

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

School Board Meeting - April 2, 2019

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 Meeting of March 12, 2019

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of March 12, 2019, as recorded.

6. Awards, Commendations, Recognitions, and Announcements
 - A. 5th Grade Students Representing Terrebonne Parish in the 2018-2019 Students of the Year Program invited to Tonight's Meeting for Introduction and to receive a Certificate are:

Bayou Black Elementary School	Anahi Vazques
Broadmoor Elementary School	Kylie Fowler
Caldwell Middle School	Kaci Pellegrin
Coteau-Bayou Blue Elementary School	Madilyn Foret
Dularge Elementary School	Kai Klimenko Paakaula
Elysian Fields Middle School	Elyjah Hendricks
Gibson Elementary School	Shay Freerksen
Grand Caillou Middle School	Alton Singleton
Lacache Middle School	Luke Thibodaux
Legion Park Elementary School	Jaysa Picou
Lisa Park Elementary School	Luke Authement
Montegut Middle School	Rylie Arceneaux

Mulberry Elementary School
Oakshire Elementary School
Southdown Upper Elementary School
Village East Middle School

Amelia Willis
Niah Verdin
Adalee Guillen
Meredith Garcia

- B. Terrebonne Parish (2018-2019) 5th Grade Student of the Year –
Luke Thibodaux, Lacache Middle School

Announcements:

4/03-05 Louisiana SkillsUSA Championship Conference

4/04

5:00 Coalition for Louisiana Public Education Town Hall
Meeting (Terrebonne Parish North Branch Library)

5:00 ERC (Employee Representative Committee)

6:00 PRC (Parent Representative Committee)

4/15-22 Spring Break/Easter Holidays

4/22-26 Secretaries' Week

4/23

5:00 Finance, Insurance, & Section 16 Lands Committee
Education, Technology, & Policy Committee
Buildings, Food Service, & Transportation Committee
(Pending Board Approval on April 2, 2019)

4/27 American Cancer Society "Relay for Life" (Houma-
Terrebonne Civic Center)

5/6-10 Teacher Appreciation Week

5/07

5:30 Executive Committee

6:00 Regular School Board Meeting

5/08

7:00 Indian Education Graduates' Recognition (Houma Municipal Auditorium)

5/13-17 Educational Bosses' Week**5/15**

7:00 Adult Education Graduation (Houma-Terrebonne Civic Center)

5/20

7:00 Ellender Memorial High School Graduation (Houma-Terrebonne Civic Center)

5/21

5:00 Education, Technology, & Policy Committee
Buildings, Food Service, & Transportation Committee
Finance, Insurance, & Section 16 Lands Committee

7:00 H. L. Bourgeois High School Graduation (Houma-Terrebonne Civic Center)

5/22

7:00 South Terrebonne High School Graduation (Houma-Terrebonne Civic Center)

5/23

7:00 Terrebonne High School Graduation (Houma-Terrebonne Civic Center)

Last Day of School for Students

5/24

Last Day of School for Teachers/Records Day

7. Board Committee Meeting Reports

A. Buildings, Food Service, and Transportation Committee (See Attached Committee Report of March 19, 2019, Meeting)

B. Finance, Insurance, and Section 16 Lands Committee (See

Attached Committee Report of March 19, 2019, Meeting)

- C. Education, Technology, and Policy Committee (See Attached Committee Report of March 19, 2019, Meeting)
 - D. Executive Committee (See Attached Committee Report of March 12, 2019, Meeting)
8. Superintendent's Agenda
- A. Agenda Items
 - (1) Resolution in Observance of Secretaries' Week (April 22-26, 2019), and Secretaries' Day (April 24, 2019)

RECOMMENDATION: That the Board approve the following resolution recognizing April 22-26, 2019, as Secretaries' Week and April 24, 2019, as Secretaries' Day:

RESOLUTION

Whereas April 22-26, 2019, has been proclaimed as Secretaries' Week;

Whereas Wednesday, April 24, 2019, has been designated as Secretaries' Day;

Whereas school and department secretaries are responsive to the well-being of students, professional personnel, support personnel, parents, and the community; and

Whereas the Terrebonne Parish School Board wishes to publicly recognize the contributions that school and department secretaries make to the educational process in our district; now, therefore, be it

Resolved, that the Terrebonne Parish School Board hereby recognizes the week of April 22-26, 2019, as Secretaries' Week and April 24, 2019, as Secretaries' Day and expresses deep appreciation

to the secretaries for their unselfish service to schools, departments, and the community; and be it further

Resolved, that copies of this resolution be forwarded to all Terrebonne Parish public schools and office buildings.

- (2) Resolution Acknowledging Teacher Appreciation Week, May 6-10, 2019

RECOMMENDATION: That the Board approve the following resolution acknowledging May 6-10, 2019, as Teacher Appreciation Week:

RESOLUTION

Whereas the week of May 6-10, 2019, has been designated as Teacher Appreciation Week;

Whereas teachers are dedicated to promoting quality instruction for all students;

Whereas teachers mold the minds and influence the lives of thousands of youngsters each year; and

Whereas teachers prepare students for a happy and successful role in society; now, therefore, be it

Resolved, that the Terrebonne Parish School Board hereby acknowledges the week of May 6-10, 2019, as Teacher Appreciation Week and extends heartfelt thanks and appreciation to teachers throughout the district; and be it further

Resolved, that copies of this resolution be forwarded to all Terrebonne Parish public schools and departments.

- (3) Resolution in Observance of Educational Bosses' Week, May 13-17, 2019

RECOMMENDATION: That the Board approve the following resolution acknowledging May 13-17, 2019, as Educational Bosses' Week:

RESOLUTION

Whereas the week of May 13-17, 2019, has been proclaimed as Educational Bosses' Week;

Whereas Terrebonne Parish's educational administrators are dedicated to promoting the cause of education;

Whereas the role of the administrator is increasingly demanding, complex, and a vital part of the entire educational process;

Whereas administrators are responsive to the needs of students and the community; and

Whereas administrators must often participate unselfishly in professional and civic activities; now, therefore, be it

Resolved, that the Terrebonne Parish School Board hereby recognizes the week of May 13-17, 2019, as Educational Bosses' Week in appreciation of the many contributions of school and office administrators; and be it further

Resolved, that copies of this resolution be forwarded to all Terrebonne Parish public schools and office buildings.

(4) Personnel Section

(a) Leave of Absence

(1) Family and Medical Leave

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Jenna Chiasson, speech therapy assistant at Village East Elementary

School, beginning April 8, 2019, through May 24, 2019 (family).

9. Individual School Board Members

A. Mrs. Debi Benoit – Reschedule Board Committees' Meeting Date for the Month of April 2019 (Due to Spring Break/Easter Holidays)

RECOMMENDATION: That the Board reschedule the Board Committees' meeting date for the month of April 2019, from 5:00 P.M., April 16, 2019, to 5:00 P.M., April 23, 2019 (due to Spring Break/Easter Holidays).

B. Mr. Clyde Hamner – Legislative Update

10. Adjournment

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**

April 2, 2019

Dear Members of the Board:

The BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE met at 5:00 P.M. on Tuesday, March 19, 2019, in the Board Room of the School Board Office with the following members present: Mr. Dane Voisin, vice chairman, and Mr. Roger Dale DeHart. Mr. Gregory Harding was absent. Also in attendance were Mrs. Debi Benoit, Board president; Mrs. Stacy Solet, Board vice president; Dr. MayBelle Trahan, Mr. Clyde Hamner, Mr. Michael LaGarde, Mr. Matthew Ford, Superintendent Philip Martin, and members of the staff.

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

Mr. Ron Thibodaux, Track and Field Coach at Terrebonne High School, addressed the Committee regarding use of the tracks at H. L. Bourgeois and Ellender Memorial High Schools by U. D. P. Track Club, L3C (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board grant the request of U. D. P. Track Club, L3C, to waive Policy FILE: E-1.6 Use of School Facilities, relative to the usage fee for H. L. Bourgeois High School and Ellender Memorial High School tracks for practices for the 2019 track and field season (March 2019 through October 2019), from 5:00 P.M. to 7:00 P.M. on weekdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met, and approval is obtained from the schools' principal.

Mr. Jack Moore, Risk Manager, addressed the Committee regarding a Bus Lease agreement between Louisiana State University (LSU) Agricultural Center and the Terrebonne Parish School Board (attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board enter into a Bus Lease Agreement between the Louisiana State University (LSU) Agricultural Center and the Terrebonne Parish School Board, effective June 18, 2019, to June 23, 2019, to provide bus usage for the 4-H Youth Camp Program, provided buses shall run after normal operating hours on weekdays, and on weekends, 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.

Mrs. Monica Walther, MS, RD, LDN, Supervisor of Child Nutrition Program, addressed the Committee regarding authorization to advertise for bids for two (2) replacement Satellite Delivery Trucks.

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize the Child Nutrition Department to advertise for bids for two (2) replacement Satellite Delivery Trucks, monies to be derived from the Child Nutrition Program Fund.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding renewal of contracts for Kitchen Equipment Repair Services, Refrigeration Repair Services, and Kitchen Hood Systems Inspections/Repairs.

RECOMMENDATION NO. 4

The Committee recommends that the Board renew the current contracts with the following vendors for Kitchen Equipment Repair Services; Refrigeration Repair Services; and Kitchen Hood Systems Inspections/Repairs, for a period of twelve (12) months (July 1, 2019, through June 30, 2020), under the same terms and conditions:

Kitchen Equipment Repair Services

Michael Blanchard, Inc.
dba, Blanchard's Refrigeration
314 South Hollywood Rd.
Houma, LA 70360

Refrigeration Repair Services

LeBlanc & Associates, LLC
132 Intracoastal Dr.
Houma, LA 70363

Kitchen Hood Systems Inspections/Repairs

Fire and Safety Technicians
1202 St. Charles Street
Houma, LA 70360

Superintendent Martin addressed the Committee regarding a construction update of artificial turf installation at Terrebonne and South Terrebonne High School Stadiums.

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding a construction update of the Mulberry Elementary School addition (attached).

Mr. Lirette addressed the Committee regarding a construction update of the new Southdown Elementary School (attached).

Mr. Sammy Poiencot, Plant Operations Manager, addressed the Committee regarding maintenance updates.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:30 P.M.

Respectfully submitted,

Dane Voisin, Vice Chairman

Roger Dale DeHart

SP/sn

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

April 2, 2019

Dear Members of the Board:

The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee on Tuesday, March 19, 2019, in the Board Room of the School Board Office with the following members present: Mr. Clyde Hamner, chairman; Mr. Michael LaGarde, vice chairman, and Mrs. Stacy Solet. Also in attendance were Mrs. Debi Benoit, Board president, Mr. Matthew Ford, Dr. MayBelle Trahan, Mr. Dane Voisin, Mr. Roger Dale DeHart, Superintendent Philip Martin, and members of the staff.

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

Mr. Reggie Dupre, Executive Director, Terrebonne Levee and Conservation District, addressed the Committee regarding the Houma Navigational Canal Lock Complex mitigation on Section 16, Township 20 South, Range 17 East.

Mr. Jack Moore, Risk Manager, addressed the Committee regarding Property Insurance Renewal 2019/2020.

RECOMMENDATION NO. 1

The Committee recommends that the Board accept the renewal offer for Property Insurance through USI Insurance Services, Inc., providing \$50 million limits per occurrence with \$12 million sub-limits for Named Storms, subject to \$100,000.00 deductible per occurrence for all perils except for a three (3%) percent deductible subject to \$500,000.00 minimum per occurrence for Named Storms, effective April 27, 2019, with an annual premium of \$914,334.99.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding approval of a bid received for Commercial Surface Lease on Section 16 Lands.

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the highest bid received, meeting all specifications, from Walter Guidry, 882 Crochetville Rd., Montegut, LA 70377, in the amount of \$5,000.00 per year, for a Commercial Surface Lease on Section 16, Township 20 South, Range 16 East, on a parcel of 3.25 acres listed as Tract: H-I-J-K-L-M-N-O-P-Q-R-S-T-C-D-E-F-G-H on a survey performed by Kenneth L. Rembert and dated June 26, 2018, for a period of ten (10) years beginning April 1, 2019, and ending March 31, 2029, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Rebecca Breaux, Chief Financial Officer, presented the 2018/2019 original budget for the Special Revenue Fund.

RECOMMENDATION NO. 3

The Committee recommends that the Board adopt the following 2018/2019 original budget for the Special Revenue Fund:

**Special Revenue Fund
Original Budget
2018/2019 Fiscal Year**

<u>FUND NUMBER</u>	<u>LOCAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
225	Title I 1003A Direct Student Services	\$0	259,477	\$259,477

Mrs. Breaux presented the 2018/2019 revised budgets for the Special Revenue Funds.

RECOMMENDATION NO. 4

The Committee recommends that the Board adopt the following 2018/2019 revised budgets for the Special Revenue Funds:

Special Revenue Funds Revised Budgets 2018/2019 Fiscal Year

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
560	ESSA TITLE IX– SUBTITLE A MCKINNEY-VENTO HOMELESS Current Year Assistance for Homeless Children and Youth TOTAL	\$185,646 0 \$185,646	0 1,496 1,496	\$185,646 1,496 \$187,142
590	CARL PERKINS FEDERAL VOCATIONAL ED. Current Year	\$206,114	37,176	\$243,290

Mrs. Breaux addressed the Committee concerning approval of a Cooperative Endeavor Agreement between the Lafourche Parish School Board and the Terrebonne Parish School Board.

RECOMMENDATION NO. 5

The Committee recommends that the Board approve the attached Cooperative Endeavor Agreement between the Lafourche Parish School Board and the Terrebonne Parish School Board relative to certain Section 16 Lands located in Townships with overlapping boundaries between Terrebonne and Lafourche parishes, pending Board attorney review.

Superintendent Martin addressed the Committee regarding the Meritorious Budget Award (attached). He stated this Meritorious Budget Award is presented to Terrebonne Parish School Board for the twelfth time

for excellence in the preparation and issuance of the school district's budget for the Fiscal Year 2018-2019. The budget adheres to the principles and standards of the Association of School Business Officials International's Meritorious Budget Award criteria. Superintendent Martin also stated our district is one of only two school districts in Louisiana to receive this award this year.

Mrs. Breaux presented information on a Monthly Budget-to-Actual Comparison report (attached).

Mrs. Breaux presented an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of January 2019 are approximately 4% higher than January 2018.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 6:15 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Michael LaGarde, Vice Chairman

Stacy Solet

RB/bp

**TERREBONNE PARISH SCHOOL BOARD
201 STADIUM DRIVE
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April 2, 2019

Dear Members of the Board:

The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE met on Tuesday, March 19, 2019, immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee; and the Finance, Insurance, and Section 16 Lands Committee in the Board Room of the School Board Office with the following members present: Dr. MayBelle Trahan, chairwoman; Mr. Matthew Ford, vice chairman, and Mrs. Debi Benoit. Also in attendance were Mr. Clyde Hamner, Mr. Roger Dale DeHart, Mrs. Stacy Solet, Board vice president, Mr. Dane Voisin, Superintendent Philip Martin, and members of the staff.

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

The Committee deviated from the regular order of the agenda to address agenda item #4 as it relates to the LEGO Robotics Program.

Mr. Bubba Orgeron, Assistant Superintendent, presented information on the LEGO Robotics Program stating club members are really enjoying the program and hope to find more funding for continued expansion in the Terrebonne Parish School District.

Mr. Glenn Sikes, instructor for Coteau-Bayou Blue Elementary School's Space Wolves and Wolf Invaders; and Ms. Cristy Crispino, instructor for Mulberry Elementary School's Cougar Steambots, discussed robotic club membership and the positive affects it has had on its members. Team members gave a demonstration on how they work together when competing in a robotics competition.

At this time, the Committee returned to the regular order of the agenda.

Mr. Orgeron presented information on the Shell Science Lab Regional Challenge sponsored by Shell Oil Company and the National Science Teachers Association (NSTA). He stated that Ms. Dawn Sevin, teacher at Lacache Middle School, won the Grand Prize at the Middle School Level. He further stated Ms. Sevin was awarded a school science lab makeover valued at \$10,000.00; and \$5,000.00 for herself and principal to attend the NSTA National Conference on Science Education in St. Louis, Missouri on April 11-14, 2019. In addition, Mr. Orgeron stated that Ms. Kristal Eimer, teacher at Schriever Elementary School, received the American Petroleum Institute Delta Chapter 2019 Teacher Award of \$250.00.

For informational purpose, Mr. Orgeron discussed some dates of interest. He said SkillsUSA will be held April 3-4, 2019, in two locations: Lafourche Parish School District (exact location TBA), and Terrebonne Parish School District's Louis Miller Terrebonne Career and Technical High School. He stated the Jump Start Job Fair will be held on April 11, 2019, at the Houma Municipal Auditorium, and that spring testing dates for the LEAP 2025, Grades 3-8, are April 29 - May 3, 2019. High school graduations will be held at the Houma-Terrebonne Civic Center, starting at 7:00 P.M., in the following order: Bayou Cane Adult Education, May 15, 2019; Ellender Memorial High School, May 20, 2019; H. L. Bourgeois High School, May 21, 2019; South Terrebonne High School, May 22, 2019, and Terrebonne High School, May 23, 2019.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 6:59 P.M.

Respectfully submitted,

MayBelle Trahan, Ed.D., Chairwoman

Matthew Ford, Vice Chairman

Debi Benoit

ABO/jb

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

April 2, 2019

Dear Members of the Board:

The **Executive Committee** met at 5:30 P.M. on Tuesday, March 12, 2019, in the Board Room of the School Board Office with the following members present: Mrs. Debi Benoit, president; Mrs. Stacy Solet, vice president, and Mr. Michael LaGarde. Also in attendance were Mr. Matthew Ford, Mr. Clyde Hamner, Mr. Dane Voisin, Mr. Roger Dale DeHart, Dr. MayBelle Trahan, Superintendent Philip Martin, and Mrs. 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).

There were no Committee member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 5:36 P.M.

Respectfully submitted,

Debi Benoit, President

Stacy Solet, Vice President

Michael LaGarde

RB/bp