

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

School Board Meeting – June 4, 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 May 7, 2019

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of May 7, 2019, as recorded.

6. Announcements

6/05

6:00 Public Hearing on 2019-2020 Proposed Budget

6/18

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

6/25

6:00 Special School Board Meeting (Superintendent's
Evaluation)

7/02

5:30 Executive Committee

6:00 Public Hearing/Regular School Board Meeting

7. Board Committee Meeting Reports

- A. Education, Technology, and Policy Committee (See Attached Committee Report of May 21, 2019, Meeting)
- B. Buildings, Food Service, and Transportation Committee (See Attached Committee Report of May 21, 2019, Meeting)
- C. Finance, Insurance, and Section 16 Lands Committee (See Attached Committee Report of May 21, 2019, Meeting)
- D. Executive Committee (See Attached Committee Report of May 7, 2019, Meeting)

8. Superintendent's Agenda

A. Agenda Items

- (1) Matter pertaining to School-Based Health Clinic (Information - As requested by Board)
- (2) Personnel Section
 - (a) Leave of Absence
 - 1) Leave Without Pay

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Courtney Marcel, teacher at Dularge Elementary School, for the 2019-2020 school session (personal).

- (b) Personnel Actions for Period of April 26, 2019, through May 24, 2019 [list of professional instructional and non-instructional/support personnel (appointments, resignations, terminations, and retirements – Information

Only]

9. Individual School Board Members

- A. Mrs. Debi Benoit – Acknowledgment of Official School Board Member Training Hours Earned for Terrebonne Parish School Board Members (Mr. Roosevelt Thomas–District 1, Mr. Gregory Harding–District 2, Mr. Richard Jackson–District 3, Mrs. Debi Benoit–District 4, Dr. Brenda Leroux Babin–District 5, Mr. L. P. Bordelon, III–District 6, Mr. Roger Dale DeHart–District 7, Mr. Donald Duplantis–District 8, and Ms. Vicki Bonvillain–District 9) for the 2018 Calendar Year by the Louisiana School Boards Association, in Accordance with Act 705

RECOMMENDATION: That the Board acknowledge the official transcript from the Louisiana School Boards Association for the Training Hours earned by Terrebonne Parish School Board Members for the 2018 Calendar Year, in accordance with Act 705, and further, ordered said acknowledgment spread across the minutes, as follows:

**Louisiana School Boards Association
7912 Summa Avenue
Baton Rouge, LA 70809**

2018 TRANSCRIPT

Roosevelt Thomas – District 1 Compliance Status: Compliant

2018 LSBA Convention Credit Hrs. 8.5
2018 LSBA Workshop Credit Hrs. 2
2018 School System Credit Hrs. 2.5
2018 Ethics Governance Credit Hrs. 1
2018 Ethics Campaign Finance Credit Hrs. 1
Yearly Total: 15 Hours

Gregory Harding – District 2 Compliance Status: Compliant

2018 LSBA Convention Credit Hrs. 6.5
2018 School System Credit Hrs. 3.5
2018 Ethics Governance Credit Hrs. 1
2018 Ethics Campaign Finance Credit Hrs. 1
Yearly Total: 12 Hours

Richard Jackson – District 3 Compliance Status: Compliant

2018 LSBA Convention Credit Hrs. 4

2018 School System Credit Hrs. 4.5

2018 Ethics Governance Credit Hrs. 1

2018 Ethics Campaign Finance Credit Hrs. 1

Yearly Total: 10.5 Hours

Debi Benoit – District 4 Compliance Status: Compliant

2018 LSBA Convention Credit Hrs. 3.5

2018 School System Credit Hrs. 3.5

2018 Southern Region Conference Credit Hrs. 9.5

2018 Ethics Governance Credit Hrs. 1

2018 Ethics Campaign Finance Credit Hrs. 1

Yearly Total: 18.5 Hours

Dr. Brenda Leroux Babin – District 5 Compliance Status: Compliant

2018 LSBA Convention Credit Hrs. 8.5

2018 School System Credit Hrs. 1

2018 Southern Region Conference Credit Hrs. 9.5

2018 LSBA Workshop Credit Hrs. 2

2018 Ethics Governance Credit Hrs. 1

Yearly Total: 22 Hours

L. P. Bordelon, III – District 6 Compliance Status: Compliant

2018 LSBA Convention Credit Hrs. 8.5

2018 School System Credit Hrs. 9

2018 LSBA Workshop Credit Hrs. 2

2018 Ethics Governance Credit Hrs. 1

Yearly Total: 20.5 Hours

Roger Dale DeHart – District 7 Compliance Status: Compliant

2018 LSBA Convention Credit Hrs. 8.5

2018 School System Credit Hrs. 3.5

2018 LSBA Workshop Credit Hrs. 2

2018 Ethics Governance Credit Hrs. 1

Yearly Total: 15 Hours

Donald Duplantis – District 8 Compliance Status: Compliant

2018 LSBA Convention Credit Hrs. 8.5

2018 School System Credit Hrs. 7

2018 Ethics Governance Credit Hrs. 1

Yearly Total: 16.5 Hours

Vicki Bonvillain – District 9 Compliance Status: Compliant

2018 LSBA Convention Credit Hrs. 8.5

2018 School System Credit Hrs. 7

2018 Ethics Governance Credit Hrs. 1

Yearly Total: 16.5 Hours

B. Mr. Clyde Hamner – Legislative Update

10. Adjournment

Philip Martin, Superintendent
Terrebonne Parish School Board
201 Stadium Drive/P.O. Box 5097
Houma, LA 70360
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 4, 2019

Dear Members of the Board:

The **EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met on Tuesday, May 21, 2019, at 4:30 P.M. 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. Michael LaGarde, Mrs. Stacy Solet, Board vice president, Mr. Clyde Hamner, Mr. Roger Dale DeHart, 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.

Mrs. Mary Aucoin, Supervisor of Special Education, presented the Interagency Agreement between Terrebonne Parish School Board and the Terrebonne Parish Consolidated Government Head Start Program for the 2019-2020 School Year (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, the Interagency Agreement between Terrebonne Parish School Board and the Terrebonne Parish Consolidated Government Head Start Program for the 2019-2020 School Year and authorize the Board president to sign all necessary documents pertaining thereto.

Dr. Myra Austin, District Assessment and Accountability Administrator, presented revisions to the 2019-2020 Pupil Progression Plan (PPP). Dr. Austin explained that the main change is Spelling, English, and Reading are now combined into English Language Arts due to changes in curriculum.

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, the revised Pupil Progression Plan for the 2019-2020 school year.

Mr. Gregory Harding entered the meeting at this time.

Superintendent Martin presented information on the consolidation of Elysian Fields Middle School and Oaklawn Jr. High School on the Oaklawn Jr. High School campus. He explained that the move is being made with the best interest of the students in mind and that this consolidation will match grade configuration of other middle schools in the parish.

RECOMMENDATION NO. 3

The Committee recommends that the Board approve the consolidation of Elysian Fields Middle School and Oaklawn Jr. High School on the Oaklawn Jr. High School campus, beginning with the 2019-2020 School Year.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 4:56 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**

June 4, 2019

Dear Members of the Board:

The **BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE** met immediately following the 4:30 P.M. Education, Technology, and Policy Committee on Tuesday, May 21, 2019, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, chairman; Mr. Dane Voisin, vice chairman, and Mr. Roger Dale DeHart. 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.

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

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

RECOMMENDATION NO. 1

The Committee recommends that the Board renew the Intergovernmental Agreement, as presented, between Terrebonne Parish School Board and the Terrebonne Parish Consolidated Government Head Start Program, under the current terms and conditions, for preparation of meals at Legion Park Elementary, Schriever Elementary, Gibson Elementary, and Southdown Elementary Schools beginning August 13, 2019, and ending May 28, 2020, and further, authorize the Board president to sign all necessary documents

pertaining thereto.

Mrs. Monica Walther, MS, RD, LDN, Supervisor, Child Nutrition Program, addressed the Committee regarding acceptance of bids received on Meat and Frozen Items for the 2019-2020 Fall session (attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Meats and Frozen Items for the 2019-2020 Fall Session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$135,444.40; F. Christiana & Company, Inc., Marrero, LA, in the amount of \$48,064.90; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$41,763.00; and Pon Food Corporation, Ponchatoula, LA, in the amount of \$398,064.04, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding acceptance of bids received on Canned and Dry Goods for the 2019-2020 Fall session (attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Canned and Dry Goods for the 2019-2020 Fall session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$104,411.33; F. Christiana & Company, Inc., Marrero, LA, in the amount of \$5,136.00; G & J Land and Marine Food Distributors, Morgan City, LA, in the amount of \$85.00; Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$65,087.16; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$40,949.40; and Pon Food Corporation, Ponchatoula, LA, in the amount of \$66,727.84, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding acceptance of bids received on Milk and Milk Products for the 2019-2020 school session (attached).

RECOMMENDATION NO. 4

The Committee recommends that the Board accept the lowest bid received, meeting all specifications, on Milk and Milk Products for the 2019-2020 school session from LaFleur Dairy Products, Inc., 101 Security Blvd., Houma, LA, 70360, funds to be derived from the Child Nutrition Program Fund.

Brown's Dairy Lactaid	\$0.7000/8 oz. carton
Brown's Milk, Skim	\$0.2149/8 oz. carton
Brown's Milk, 1% Fat	\$0.2149/8 oz. carton
Brown's Milk, Chocolate, Skim	\$0.2149/8 oz. carton
Brown's Milk, Strawberry, Skim	\$0.2149/8 oz. carton

Mrs. Walther addressed the Committee regarding acceptance of bids received on Fruit Juice for the 2019-2020 school session (attached).

RECOMMENDATION NO. 5

The Committee recommends that the Board accept the lowest bid received, meeting all specifications, on Fruit Juice for the 2019-2020 school session from Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$150,000.00, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding acceptance of bids received on Supplies and Disposables for the 2019-2020 school session (attached).

RECOMMENDATION NO. 6

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Supplies and Disposables for the 2019-2020 school session from Richard's Restaurant & Supply, Houma, LA, in the amount of \$2,181.18; Alack Refrigeration, Hammond, LA, in the amount of \$21,640.40; Cintas Corporation, Thibodaux, LA, in the amount of \$53,471.52; Daxwell, LLC, Houston, TX, in the amount of \$31,554.00; Interboro Packaging Corporation, Montgomery, NY, in the amount of \$7,527.20, and Economical Paper and Janitorial Supplies,

Harahan, LA, in the amount of \$233,514.60, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding acceptance of bids received on Fresh Fruits and Vegetables for the 2019-2020 school session (attached).

RECOMMENDATION NO. 7

The Committee recommends that the Board accept the lowest bid received, meeting all specifications, on Fresh Fruit and Vegetables for the 2019-2020 school session from Capitol City Produce, Baton Rouge, LA, in the amount of \$120,000.00, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding the option to extend the current contract to provide Linen Service for the 2019-2020 school session (attached).

RECOMMENDATION NO. 8

The Committee recommends that the Board extend the current contract for Linen Services for the 2019-2020 school session with Cintas Corporation, Thibodaux, LA, under the same terms and conditions, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding the option to extend the current contract to provide Concentrated Detergents and Related Items for the 2019-2020 school session (attached).

RECOMMENDATION NO. 9

The Committee recommends that the Board extend the current contract to provide Concentrated Detergents and Related Items for the 2019-2020 school session for all cafeterias with Sanitech Systems, Inc., Lakeland, FL, under the same terms and conditions, funds to be derived from the Child Nutrition Program Fund.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee

regarding acceptance of bids received on Elementary Playground Equipment (attached).

RECOMMENDATION NO. 10

The Committee recommends that the Board accept the lowest bid received, meeting all specifications, for playground equipment at seventeen (17) elementary schools, from PlayCore Holding, Inc., dba GameTime, 150 PlayCore Drive SE, Fort Payne, Alabama 35967, for a total base bid in the amount of \$453,821.00, funds to be derived from the Building Fund, and authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Constrantiche addressed the Committee regarding acceptance of bids received for two (2) replacement Satellite Delivery Trucks.

RECOMMENDATION NO. 11

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on two Satellite Delivery Trucks from Southland Dodge Chrysler Jeep, LLC, 6161 West Park Avenue, Houma, LA 70364, in the amount of \$57,560.00 for each vehicle, for a total cost of \$115,120.00, funds to be derived from the Child Nutrition Program Fund.

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).

At this time, the Committee deviated from the regular order of the agenda to allow Mr. Danny Hebert, P.E., dba Civil and Environmental Consulting Engineer, to discuss the matter pertaining to a construction

update of artificial turf installation at Terrebonne and South Terrebonne High School Stadiums, then returned to the regular order of the agenda.

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 5:52 P.M.

Respectfully submitted,

Gregory Harding, Chairman

Dane Voisin, Vice Chairman

Roger Dale DeHart

SP/sn

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

June 4, 2019

Dear Members of the Board:

The **FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE** met immediately following the 4:30 P.M. Education, Technology, and Policy Committee; and the Buildings, Food Service, and Transportation Committee on Tuesday, May 21, 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. Dane Voisin, Dr. MayBelle Trahan, Mr. Roger Dale DeHart, Mr. Gregory Harding, 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. Jack Moore, Risk Manager, addressed the Committee regarding Crime Insurance renewal (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board authorize the renewal of Crime Insurance through Travelers Casualty and Surety Co. (USI, Broker of Record), with an annual premium in the amount of \$3,869.00, subject to a \$1,000.00 deductible, effective July 29, 2019.

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

RECOMMENDATION NO. 2

The Committee recommends that the Board authorize the renewal of Flood Insurance through Wright National Flood Insurance Co. (Ledet

Agency, Inc., Broker of Record), with an estimated annual premium in the amount of \$147,009.00, effective July 1, 2019.

Mr. Moore addressed the Committee regarding Student Accident Insurance renewal (attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the proposal from Marc Harris (Agent of Record), underwritten by Mutual of Omaha, for Student Accident Insurance, including Volunteer Workers, with limits of \$25,000.00 per accident, and Catastrophic Athletic Accident Insurance underwritten by Zurich Insurance Co., with limits of \$1,000,000.00, effective August 1, 2019, with an annual premium in the amount of \$199,528.00.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding the Official Journal for 2019-2020 Fiscal Year.

RECOMMENDATION NO. 4

The Committee recommends that the Board select *The Courier* to serve as the Official Journal for the Terrebonne Parish School Board, at the current rates, from July 1, 2019, through June 30, 2020.

Superintendent Martin addressed the Committee regarding the Receipt of the Proposed Operating Budgets for Fiscal Year 2019-2020 and establishing a Public Hearing.

RECOMMENDATION NO. 5

The Committee recommends that the Board receive the Proposed Operating Budgets for the General Operating Fund, Child Nutrition Program Fund, 1 Cent Sales Tax Fund, 1/2 Cent Sales Tax Fund, 3/4 Cent Sales Tax Fund, and various Special Revenue Funds for the 2019-2020 Fiscal Year and establish a Public Hearing on the same: Wednesday, June 5, 2019, at 6:00 P.M. in the Board Room of the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, LA 70360.

Mrs. Rebecca Breaux, Chief Financial Officer, presented information on 2019 Millages (attached).

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 March 2019 are approximately the same as March 2018.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 6:02 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Michael LaGarde, Vice Chairman

Stacy Solet

RB/bp

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

June 4, 2019

Dear Members of the Board:

The **Executive Committee** met at 5:30 P.M. on Tuesday, May 7, 2019, in the Board Room of the School Board Office with the following members present: Mrs. Debi Benoit, president, and Mrs. Stacy Solet, vice president. Mr. Michael LaGarde was absent. Also in attendance were Mr. Matthew Ford, Mr. Clyde Hamner, Mr. Roger Dale DeHart, Mr. Dane Voisin, 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 5:42 P.M.

Respectfully submitted,

Debi Benoit, President

Stacy Solet, Vice President

RB/bp