

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

School Board Meeting – September 18, 2018

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 August 21, 2018, and September 4, 2018

RECOMMENDATION: That the Board approve the minutes of School Board Meetings of August 21, 2018, and September 4, 2018, as recorded.

6. Announcements

9/20

5:00 ERC

9/24

5:00 Education, Technology, & Policy Committee

10/02

6:00 Regular School Board Meeting

7. Board Committee Meeting Reports

A. Buildings, Food Service, and Transportation Committee (See

Attached Committee Report of September 10, 2018, Meeting)

- B. Finance, Insurance, and Section 16 Lands Committee (See Attached Committee Agenda for September 17, 2018, Meeting)
8. Superintendent's Agenda
- A. Agenda Items
 - (1) Personnel Section
 - (a) Personnel Actions for Period of August 13, 2018, through September 7, 2018 [list of professional instructional and non-instructional/support personnel (appointments, resignations, retirements, and termination – Information Only)]
 - (b) 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 Glen Williams, Custodian III-A at Broadmoor Elementary School, beginning September 10, 2018, through September 9, 2019 (medical).

- 9. Adjournment

Roger Dale DeHart, Board President
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**

September 18, 2018

Dear Members of the Board:

The Buildings, Food Service, and Transportation Committee met at 5:00 P.M. on Monday, September 10, 2018, in the Board Room of the School Board Office with the following members present: Mr. L. P. Bordelon, III, vice chairman, and Ms. Vicki Bonvillain, ad-hoc member. Also in attendance were Mr. Donald Duplantis, Mr. Roger Dale DeHart, Board president, Superintendent Philip Martin, and members of the staff.

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

Mrs. Monica Walther, MS, RD, LDN, Supervisor, Child Nutrition Program, addressed the Committee regarding authorization to advertise for six-month bids for Meats and Frozen Items, and Canned and Dry Goods for the 2019 spring school session.

RECOMMENDATION NO. 1

The Committee recommends that the Board authorize the Child Nutrition Department to proceed with the advertisement of six-month bids (January 1, 2019, through June 30, 2019), for Meats and Frozen Items, and Canned and Dry Goods for the 2019 spring school session.

Mrs. Walther addressed the Committee regarding authorization to advertise for (1) Child Nutrition Department Satellite Delivery Truck.

RECOMMENDATION NO. 2

The Committee recommends that the Board authorize the Child Nutrition Department to advertise for bids for one (1) Child Nutrition Satellite

Delivery Truck, monies to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding authorization to advertise for Kitchen Equipment.

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize the Child Nutrition Department to advertise for bids for Kitchen Equipment, monies to be derived from the Child Nutrition Program Fund.

Superintendent Martin addressed the Committee regarding playground equipment at all elementary schools housing grades Pre-K through 3.

Ms. Bonvillain, seconded by Mr. Bordelon, offered the following motion:

RECOMMENDATION NO. 4

The Committee recommends that the Board authorize the Superintendent to proceed with purchasing playground equipment at all elementary schools housing grades Pre-K through 3.

Superintendent Martin addressed the Committee regarding an update of the new Electrical Building at Louis Miller Terrebonne Career and Technical High School.

Superintendent Martin addressed the Committee regarding construction updates 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 5:19 P.M.

Respectfully submitted,

L. P. Bordelon, III, Vice Chairman

Vicki Bonvillain, Ad-hoc Member

SP/sn

**TERREBONNE PARISH SCHOOL BOARD
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FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE

Monday, September 17, 2018

5:00 P.M.

Central Office Board Room

AGENDA

1. Invocation and Pledge of Allegiance to the Flag
2. Matter bearing upon renewal of Third Party Administration Services for Group Health Plan (**Proposed Recommendation**) – Jack Moore, Risk Manager

The Committee recommends that the Board accept the proposal from Gilsbar, Inc., for Third Party Administration Services, including plan administration, claims administration, PPO access, and disease management for the Group Health plan, effective January 1, 2019, through December 31, 2023.

3. Matter bearing upon Group Health Stop-Loss Reinsurance Renewal (**Proposed Recommendation**) – Jack Moore, Risk Manager

The Committee recommends that the Board accept the proposal from HCC Insurance Co., for Stop-Loss Reinsurance for Group Health, with a specific deductible of \$425,000 per claim with a \$250,000 Tiered Split Fund for an estimated annual cost of \$662,877, effective January 1, 2019.

4. Matter bearing upon renewal of Group Term Life Insurance (**Proposed Recommendation**) – Jack Moore, Risk Manager

Recommendation to be placed at desks.

5. Matter bearing upon renewal of Disability Insurance (**Proposed Recommendation**) – Jack Moore, Risk Manager

Recommendation to be placed at desks.

6. Matter bearing upon Group Health Insurance premium schedule for 2019 **(Information)** - Jack Moore, Risk Manager
7. Matter bearing upon approval to advertise for bids for a Catalog Contract on Material and Supplies for Teaching **(Proposed Recommendation)** – Curtis Constrantiche, Purchasing Agent

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for a Catalog Contract on Material and Supplies for Teaching.

8. Matter bearing upon approval of bids received for Hunting and Trapping privileges on Section 16 Lands **(Proposed Recommendation)** – Curtis Constrantiche, Purchasing Agent

The Committee recommends that the Board accept the following highest bids received, meeting all specifications, for Hunting and Trapping privileges for a five (5) year period beginning October 1, 2018, through September 30, 2023, and further, authorize the Board president to sign all necessary documents pertaining thereto:

Section 16, Township 17 South, Range 14 East \$ 9,075.00
Trey Adams
2409 West Camellia Dr.
Thibodaux, LA 70301

Section 16, Township 18 South, Range 17 East \$ 6,025.00
Chad J. Bonvillain
589 Bayou Dularge Rd.
Houma, LA 70363

9. Matter bearing upon approval of bid received for Commercial Surface Lease on Section 16 Lands **(Proposed Recommendation)** – Curtis Constrantiche, Purchasing Agent

The Committee recommends that the Board accept the highest bid received, meeting all specifications, from Toby Voisin, 141 Wedgewood Ct., Houma, LA 70363, in the amount of \$6,575.00, for a Commercial Surface Lease on Section 16, Township 20 South, Range 16 East, for a ten (10) year period beginning October 1, 2018, through September 30, 2028, and further, authorize the Board president to sign all necessary documents pertaining thereto.

10. Matter bearing upon Fiscal Year 2017/2018 Louisiana Compliance Questionnaire (**Proposed Recommendation**) – Rebecca Breaux, Chief Financial Officer

The Committee recommends that the Board adopt the following resolution in reference to the attached Louisiana Compliance Questionnaire for the 2017/2018 Fiscal Year:

RESOLUTION

BE IT RESOLVED, That the Terrebonne Parish School Board, in connection with the June 30, 2018 audit, adopts the Louisiana Compliance Questionnaire for submission to LaPorte CPAs and Business Advisors, and confirms that the representations made therein are to the best of the Board's knowledge and belief, and

BE IT FURTHER RESOLVED, That Roger Dale DeHart, President of the Terrebonne Parish School Board, Philip Martin, Superintendent, and Rebecca Breaux, Chief Financial Officer, be authorized to sign said Questionnaire.

11. Matter bearing upon one-time salary supplement for Fiscal Year 2018/2019 (**Proposed Recommendation**) - Superintendent Philip Martin

The Committee recommends that the Board approve a one-time salary supplement for Fiscal Year 2018/2019 for full-time employees in the amount of \$1,000 for instructional/professional

employees, \$500 for non-instructional/support employees, and \$200 for part-time employees, for personnel employed as of September 19, 2018, monies to be derived from the salaries and benefits portion of the One Cent Sales Tax Fund or the respective funding sources for full-time and part-time employees not currently paid through the One Cent Sales Tax Fund, payable in October 2018.

12. Matter bearing upon Monthly Budget-to-Actual Comparison report **(Information)** – Rebecca Breaux, Chief Financial Officer
13. Matter bearing upon Sales Tax collections update **(Information)** - Rebecca Breaux, Chief Financial Officer
14. Adjournment

COMMITTEE MEMBERS

Donald Duplantis, Chairman
Roosevelt Thomas, Vice Chairman
Debi Benoit

Rebecca Breaux
Chief Financial Officer

RB/bp

c: Board Members
Superintendent and Staff
Schools and ERC Members
Mr. C. Berwick Duval, II, Legal Counsel
Ms. Sandy Holloway, BESE, District 3
Mr. Lee Bloch; Bloch, Briggs & Associates
Mr. Michael J. Veazey; Veazey & Associates
Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, LTD.
Mr. Stephen Smith, All South Consulting Engineers
The Courier, The Times, Charter Communications, KFOL/KJUN-HTV10
Radio Stations, KCIL/KJIN/KXOR
Houma-Terrebonne Chamber of Commerce
Presidents...TAE, TPA, A+PEL, Bus Drivers' Association, Food Service Association
Insurance Agents of Record