$23,435,709
-Interest	<u>57,000</u>
TOTAL	\$23,492,709
<b>Expenditures and Other Uses</b>	
Compensation & Employee Benefits	\$14,528,188
Technology	2,029,844
Building Improvements	678,135
Debt Service	142,000
Transfer Out	<u>5,333,333</u>
TOTAL	\$22,711,500

**Excess of Revenue** \$ 781,209

**Fund Balance**

Beginning \$ 4,782,034

**Ending Fund Balance**

Restricted for:

Salaries & Benefits \$ 3,652,588

Construction, Technology, Buildings 1,910,655

Ending Fund Balance \$ 5,563,243

Mrs. Breaux also presented the revised  $\frac{3}{4}$  Cent Sales Tax Fund budget for Fiscal Year 2012/2013.

Mr. Duplantis, seconded by Mrs. Benoit, offered the following motion:

**RECOMMENDATION NO. 5**

**The Committee recommends** that the Board adopt the following 2012/2013 revised budget for the  $\frac{3}{4}$  Cent Sales Tax Fund:

**Terrebonne Parish School Board  
3/4 Cent Sales Tax Fund (1976)  
Revised October 2012  
Fiscal Year 2012/2013**

**2012/2013  
REVISED  
BUDGET**

**Revenues and Other Financing Sources**

Local-Sales Tax \$ 17,576,782

-Interest 43,000

TOTAL \$ 17,619,782

**Expenditures and Other Financing Uses**

Purchased Services \$ 1,224,927

Materials & Supplies 2,983,767

Debt Service & Miscellaneous 23,700

Other Financing Uses 14,636,871

TOTAL \$ 18,869,265

**Excess of Revenues or (Expenditures)** (1,249,483)

**Fund Balance**

Beginning \$ 7,155,713

**Ending Fund Balance**

Restricted

Instructional Programs \$ 5,583,308

Committed

Band Uniforms 322,922



Total Ending Fund Balance	\$ 5,906,230
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Mrs. Breaux presented the revised Child Nutrition Program Fund budget for Fiscal Year 2012/2013.

Mr. Thomas, seconded by Mrs. Benoit, offered the following motion:

**RECOMMENDATION NO. 6**

**The Committee recommends** that the Board adopt the following 2012/2013 revised budget for the Child Nutrition Program Fund:

**Child Nutrition Program  
Revised Budget  
2012/2013 Fiscal Year  
October 2012**

**Revenues and Other Sources of Funds**

Local Sources	\$1,631,170
State Sources	321,761
Federal Sources	7,219,879
Other Sources	<u>402,806</u>
<b>TOTAL</b>	<b>\$9,575,616</b>

**Expenditures and Other Uses of Funds**

Salaries	\$2,671,432
Employee Benefits	1,823,434
Supplies	534,326
Food Costs	3,905,920
Other Operating Expenses	<u>903,579</u>
<b>TOTAL</b>	<b>\$9,838,691</b>

<b>Excess of Revenue or (Expenditures)</b>	<b>(263,075)</b>
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**Fund Balance**

Beginning	\$ 754,944
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**Ending**

Non-spendable	\$ 491,869
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Mrs. Breaux then presented the revised Special Revenue Funds budget for Fiscal Year 2012/2013.

Mrs. Benoit, seconded by Mr. Thomas, offered the following motion:

**RECOMMENDATION NO. 7**

**The Committee recommends** that the Board adopt the following 2012/2013 revised budget for the Special Revenue Funds:

**SPECIAL REVENUE FUNDS  
FISCAL YEAR 2012-2013  
BUDGET ADJUSTMENTS**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
220	NCLB-TITLE I	\$5,558,491	\$1,187,408	\$6,745,899
240	U S DEPARTMENT OF HEALTH AND HUMAN RESOURCES -TANF BLOCK GRANT -Early Childhood Program -TANF	\$4,007,575	0	\$4,007,575
	-Strategies to Empower People Program (STEP)	4,106	2,025	6,131
	-Federal-Jobs for America's Graduates (JAG #1)-TANF	50,000	0	50,000
	Graduates (JAG #2)-TANF	50,000	0	50,000
	Graduates (JAG #3)-TANF	50,000	0	50,000
	TOTAL	\$4,161,681	\$ 2,025	\$4,163,706
310	NCLB-TITLE III -Current Year	\$ 56,609	\$ 25,261	\$ 81,870
320	NCLB-TITLE IV Safe and Supportive Schools	\$ 152,806	0	\$ 152,806
	-Prior Year	0	57,808	57,808
	-Second Grant	0	93,881	93,881
	21 <sup>st</sup> Century Community Learning Center	199,443	280,557	480,000
	TOTAL	\$ 352,249	\$ 432,246	\$ 784,495
341	NCLB TITLE I-School Improvement 1003 ARRA	\$1,725,635	\$ 352,097	\$2,077,732
370	NCLB TITLE II-PART A, EISENHOWER Act -Staff Development	\$1,102,717	\$ 227,887	\$1,330,604
	NCLB TITLE II-PART B, NCLB-SCHOOL LEADERSHIP PROGRAM			
	-Current Year 4	589,103	0	589,103
	-Prior Year 3	0	87,870	87,870
	TOTAL	\$1,691,820	\$ 315,757	\$2,007,577
410	NCLB TITLE VII-INDIAN EDUCATION -Current Year	\$ 395,357	\$ 9,064	\$ 404,421
490	LCTCS FEDERAL ADULT EDUCATION -Basic-Current Year	\$ 205,114	\$ 54,077	\$ 259,191
	-Basic-Prior Year	0	18,066	18,066
	-English Lang./Civics Cur. Year	27,531	2,994	30,525
	-Eng. Lang./Civics-Prior Year	0	1,359	1,359
	-Family Literacy			

	-Current Year	37,453	3,135	40,588
	-Family Literacy-Prior Year	0	2,417	2,417
	-Work-Ready U			
	-Current Year	100,000	(100,000)	0
	-Work-Ready			
	U-Prior Year	<u>0</u>	<u>14,164</u>	<u>14,164</u>
	TOTAL	\$ 370,098	(3,788)	\$ 366,310
560	NCLB-TITLE X-HOMELESS			
	-Current Year	\$ 80,000	0	\$ 80,000
	-Prior Year	<u>0</u>	<u>1,921</u>	<u>1,921</u>
	TOTAL	\$ 80,000	\$ 1,921	\$ 81,921
590	FEDERAL VOCATIONAL ED.			
	-Current Year	\$ 183,647	\$ 43,220	\$ 226,867
750	NCLB IDEA B	\$4,322,835	\$ 79,506	\$4,402,341
	-St. James-PBIS	0	5,000	5,000
	-High Risk Pool	0	310,002	310,002
	-JAG AIM High!	<u>70,000</u>	<u>(70,000)</u>	<u>0</u>
	TOTAL	\$4,392,835	\$324,508	\$4,717,343
760	NCLB IDEA Preschool	\$ 129,945	\$ 6,953	\$ 136,898
630	LQEA 8(g) PRESCHOOL/EARLY CHILDHOOD PROGRAM			
	-8(g) Student Enhancement Block Grant	\$ 191,975	\$ 40,925	\$ 232,900
660	Extended School Year	\$ 79,036	(4,389)	\$ 74,647
670	LA Gates Integration	\$ 55,000	0	\$ 55,000
	-Prior Year	<u>0</u>	<u>12,039</u>	<u>12,039</u>
		\$ 55,000	\$ 12,039	\$ 67,039
680	LCTCS ADULT EDUCATION STATE BASIC GRANT	\$ 178,143	\$ 28,295	\$ 206,438
730	STATE LIBRARY ALLOTMENT REVENUE:			
	MFP-LIBRARY	\$ 88,640	0	\$ 88,640
	EXPENDITURES	\$ 88,640	\$ 21,479	\$110,119
	EXCESS (DEFICIENCY) OF REVENUE	0	(21,479)	(21,479)
	FUND BALANCE: BEGINNING	0	21,479	21,479
	ENDING FUND BALANCE	0	0	0
740	STATE TEXTBOOKS REVENUE:			
	-¾ Cent-Textbooks	\$ 572,615	0	\$ 572,615
	-Non Public Textbooks	88,264	0	88,264
	-Lost/Damaged Books	<u>1,000</u>	<u>0</u>	<u>1,000</u>
	TOTAL	\$ 661,879	0	\$ 661,879
	EXPENDITURES:			

-Textbooks	\$2,017,995	0	\$2,017,995
-Non Public Textbooks	<u>88,264</u>	<u>0</u>	<u>88,264</u>
TOTAL	\$2,106,259	0	\$2,106,259
EXCESS (DEFICIENCY) OF REVENUE	(1,444,380)	0	(1,444,380)
FUND BALANCE: BEGINNING	\$2,000,000	(183,261)	\$1,816,739
ENDING FUND BALANCE	\$ 555,620	(183,261)	\$ 372,359
650 Gifted Program	\$ 13,750	(13,750)	0

Mrs. Breaux presented the original Building Fund budget for Fiscal Year 2012/2013.

Mrs. Benoit, seconded by Mr. Thomas, offered the following motion:

**RECOMMENDATION NO. 8**

**The Committee recommends** that the Board adopt the following 2012/2013 original budget for the Building Fund:

**BUILDING FUND  
ORIGINAL BUDGET  
2012/2013 FISCAL YEAR**

	<b><u>ORIGINAL BUDGET</u></b>
<b>REVENUES AND OTHER FINANCING SOURCES:</b>	
<b>Revenue</b>	
Interest and Investment Income	\$ 3,500.00
State of Louisiana	
-Community Development Block Grant	<u>300,000.00</u>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>\$ 303,500.00</b>
<b>APPROPRIATIONS:</b>	
Financial Audit Fees	\$ 100.00
Cash Management Fees on Investments	900.00
Relocation of Portables	9,356.38
Elevator/Lift-South Terrebonne High School	300,000.00
Cooling Tower-Ellender Memorial High School	153,695.50
Stadium Lights-South Terrebonne High School	103,176.49
Gym Partition-Evergreen Junior High	14,239.63
Gym Partition-Houma Junior High	15,000.00
PA System-All Schools (ALLOTMENT)	4,871.00
Exterior Door Replacement (ALLOTMENT)	<u>265,140.84</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 866,479.84</b>
<b>EXCESS OF APPROPRIATIONS OVER REVENUES AND TRANSFERS IN</b>	<b>( 562,979.84)</b>
<b>FUND BALANCE</b>	
Beginning	<u>929,882.13</u>

Ending-Assigned for Future Projects	\$366,902.29
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Mrs. Breaux then presented the original Capital Projects Fund–Series 2009 QSCB budget for Fiscal Year 2012/2013.

Mr. Thomas, seconded by Mrs. Benoit, offered the following motion:

**RECOMMENDATION NO. 9**

**The Committee recommends** that the Board adopt the following 2012/2013 original budget for the Capital Projects Fund–Series 2009 QSCB:

**CAPITAL PROJECTS FUND-SERIES 2009 QSCB  
ORIGINAL BUDGET  
FISCAL YEAR 2012/2013**

**REVENUES**

Interest	\$ 9,000.00
Total Revenues	\$ 9,000.00

**EXPENDITURES**

Bank Service Charges	\$ 1,200.00
Financial Audit Fee	1,200.00
New School Construction -HLB Freshman Center	3,749,081.33
Total Expenditures	\$ 3,751,481.33

<b>Excess of (Expenditures)</b>	(3,742,481.33)
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**Fund Balance:**

Beginning	\$ 3,742,481.33
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<b>Ending-Restricted for Capital Projects</b>	0
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Mrs. Breaux also presented the original Capital Projects Fund–Series 2011 QSCB budget for Fiscal Year 2012/2013.

Mrs. Benoit, seconded by Mr. Thomas, offered the following motion:

**RECOMMENDATION NO. 10**

**The Committee recommends** that the Board adopt the following 2012/2013 original budget for the Capital Projects Fund–Series 2011 QSCB:

**CAPITAL PROJECTS FUND-SERIES 2011 QSCB  
ORIGINAL BUDGET  
FISCAL YEAR 2012/2013**

**REVENUES**

Interest	\$ 55,000
Total Revenues	\$ 55,000

**EXPENDITURES**

Financial Audit Fees	\$ 1,275
New School Construction -Grand Caillou Middle	6,476,028
New School Construction -HLB Freshman Center	<u>3,392,818</u>
Total Expenditures	\$9,870,121

**Excess of (Expenditures)** (9,815,121)

**Fund Balance:**

Beginning \$9,815,121

**Ending-Restricted for Capital Projects** 0

Mrs. Breaux presented the original Capital Projects Fund-Series 2012 QSCB budget for Fiscal Year 2012/2013.

Mr. Thomas, seconded by Mrs. Benoit, offered the following motion:

**RECOMMENDATION NO. 11**

**The Committee recommends** that the Board adopt the following 2012/2013 original budget for the Capital Projects Fund-Series 2012 QSCB:

**CAPITAL PROJECTS FUND-SERIES 2012 QSCB  
ORIGINAL BUDGET  
FISCAL YEAR 2012/2013**

**REVENUES**

Interest	\$ 1,500
Total Revenues	\$ 1,500

**EXPENDITURES**

New School Construction -Grand Caillou Middle School	<u>\$5,397,571</u>
Total Expenditures	\$5,397,571

**Excess of (Expenditures)** (5,396,071)

**Fund Balance:**

Beginning \$5,396,071

**Ending-Restricted for Capital Projects** 0

Mrs. Breaux then presented the original Group Insurance Fund budget for Fiscal Year 2012/2013.

Mrs. Benoit, seconded by Mr. Thomas, offered the following motion:

**RECOMMENDATION NO. 12**

**The Committee recommends** that the Board adopt the following 2012/2013 original budget for the Group Insurance Fund:

**GROUP INSURANCE CLAIMS FUND**

**2012/2013 FISCAL YEAR**

**ORIGINAL BUDGET**

**REVENUES**

Interest Income & Earnings on Investments	\$ 39,000
Insurance Premium Billing	
-Health, Life & Dental	34,440,000
Subsidies-All Types	550,000
Claim Recoveries-All Types	750,000
Rebates	450,000
Transfers In	<u>7,000,000</u>
<b>TOTAL REVENUES</b>	<b>\$43,229,000</b>

**EXPENSES**

Claims Paid-Health	\$40,708,938
Claims Paid-Dental	1,265,724
Financial Audit Fees	8,500
Cash Management Fees	4,600
Early Retiree Reinsurance Program	0
Scriptcare Administrative Fee	28,000
Actuary Fees	6,800
PPO Access Fees	67,000
Broker Fee	45,000
Addvantage Card Service	18,000
Utilization Review	73,500
Dental Administration Fees	63,500
Life Insurance Premiums	1,200,000
Stop Loss Premium	488,000
Claims Administration	<u>605,000</u>
<b>TOTAL EXPENSES</b>	<b>\$44,582,562</b>

**NET INCOME (LOSS)** (1,353,562)

**RETAINED EARNINGS**

Beginning	<u>\$ 1,682,765</u>
Ending	<u>\$ 329,203</u>

Mrs. Breaux also presented the original Loss Fund budget for Fiscal Year 2012/2013.

Mrs. Benoit, seconded by Mr. Thomas, offered the following motion:

**RECOMMENDATION NO. 13**

**The Committee recommends** that the Board adopt the following 2012/2013 original budget for the Loss Fund:

**LOSS FUND**  
**2012/2013 FISCAL YEAR**  
**ORIGINAL BUDGET**

**Revenues and Other Financing Sources**

Interest Income	\$ 5,000
Third Party Recovery	275,000
Transfer from General Fund	<u>2,000,000</u>

**Total Revenues and Other Financing Sources** \$2,280,000

**Expenditures:**

Financial Audit Fees	\$ 490
Claims Administration	24,000
Insurance Premiums	1,560,347
Auto Liability Claims	290,000
General Liability Claims	90,000
Professional Liability Claims	20,000
Property Claims	<u>360,000</u>

**Total Expenditures** \$2,344,837

**Net Operating Gain (Loss)** (64,837)

**Retained Earnings:**

Beginning	<u>\$ 525,065</u>
Ending-Designated for Future Losses	<u>\$ 460,228</u>

Mrs. Breaux presented the original Workers' Compensation Fund budget for Fiscal Year 2012/2013.

Mr. Thomas, seconded by Mrs. Benoit, offered the following motion:

**RECOMMENDATION NO. 14**

**The Committee recommends** that the Board adopt the following 2012/2013 original budget for the Workers' Compensation Fund:

**WORKERS' COMPENSATION FUND**  
**2012/2013 FISCAL YEAR**  
**ORIGINAL BUDGET**

**Revenue**

Interest	\$ 5,500
Claims Recovery	2,000
Rate Charges to Other Funds	<u>731,875</u>
Total	\$739,375

**Expenses**

Workers' Compensation Claims	\$588,000
Excess Loss Policies	70,023
Claims Administration and Loss Control	20,000
Second Injury Fund	25,000
Annual Assessment	7,681



Self-Insured Bond & Filing Fee	100
Audit Fees	<u>200</u>
Total	\$711,004

**Net Income** \$ 28,371

**Retained Earnings:**

Beginning \$747,327

Ending \$775,698

Mrs. Breaux then presented the original Special Revenue Funds budget for Fiscal Year 2012/2013.

Mr. Thomas, seconded by Mrs. Benoit, offered the following motion:

**RECOMMENDATION NO. 15**

**The Committee recommends** that the Board adopt the following 2012/2013 original budget for the Special Revenue Funds:

**SPECIAL REVENUE FUNDS  
FISCAL YEAR 2012-2013  
ORIGINAL BUDGETS**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
261	ARRA–Race to the Top	0	\$436,566	\$436,566
420	La. Jason Stem Project	0	\$ 1,688	\$ 1,688

Mr. Moore presented the Committee with the Group Health Plan Actuarial Report (see attached).

Mr. Moore addressed the Committee concerning the Reinsurance and Third Party Administration services renewal for Group Health Plan for 2013.

Mr. Len Fontaine, Terrebonne Parish School Board Group Health Plan Broker, presented the Committee with information on the Reinsurance and Third Party Administration services 2013 renewal for the Group Health Plan (see attached).

Mr. Thomas, seconded by Mrs. Benoit, offered the following motion:

**RECOMMENDATION NO. 16**

**The Committee recommends** that the Board accept the renewal proposal from HCC Insurance Co., for Stop-Loss Reinsurance for Group Health with a specific deductible of \$350,000.00 per claim (\$450,000.00 for any laser claim), with a \$150,000.00 Tiered Split Fund for an estimated annual cost of \$487,201.00, effective January 1, 2013, and further, to accept the renewal offer from Gilsbar, Inc., for Third Party Administration services for the period of January 1, 2013, through December 31, 2014, with no increase in fees.

Mr. Moore addressed the Committee concerning the matter bearing upon approval of Group Health, Life, and Dental Rates for 2013 (see

attached).

Mr. Thomas, seconded by Mrs. Benoit, offered the following motion:

**RECOMMENDATION NO. 17**

**The Committee recommends** that the Board adopt the Group Health, Life, and Dental Rates for 2013, as presented.

Superintendent Martin addressed the Committee concerning the increase in Retirement Rates for 2013/2014 (see attached).

Superintendent Martin also presented the Committee with information concerning Terrebonne Parish School Board collecting the least amount of Millages out of every parish in Louisiana (see attached). Superintendent Martin stated in the near future the School System would begin the process to ask for support in the community for an increase in property taxes to provide a better education for the children of Terrebonne Parish.

Mr. Harris Henry, Executive Director of Finance & Auxiliary Services, updated the Committee on the Sales Tax collections report. He stated sales tax collections for the month of August 2012 are higher than August 2011 (see attached).

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, motion of Mr. Duplantis, seconded by Mr. Thomas, the meeting adjourned at 6:40 P.M.

Respectfully submitted,

\_\_\_\_\_  
Donald Duplantis, Chairman

\_\_\_\_\_  
Roosevelt Thomas, Vice-Chairman

\_\_\_\_\_  
Debi Benoit

MH

Motion of Ms. Babin, seconded by Mr. Thomas, with the exception of Mr. DeHart who objected, the Board entered into a Cooperative Endeavor Agreement between Terrebonne Parish School Board and Vanderbilt Catholic High School regarding the use of buses, as presented, and authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Bordelon, seconded by Ms. Babin, unanimously carried, the Board authorized the Purchasing Department to advertise for bids on Bulk Materials and Supplies for Teaching.

Motion of Mr. Jackson, seconded by Ms. Benoit, unanimously carried, the Board adopted the 2012/2013 revised budget for the General Operating Fund, as presented and outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Badeaux, unanimously carried, the Board adopted the 2012/2013 revised budget for the One Cent Sales Tax Fund, as presented and outlined in the foregoing report.

Motion of Mr. Badeaux, seconded by Mr. Jackson, unanimously carried, the Board adopted the 2012/2013 budget for the  $\frac{3}{4}$  Cent Sales Tax Fund, as presented and outlined in the foregoing report.

Motion of Mr. Thomas, seconded by Mr. Bordelon, unanimously carried, the Board adopted the 2012/2013 revised budget for the Child Nutrition Fund, as presented and outlined in the foregoing report.

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2012/2013 revised budget for the Special Revenue Funds, as presented and outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Badeaux, unanimously carried, the Board adopted the 2012/2013 original budget for the Building Fund, as presented and outlined in the foregoing report.

Motion of Mr. Thomas, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2012/2013 original budget for the Capital Projects Fund-Series 2009 QSCB, as presented and outlined in the foregoing report.

Motion of Mr. DeHart, seconded by Mr. Badeaux, unanimously carried, the Board adopted the 2012/2013 original budget for the Capital Projects Fund-Series 2011 QSCB, as presented and outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board adopted the 2012/2013 original budget for the Capital Projects Fund-Series 2012 QSCB, as presented and outlined in the foregoing report.

Motion of Mr. Bordelon, seconded by Ms. Benoit, unanimously carried, the Board adopted the 2012/2013 original budget for the Group Insurance Fund, as presented and outlined in the foregoing report.

Motion of Mr. Badeaux, seconded by Ms. Babin, unanimously carried, the Board adopted the 2012/2013 original budget for the Loss Fund, as presented and outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Harding, unanimously carried, the Board adopted the 2012/2013 original budget for the Workers' Compensation Fund, as presented and outlined in the foregoing report.

Motion of Ms. Babin, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2012/2013 original budget for the Special Revenue Funds, as presented and outlined in the foregoing report.

Motion of Mr. DeHart, seconded by Ms. Benoit, unanimously carried, the Board accepted the renewal proposal from HCC Insurance Co., for Stop-Loss Reinsurance for Group Health with a specific deductible of \$350,000.00 per claim (\$450,000.00 for any laser claim), with a \$150,000.00 Tiered Split Fund for an estimated annual cost of \$487,201.00, effective January 1, 2013, and further, accepted the renewal offer from Gilsbar, Inc., for Third Party Administration services for the period of January 1, 2013, through December 31, 2014, with no increase in fees.

Motion of Mr. Jackson, seconded by Mr. Bordelon, unanimously carried, the Board adopted the Group Health, Life, and Dental Rates for 2013, as presented and outlined in the foregoing report.

Mr. Jack Moore, Risk Manager, addressed the Board regarding the foregoing motion.

Superintendent Philip Martin addressed the Board, at this time, relative to increased retirement rates for 2013/2014, and also the possibility of a proposed millage by the Terrebonne Parish School Board.

The report of the Finance, Insurance, and Section 16 Lands Committee meeting was concluded, at this time, and President Bordelon reassumed the Chair and presided for the remainder of the proceedings.

Motion of Mr. Badeaux, seconded by Mr. DeHart, with the exception of Ms. Babin who objected, the Board approved a request to allow Tricia Corbin, Educational Technology Facilitator in the Central Office, to attend the STAR Assessment "Training of Trainers" Workshop in Dallas, Texas, November 29-30, 2012 (Thursday-Friday), in accordance with Policy (FILE: F-11.2), expenses to be borne by budgeted District Professional Development Funds.

Motion of Mr. Badeaux, unanimously seconded, unanimously carried, the Board approved the following resolution declaring the month of November 2012 as Native American Indian Month in the Terrebonne Parish School System:

### **RESOLUTION**

**WHEREAS**, The Title VII Indian Education Program is a viable part of the Terrebonne Parish educational system, and

**WHEREAS**, Emphasis on the cultural heritage of Indian students is one of the four goals of the Title VII Indian Education Grant, and

**WHEREAS**, The month of November has been observed as "National American Indian Heritage Month" since 1990, and

**WHEREAS**, Instructional lessons on Indians and their heritage are traditionally taught to students during the month of November, and

**WHEREAS**, The Title VII Indian Education staff and the Title VII Indian Education Parent Committee are requesting that the month of November 2012, be recognized as Native American Indian Month in the Terrebonne Parish School System, now

**THEREFORE, BE IT RESOLVED**, That the Terrebonne Parish School Board does hereby declare the month of November 2012, as Native American Indian Month in the Terrebonne Parish School System, and

**BE IT FURTHER RESOLVED**, That copies of this resolution be forwarded to all Terrebonne Parish public schools and departments.

Superintendent Philip Martin then announced, for informational purposes, the following personnel appointment and gave introduction:

Assistant Principal, Terrebonne High School – Blaise Pellegrin

At this time, Superintendent Philip Martin presented the following personnel actions for the period of September 13, 2012, through October 10, 2012 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]:

#### **New Employees – Professional Instructional Personnel**

Regina Chustz, Science Teacher, Certified, H. L. Bourgeois - Vacant Position, 9/17/12

Dawn Williams, J A G Teacher 9m, Certified, H. L. Bourgeois - Jackie Perk, Retired, 9/17/12

Katy Ledet, English Teacher, Certified, Ellender Memorial - Vacant Position, 9/13/12

Helena Salmon, 8<sup>th</sup> Grade Teacher, Certified, Evergreen Junior High - Vacant Position, 9/24/12

Ginger Szush, Health Nurse Special Ed, Certified, School for Exceptional Children - Susan Porche, Resigned, 10/1/12

Jeremy Boudreaux, Industrial Engines TI Teacher, Certified, Career and Technical High - Lloyd Benoit, Resigned, 9/24/12

### **New Employees – Non-Instructional Personnel**

Gwendelyn Harris, Custodian III-A 12M, Broadmoor Elementary - Vacant Position, 10/2/12

Roxanne Billiot, Custodian III-A 12M, East Houma Elementary - Vacant Position, 9/24/12

Tamika Stove, Custodian III-A 12M, Evergreen Junior High - Vacant Position, 9/24/12

Shantel Poindexter, Custodian III-A 12M, Lisa Park Elementary - Judy Stewart, Transferred, 9/21/12

Sharlene Walters, Custodian III-A 12M, Lisa Park Elementary - Theresa Scott, Resigned, 9/21/12

Sue Defelice, Custodian III-A 12M, Montegut Middle - Mona Champagne, Transferred, 9/21/12

Cornell Taplet, Custodian III-A 12M, Southdown Elementary - Kristy Short, Transferred, 10/5/12

### **Resignations – Professional Instructional Personnel**

Shelby Cook, 3<sup>rd</sup> Grade Teacher, Southdown Elementary - Resigned, 10/5/12

Stacy Matherne, 2<sup>nd</sup> Grade Teacher, Acadian Elementary - Resigned, 10/2/12

Tran Nguyen, 4<sup>th</sup> Grade Teacher, Village East - Resigned, 10/1/12

Lynell Parfait, 4<sup>th</sup> Grade Teacher, Grand Caillou Elementary - Resigned, 10/3/12

Susan Porche, Health Nurse Special Ed, School for Exceptional Children - Resigned, 9/14/12

Susan Wilson, Kindergarten Teacher, West Park Elementary - Resigned, 09/14/12

### **Resignations – Non-Instructional Personnel**

Crystal Batiste, Bus Driver, Transportation Department - Resigned, 9/19/12

Marvin Hampton, Bus Driver, Transportation Department - Resigned, 9/19/12

Keyonka Livas, School Food Service Technician, Broadmoor Elementary - Resigned, 9/28/12

Joan Wilson, Pre-Kindergarten Paraprofessional, West Park Elementary - Resigned, 9/14/12

At this time, the Board recognized the following employees who recently retired:

**Retirements - Professional Instructional Personnel**

Miriam Cheramie, 1<sup>st</sup> Grade Teacher, East Houma Elementary - Service Retirement, 33.40 Years, 10/06/12

Anne Griffin, 1<sup>st</sup> Grade Teacher, East Houma Elementary - Service Retirement, 21.70 Years, 10/06/12

Deena King, Mild Moderate – Resource Teacher, Coteau-Bayou Blue Elementary - Service Retirement, 25.20 Years, 10/02/12

Sherry Mahaney, 6<sup>th</sup> Grade Teacher, Legion Park - Service Retirement, 20.00 Years, 09/22/12

Sonja Pellegrin, Instructional Coach, Grand Caillou Middle - Service Retirement, 22.20 Years, 10/04/12

Jackie Perk, J A G Teacher, H. L. Bourgeois High - Service Retirement, 20.00 Years, 09/15/12

Thomas Soudelier, Principal, Houma Junior High - Service Retirement, 30.25 Years, 10/01/12

Mr. Duplantis left the meeting, at this time (8:17 P.M.), and was absent for the remainder of the proceedings.

Motion of Mr. DeHart, seconded by Ms. Babin, unanimously carried, the Board voted to go into executive session, at this time (8:17 P.M.), relative to a parent appeal for early readmission of Student #131519.

Motion of Mr. Thomas, seconded by Ms. Babin, unanimously carried, the Board reconvened in regular session with all members present (8:55 P.M.), with the exception of Mr. Duplantis, who was absent.

Mr. Badeaux moved, seconded by Mr. DeHart, that the Board allow Student #131519 to re-enter Evergreen Junior High School once all proper documentation has been obtained, and subject to signing a contract.

A roll call vote having been called for on the motion, the vote thereon was as follows:

**YEAS:** Mr. Harding, Mr. Jackson, Mr. Bordelon, Mr. DeHart, and Mr. Badeaux

**NAYS:** Mr. Thomas, Ms. Benoit, and Ms. Babin

**ABSENT:** Mr. Duplantis

President Bordelon declared the foregoing motion carried.

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board voted to adjourn its meeting **(9:00 P.M.)**.

/s/ Philip Martin, Secretary

/s/ L. P. Bordelon, III, President

RLB