

**TERREBONNE PARISH SCHOOL BOARD  
201 STADIUM DRIVE  
HOUMA, LOUISIANA 70360**

**School Board Meeting – June 2, 2015**

**Order of Business**

**6:00 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes of School Board Meetings of May 5, 2015, and May 12, 2015

**RECOMMENDATION:** That the Board approve the minutes of School Board Meetings of May 5, 2015, and May 12, 2015, as recorded.

6. Announcements

**6/8**

5:00 Buildings, Food Service, & Transportation Committee

**6/9**

6:00 Public Hearing on 2015-2016 Proposed Budget

**6/15**

5:00 Finance, Insurance, & Section 16 Lands Committee

**6/16**

5:30 Executive Committee (**NOTE TENTATIVE NEW TIME CHANGE PENDING BOARD APPROVAL**)  
Board of Directors, Terrebonne Construction

Company, Inc. (**IMMEDIATELY FOLLOWING EXECUTIVE COMMITTEE**)  
6:00 Regular School Board Meeting

7. Board Committee Meeting Reports
  - A. Buildings, Food Service, and Transportation Committee (See Attached Committee Report of May 11, 2015, Meeting)
  - B. Finance, Insurance, and Section 16 Lands Committee (See Attached Committee Report of May 18, 2015, Meeting)
  - C. Executive Committee (See Attached Committee Report of May 12, 2015, Meeting)
  - D. Board of Directors of Terrebonne Construction Company, Inc. (See Attached Committee Report of May 12, 2015, Meeting)
8. Adjournment

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Philip Martin, Superintendent  
Terrebonne Parish School Board  
P. O. Box 5097  
Houma, Louisiana 70361  
985-876-7400

**In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Philip Martin, Superintendent, Terrebonne Parish School Board, at 985-876-7400, Ext. 233, describing the assistance that is necessary.**

RLB

**TERREBONNE PARISH SCHOOL BOARD  
201 STADIUM DRIVE  
HOUMA, LOUISIANA 70360**

June 2, 2015

Dear Members of the Board:

**The Buildings, Food Service, and Transportation Committee** met at 5:00 P.M. on Monday, May 11, 2015, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, Chairman, and Mr. Donald Duplantis, Ad-Hoc Member. Mr. Richard Jackson, Vice-Chairman, and Mr. Roger Dale DeHart were absent. Also in attendance were Mr. Roosevelt Thomas, Board President, Mr. L. P. Bordelon, III, Ms. Vicki Bonvillain, Superintendent Philip Martin, and members of the staff.

Chairman Harding called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mr. Kevin Rizzo, P.E., T. Baker Smith, LLC, addressed the Committee requesting a servitude revision to the Terrebonne Parish Consolidated Waterworks District #1 "Act of Servitude" dated December 17, 2012, as it relates to the Grand Caillou Middle School site along the east side of La. Hwy. 57 (see attached).

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board revise the "Act of Servitude" granted on December 17, 2012, to Terrebonne Parish Waterworks District #1 as it relates to Grand Caillou Middle School, 2161 Grand Caillou Road, Houma, LA 70363, subject to Board Attorney review and approval, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Cody Cunningham, President, LA Magic Sports, Inc., addressed the Committee regarding the use of Oaklawn Jr. High School's softball field

for practices (see attached).

## **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board grant the request of LA Magic Sports, Inc., to waive Terrebonne Parish School Board policy relative to usage fees for Oaklawn Jr. High School's softball field, from May 2015 until May 2016, for practices; LA Magic Sports, Inc. commits to maintaining the field and surrounding areas (including, but not limited to, grass upkeep, applying dirt to field, fencing, batting cage, and back stops); provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met, and approval is obtained from the principal.

Ms. Diane Powell, Administrator, Terrebonne Parish Consolidated Government Head Start Program, addressed the Committee regarding renewal of the current agreement between the Terrebonne Parish Consolidated Government Head Start Program and the Terrebonne Parish School Board (see attached).

## **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board renew the current agreement between the Terrebonne Parish Consolidated Government Head Start Program and the Terrebonne Parish School Board for preparation of meals at East Houma Elementary, Schriever Elementary, Gibson Elementary, and Southdown Elementary Schools beginning August 11, 2015, and ending May 25, 2016, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Ms. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding acceptance of lowest bids received on Bread Items, Fruit Juice, Milk and Milk Products, Supplies and Disposables, Meat and Frozen Items, Canned and Dry Goods, Concentrated Detergents and Related Items, and Linen Services by the Child Nutrition Department (see attached).

## **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board accept the lowest bid

received, meeting all specifications, on Bread items for the 2015-2016 school session from Flowers Evangeline Maid, Lafayette, LA, for Bread, Whole Wheat Pullman Loaf, 22 slices, Nature's Own, in the amount of \$2.62 per loaf, funds to be derived from the Child Nutrition Fund.

**RECOMMENDATION NO. 5**

**The Committee recommends** that the Board accept the lowest bid received, meeting all specifications, on Fruit Juice for the 2015-2016 school session from Lacassagne's, LLC, Baton Rouge, LA, for Juice, 32 assorted, 6.75 oz., in the amount of \$7.39 per case, funds to be derived from the Child Nutrition Fund.

**RECOMMENDATION NO. 6**

**The Committee recommends** that the Board accept the lowest bid received, meeting all specifications, on Milk and Milk Products for the 2015-2016 school session from LaFleur Dairy Products, Houma, LA (see below), funds to be derived from the Child Nutrition Fund.

Brown's Dairy Lactaid-1 quart, 1% Fat	\$2.20/carton
Brown's Milk, Skim	\$0.3585/plastic bottle
Brown's Milk, 1% Fat	\$0.3585/plastic bottle
Brown's Milk, Chocolate, Skim	\$0.3585/plastic bottle
Brown's Milk, Strawberry, Skim	\$0.3585/plastic bottle
Brown's Milk, Skim	\$0.3118/carton
Brown's Milk, 1% Fat	\$0.3118/carton
Brown's Milk, Chocolate, Skim	\$0.3118/carton
Brown's Milk, Strawberry, Skim	\$0.3118/carton

**RECOMMENDATION NO. 7**

**The Committee recommends** that the Board accept the lowest bids received, meeting all specifications, on Supplies and Disposables for the 2015-2016 school session from Alack Refrigeration, Hammond, LA, in the amount of \$2,538.90; Calico Industries, Inc., Annapolis Junction, MD, in the amount of \$13,135.72; Cintas Corporation, Thibodaux, LA, in the amount of \$34,880.00; Daxwell, LLC, Houston, TX, in the amount of \$4,400.00; Economical Paper and Janitorial Supplies, Harahan, LA, in the amount of

\$174,698.32; and Pon Food Corporation, Ponchatoula, LA, in the amount of \$10,284.60, funds to be derived from the Child Nutrition Fund.

### **RECOMMENDATION NO. 8**

**The Committee recommends** that the Board accept the lowest bids received, meeting all specifications, on Meats and Frozen Items for the 2015-2016 Fall session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$699,117.72; F. Christiana & Company, Inc., Marrero, LA, in the amount of \$71,404.51; and Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$125,753.80, funds to be derived from the Child Nutrition Fund.

### **RECOMMENDATION NO. 9**

**The Committee recommends** that the Board accept the lowest bids received, meeting all specifications, on Canned and Dry Goods for the 2015-2016 Fall session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$126,584.92; F. Christiana & Company, Inc., Marrero, LA, in the amount of \$17,273.50; Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$122,783.47; Karlsburger Foods, Inc., Monticello, MN, in the amount of \$7,228.62; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$79,812.20, and LaFleur Dairy Products, Inc., Morgan City, LA, in the amount of \$135.00, funds to be derived from the Child Nutrition Fund.

### **RECOMMENDATION NO. 10**

**The Committee recommends** that the Board approve the option to extend the current contract on Concentrated Detergents and Related Items for school cafeterias with Sanitech Systems, Inc., Lakeland, FL, for the 2015-2016 school session, in the amount of \$35,880.00, funds to be derived from the Child Nutrition Fund, and further, authorize the Board President to sign all necessary documents pertaining thereto.

### **RECOMMENDATION NO. 11**

**The Committee recommends** that the Board approve the option to extend the current contract on Linen Services for school cafeterias with Cintas Corporation, Thibodaux, LA, for the 2015-2016 school session, in the amount of \$17,200.00, funds to be derived from the Child Nutrition Fund.

Ms. Cherie Roger, 4-H Youth Development Associate Extension Agent, addressed the Committee regarding a Bus Lease Agreement between Louisiana State University (LSU) Agricultural Center and the Terrebonne Parish School Board (see attached).

### **RECOMMENDATION NO. 12**

**The Committee recommends** that the Board enter into a Bus Lease Agreement between Louisiana State University (LSU) Agricultural Center and Terrebonne Parish School Board for bus usage for the 4-H Youth Camp Program, provided buses shall run during normal operating hours on weekdays, as needed, mileage reimbursement at a rate of \$1.75 per mile driven, provide and pay bus drivers approved by Terrebonne Parish School Board, provided all necessary insurance requirements are met, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Ms. Angie Falgout, Director/COE, Bayouland YMCA, addressed the Committee regarding a Bus Lease Agreement between Bayouland YMCA and Terrebonne Parish School Board (see attached).

### **RECOMMENDATION NO. 13**

**The Committee recommends** that the Board enter into a Bus Lease Agreement between Bayouland YMCA and Terrebonne Parish School Board for bus usage for the Summer Camp Program, provided buses shall run during normal operating hours on weekdays, as needed, mileage reimbursement at a rate of \$1.75 per mile driven, provide and pay bus drivers approved by Terrebonne Parish School Board, provided all necessary insurance requirements are met, and further, authorize the Board President to sign all necessary documents pertaining thereto.

At this time, Chairman Harding relinquished the Chair to Mr. Duplantis.

Mr. Harding addressed the Committee regarding property adjacent to Mulberry Elementary School.

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

## **RECOMMENDATION NO. 14**

**The Committee recommends** that the Board allow the Superintendent and staff to enter into negotiations for the possible purchase of a track of land adjacent to Mulberry Elementary School.

Mr. Harding then addressed the Committee regarding a Comprehensive Infrastructure, Demographic, and Facility Analysis.

A motion offered by Mr. Harding, regarding a Comprehensive Infrastructure, Demographic, and Facility Analysis failed to carry due to lack of a second.

Chairman Harding reassumed the Chair and presided for the remainder of the proceedings.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:32 P.M.

Respectfully submitted,

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Gregory Harding, Chairman

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Donald Duplantis, Ad-Hoc Member

JB



**TERREBONNE PARISH SCHOOL BOARD  
201 STADIUM DRIVE  
HOUMA, LOUISIANA 70360**

June 2, 2015

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, May 18, 2015, with the following members present: Ms. Debi Benoit, Chairwoman, Mr. Roosevelt Thomas, Vice-Chairman, and Mr. Donald Duplantis. Also in attendance were Mr. L. P. Bordelon, III, Ms. Vicki Bonvillain, Mr. Richard Jackson, Superintendent Philip Martin, and members of the staff.

Chairwoman Benoit called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Ms. Carolyn Champagne, Purchasing Agent, addressed the Committee regarding the Official Journal for the 2015/2016 Fiscal Year.

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

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board select *The Courier* to serve as the Official Journal for Terrebonne Parish School Board, at current rates, from July 1, 2015, to June 30, 2016.

Mr. Jack Moore, Risk Manager, addressed the Committee regarding the Excess Casualty Insurance renewal (see attached).

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

**RECOMMENDATION NO. 2**

**The Committee recommends** that the Board accept the renewal offer from the Louisiana School Self-Insured Group, through Berkley Insurance Company (Arthur J. Gallagher of Louisiana, Inc., Broker of Record), covering Automobile Liability, General Liability, and Errors and Omissions Liability with limits of \$1,000,000.00 per occurrence, with a \$3,000,000.00 General Aggregate limit for General Liability, \$1,000,000.00 per accident for Auto Liability and \$1,000,000.00 per claim for Errors and Omissions Liability, subject to \$300,000.00 Self-Insured Retention with an annual premium of \$169,477.00, rejecting Uninsured/Underinsured Motorist Liability, effective July 1, 2015, to July 1, 2018, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Moore addressed the Committee regarding the Excess Workers' Compensation Insurance renewal (see attached).

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

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board accept the renewal proposal for Excess Workers' Compensation Insurance from Safety National Casualty Corporation (Risk Services of Louisiana, LLC, Broker of Record), with \$500,000.00 Self-Insured Retention and a minimum annual premium in the amount of \$79,981.00, effective July 1, 2015.

Mr. Moore addressed the Committee regarding the Flood Insurance renewal (see attached).

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

### **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board authorize the renewal of Flood Insurance with Ledet Agency, Inc., through Wright National Flood Insurance Company, effective July 1, 2015, with a maximum total annual premium in the amount of \$149,318.00.

Mr. Moore addressed the Committee regarding the Boiler & Machinery Insurance renewal (see attached).

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

**RECOMMENDATION NO. 5**

**The Committee recommends** that the Board accept the renewal proposal for Boiler & Machinery Insurance from Travelers Insurance Company (Arthur J. Gallagher of Louisiana, Inc., Broker of Record), with an annual premium in the amount of \$14,506.00, subject to a \$2,500.00 deductible, effective July 1, 2015.

Superintendent Martin addressed the Committee regarding an offer to purchase the Walgreens property located at 1511 East Tunnel Blvd., Houma, LA 70363 (see attached).

The Committee requested the topic regarding an offer to purchase the Walgreens property located at 1511 East Tunnel Blvd., Houma, LA 70363, be placed on the June 15, 2015, **Finance, Insurance, and Section 16 Lands Committee** agenda, including a property description as an attachment.

Superintendent Martin addressed the Committee regarding Receipt of the Proposed Operating Budgets for Fiscal Year 2015/2016 and establishing a Public Hearing.

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

**RECOMMENDATION NO. 6**

**The Committee recommends** that the Board receive the Proposed Operating Budgets for the General Operating Fund, Child Nutrition Program Fund, One Cent Sales Tax Fund, ½ Cent Sales Tax Fund, ¾ Cent Sales Tax Fund, and Special Revenue Funds for the 2015/2016 Fiscal Year and establish a Public Hearing on the same: Tuesday, June 9, 2015, at 6:00 P.M. in the Board Room of the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana.

Ms. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding the attached Foreign Trade Zone Letter of No Opposition.

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

## **RECOMMENDATION NO. 7**

**The Committee recommends** that the Board approve the attached Letter of No Opposition in reference to a Foreign Trade Zone approved by the Terrebonne Parish Consolidated Government to be operated by the Houma-Terrebonne Airport Commission, subject to Board Attorney review and approval, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Greg Jones, FTZC Vice-President, representing LEEVAC Shipyards, LLC, addressed the Committee regarding the foregoing Committee recommendation, as it relates to the Foreign Trade Zone Letter of No Opposition.

Ms. Breaux presented an update on the Sales Tax collections report (see attached). She stated sales tax collections for the month of March 2015 are approximately 30% lower due to a large audit that was collected in March of 2014, and that sales tax collections are down about 6% when the audits are removed from the comparison.

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 5:42 P.M.

Respectfully submitted,

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Debi Benoit, Chairwoman

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Roosevelt Thomas, Vice-Chairman

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Donald Duplantis

MH

**TERREBONNE PARISH SCHOOL BOARD  
201 STADIUM DRIVE  
HOUMA, LOUISIANA 70360**

June 2, 2015

Dear Members of the Board:

The **Executive Committee** met at 5:00 P.M. on Tuesday, May 12, 2015, in the Board Room of the School Board Office with the following members present: Mr. Roosevelt Thomas, President, Dr. Brenda Leroux Babin, Vice-President, and Ms. Debi Benoit. Others in attendance were Superintendent Philip Martin and Ms. Rebecca Breaux.

The meeting began with an invocation and Pledge of Allegiance to the Flag.

The **Executive Committee** examined and authorized payment of invoices for the current month (including supplemental payroll and travel expenses).

The **Executive Committee** addressed member concerns.

The **Executive Committee** addressed the time change of the meeting.

Dr. Babin, seconded by Ms. Benoit, offered the following motion:

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve the time change of the **Executive Committee** meeting to **5:30 P.M.** and the Board of Directors of Terrebonne Construction Company, Inc. meeting to immediately follow the **Executive Committee** meeting, **effective June 16, 2015.**

There being no further business to come before the **Executive Committee**, the meeting was adjourned.

Respectfully submitted,

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Roosevelt Thomas, President

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Brenda Leroux Babin, Ph.D., Vice-President

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Debi Benoit

MH

**TERREBONNE CONSTRUCTION COMPANY, INC.  
201 STADIUM DRIVE  
HOUMA, LOUISIANA 70360**

June 2, 2015

Dear Members of the School Board:

The **Board of Directors of Terrebonne Construction Company, Inc.** met immediately following the Executive Committee meeting on Tuesday, May 12, 2015, in the Board Room of the School Board Office with the following members present: Mr. Roosevelt Thomas, President, Dr. Brenda Leroux Babin, Secretary/Treasurer, and Ms. Debi Benoit. Others in attendance were Superintendent Philip Martin, Mr. Donald Duplantis, and Ms. Rebecca Breaux.

The **Board of Directors** received the April 2015 financial statement (see attachment).

There being no further business to come before the **Board of Directors of Terrebonne Construction Company, Inc.**, the meeting was adjourned.

Respectfully submitted,

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Roosevelt Thomas, President

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Brenda Leroux Babin, Ph.D., Secretary/Treasurer

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Debi Benoit

MH