

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

School Board Meeting – June 5, 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 Meeting of May 1, 2018

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of May 1, 2018, as recorded.

6. Announcements

6/11

5:00 Buildings, Food Service, & Transportation Committee

6/18

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

6/19

5:30 Executive Committee

6:00 Regular School Board Meeting

6/25

5:00 Education, Technology, & Policy Committee

6/26

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

7/03

6:00 Regular School Board Meeting

7. Board Committee Meeting Reports

- A. Buildings, Food Service, and Transportation Committee (See Attached Committee Report of May 14, 2018, Meeting)
- B. Finance, Insurance, and Section 16 Lands Committee (See Attached Committee Report of May 21, 2018, Meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) Personnel Section

(a) Personnel Announcements and Introductions
(Information Only)

- Supervisor of Secondary Education, Central Office – Mark Torbert
- Plant Operations Manager, Maintenance Department – Sanders “Sammy” Poencot

(b) Leaves 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 Jeanette Bourg, Special Education Paraprofessional at Grand Caillou Middle School, beginning May 7, 2018, through May 25, 2018 (medical).

2) Leave Without Pay

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Susan Draghici, Teacher at Ellender Memorial High School, beginning April 23, 2018, through May 25, 2018 (medical).

(2) Parent Appeal for Student #147388 Readmission
(Executive Session)

9. Individual School Board Member

A. Mr. Roger Dale DeHart – 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 2017 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 2017 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**

2017 TRANSCRIPT

Roosevelt Thomas – District 1 Compliance Status: Compliant

2017 LSBA Convention Credit Hrs. 7

2017 LSBA Workshop Credit Hrs. 5

2017 Ethics Governance Credit Hrs. 1

Yearly Total: 13 Hours

Gregory Harding – District 2 Compliance Status: Compliant

2017 LSBA Convention Credit Hrs. 7

2017 School System Credit Hrs. 1

2017 Ethics Governance Credit Hrs. 1

Yearly Total: 9 Hours

Richard Jackson – District 3 Compliance Status: Compliant

2017 LSBA Convention Credit Hrs. 9

2017 Ethics Governance Credit Hrs. 1

2017 School System Credit Hrs. 1

Yearly Total: 11 Hours

Debi Benoit – District 4 Compliance Status: Compliant

2017 LSBA Convention Credit Hrs. 7

2017 School System Credit Hrs. 3

2017 Ethics Governance Credit Hrs. 1

Yearly Total: 11 Hours

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

2017 School System Credit Hrs. 1

2017 Workshop Credit Hrs. 2

2017 Ethics Governance Credit Hrs. 1

2017 LSBA Convention Credit Hrs. 8

Yearly Total: 12 Hours

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

2017 LSBA Convention Credit Hrs. 9

2017 School System Credit Hrs. 4

2017 Ethics Governance Credit Hrs. 1

Yearly Total: 14 Hours

Roger Dale DeHart – District 7 Compliance Status: Compliant

2017 LSBA Convention Credit Hrs. 9

2017 School System Credit Hrs. 1

2017 Ethics Governance Credit Hrs. 1

Yearly Total: 11 Hours

Donald Duplantis – District 8 Compliance Status: Compliant

2017 School System Credit Hrs. 7

2017 Ethics Governance Credit Hrs. 1

2017 LSBA Convention Credit Hrs. 9

Yearly Total: 17 Hours

Vicki Bonvillain – District 9 Compliance Status: Compliant

2017 LSBA Convention Credit Hrs. 9

2017 Ethics Governance Credit Hrs. 1

2017 School System Credit Hrs. 7

Yearly Total: 17 Hours

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 5, 2018

Dear Members of the Board:

The Buildings, Food Service, and Transportation Committee met at 5:00 P.M. on Monday, May 14, 2018, in the Board Room of the School Board Office with the following members present: Mr. Richard Jackson, chairman, Mr. L. P. Bordelon, III, vice chairman, and Mr. Gregory Harding. Also in attendance were Mr. Donald Duplantis, Mr. Roger Dale DeHart, Board president, Superintendent Philip Martin, and members of the staff.

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

Mr. John Campbell, Coach of the Lady Demwai AAU Travel Basketball Team, addressed the Committee regarding the use of Ellender Memorial High School gym by the Lady Demwai AAU Travel Basketball Team.

RECOMMENDATION NO. 1

The Committee recommends that the Board grant the request of the Lady Demwai AAU Travel Basketball Team, and waive Policy FILE: E-1-6 Use of Facilities, relative to the usage fee for Ellender Memorial High School's gym for the 2018-2019 basketball season for practices only (May 2018 to May 2019) from 5:30 P.M. to 7:30 P. M., Monday through Friday, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met; and approval is obtained from the school's principal.

Ms. Jennifer Henderson, Chief Financial Officer, Bayouland YMCA, addressed the Committee regarding a Bus Lease Agreement between Bayouland YMCA and the Terrebonne Parish School Board (attached).

RECOMMENDATION NO. 2

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, effective June 8, 2018, to August 3, 2018, provided buses shall run during normal operation 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.

Mrs. Monica Walther, MS, RDN, LDN, Supervisor, Child Nutrition Program, addressed the Committee regarding acceptance of bids received for Meat and Frozen Items for the 2018-2019 Fall session (attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Meat and Frozen Items for the 2018-2019 Fall session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$246,897.74; F. Christiana & Company, Inc., Marrero, LA, in the amount of \$14,576.30; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$17,994.50; and Pon Food Corporation, Ponchatoula, LA, in the amount of \$396,402.73, 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 2018-2019 Fall session (attached).

RECOMMENDATION NO. 4

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Canned and Dry Goods for the

2018-2019 Fall session from Diamond Food Distributors, Inc., Jefferson LA, in the amount of \$118,536.50; F. Christiana & Company, Inc., Marrero, LA, in the amount of \$5,494.75; Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$77,595.70; Karlsburger Foods, Inc., Monticello, MN, in the amount of \$1,314.00; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$11,352.00; and Pon Food Corporation, Ponchatoula, LA, in the amount of \$66,000.04, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding the acceptance of bids received on Milk and Milk Products for the 2018-2019 school session (attached).

RECOMMENDATION NO. 5

The Committee recommends that the Board accept the lowest bid received, meeting all specifications, on Milk and Milk Products for the 2018-2019 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	\$0.5300/8 oz. carton
Brown's Milk, Skim	\$0.2179/8 oz. carton
Brown's Milk, 1% Fat	\$0.2179/8 oz. carton
Brown's Milk, Chocolate, Skim	\$0.2179/8 oz. carton
Brown's Milk, Strawberry, Skim	\$0.2179/8 oz. carton

Mrs. Walther addressed the Committee regarding acceptance of bids received on Fruit and Fruit Juice for the 2018-2019 school session (attached).

RECOMMENDATION NO. 6

The Committee recommends that the Board accept the lowest bid received, meeting all specifications, on Fruit and Fruit Juice for the 2018-2019 school session from Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$200,000.00, 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 2018-2019 school session (attached).

RECOMMENDATION NO. 7

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Supplies and Disposables for the 2018-2019 school session from Pon Food Corporation, Ponchatoula, LA, in the amount of \$10,580.00; American Pride Paper & Plastic, Lakewood, NJ, in the amount of \$4,506.00; Alack Refrigeration, Hammond, LA, in the amount of \$9,932.44; Cintas Corporation, Thibodaux, LA, in the amount of \$34,880.00; Daxwell, LLC, Houston, TX, in the amount of \$14,036.00; Interboro Packaging Corporation, Montgomery, NY, in the amount of \$3,427.40; and Economical Paper and Janitorial Supplies, Harahan, LA, in the amount of \$207,989.82, 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 2018-2019 school session (attached).

RECOMMENDATION NO. 8

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Fresh Fruits and Vegetables for the 2018-2019 school session from Capitol City Produce, 16550 Commercial Avenue, Baton Rouge, LA, 70806, in the amount of \$100,000.00, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding acceptance of proposals received on Linen Service for the 2018-2019 school session (attached).

RECOMMENDATION NO. 9

The Committee recommends that the Board accept the lowest proposal received, meeting all specifications, on Linen Service for the 2018-2019 school year, with the option to extend the contract for an

additional two (2) years, from Cintas Corporation, 111 Talbot Avenue, Thibodaux, LA, 70301, in the amount of \$16,500.00, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding the acceptance of proposals received on Concentrated Detergents for the 2018-2019 school session (attached).

RECOMMENDATION NO. 10

The Committee recommends that the Board accept the lowest proposal received, meeting all specifications, on Concentrated Detergents for the 2018-2019 school year, with the option to extend the contract for an additional two (2) years, from Sanitech System, 4033 Holden Road, Lakeland, FL, 33811, in the amount of \$32,177.00, funds to be derived from the Child Nutrition Program Fund.

Superintendent Martin addressed the Committee regarding the transfer of Fletcher Technical Community College building located at 310 St. Charles Street, Houma, Louisiana, from L. E. Fletcher Technical Community College to the Terrebonne Parish School Board.

RECOMMENDATION NO. 11

The Committee recommends that the Board allow the Superintendent to begin the process of transferring the Fletcher Technical Community College building located at 310 St. Charles Street, Houma, Louisiana, from L. E. Fletcher Technical Community College to Terrebonne Parish School Board, including all legal requirements.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding permission to re-advertise certain sections of the Auxiliary Materials, Equipment, Supplies, and Services Bid due to no bids received on these sections.

RECOMMENDATION NO. 12

The Committee recommends that the Board authorize the Purchasing Department to re-advertise the following sections of the Auxiliary

Materials, Equipment, Supplies, and Services Bid due to no bids received on these sections: Section 9 - Electric Motor Repairs; Section 16 - Foil Type Insulation Products; Section 17 - Ceiling Tile and Grid Installation Services; Section 27 - Fence Supplies; Section 29 - Aluminum Canopy Supplies; Section 30 - Tree Trimming and Cutting Services; and Section 38 - Treatment Plant Parts.

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding an update of the new Electrical Building at Louis Miller Terrebonne Career and Technical High School.

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

Superintendent Martin 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 5:40 P.M.

Respectfully submitted,

Richard Jackson, Chairman

L. P. Bordelon, III, Vice Chairman

Gregory Harding

BB/sn

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

June 5, 2018

Dear Members of the Board:

The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE met at 5:00 P.M. on Monday, May 21, 2018, in the Board Room of the School Board Office with the following members present: Mr. Donald Duplantis, chairman, Mr. Roosevelt Thomas, vice chairman, and Mrs. Debi Benoit. Also in attendance were Mr. Roger Dale DeHart, Board president, Mr. L. P. Bordelon, III, Mr. Richard Jackson, Superintendent Philip Martin, and members of the staff.

Chairman 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 regarding the Boiler and Machinery Insurance renewal (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board accept the renewal proposal for Boiler and Machinery Insurance from Travelers Insurance Company (Arthur J. Gallagher of Louisiana, Inc., Broker of Record), with an annual premium of \$13,504.00, subject to a \$2,500.00 deductible, effective July 1, 2018.

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

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the renewal proposal for Excess Workers' Compensation Insurance from Safety

National Casualty Corporation (USI Insurance Services, LLC, Broker of Record), with \$500,000.00 Self-Insured Retention, with a minimum annual premium in the amount of \$76,688.00, effective July 1, 2018, through July 1, 2020.

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

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the renewal offer for Excess Casualty Insurance from Berkley Insurance Company (Arthur J. Gallagher of Louisiana, Inc., Broker of Record), covering Automobile Liability, General Liability, Errors and Omissions Liability, and Nurse's Professional 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 and Nurse's Professional Liability, subject to \$300,000.00 Self-Insured Retention with an annual premium of \$169,050.00, rejecting Uninsured/Underinsured Motorist Liability, effective July 1, 2018, through July 1, 2019, and further, authorize the Board president to sign all necessary documents pertaining thereto.

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

RECOMMENDATION NO. 4

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 Company, with limits of \$1,000,000.00, effective August 1, 2018, with an annual premium of \$193,827.00.

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

RECOMMENDATION NO. 5

The Committee recommends that the Board authorize the renewal of Flood Insurance through Wright National Flood Insurance Company (Ledet Agency, Inc., Broker of Record), with an estimated annual premium in the amount of \$150,193.00, effective July 1, 2018.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding the Official Journal for the 2018-2019 Fiscal Year.

RECOMMENDATION NO. 6

The Committee recommends that the Board select *The Courier* to serve as the Official Journal for Terrebonne Parish School Board, at the current rates, from July 1, 2018, through June 30, 2019.

Mr. Constrantiche addressed the Committee regarding the Office Supply Catalog contract renewal.

RECOMMENDATION NO. 7

The Committee recommends that the Board accept the renewal of the Office Supply Catalog Contract with Stire Office World, 1060 West Tunnel Boulevard, Houma, LA 70360, at the current rates, for a twelve (12) month period from July 1, 2018, through June 30, 2019, under the same terms and conditions, upon mutual agreement between the Terrebonne Parish School Board and Stire Office World.

Mr. Constrantiche addressed the Committee regarding the bid results for White Duplicator Paper and White and Colored Card Stock.

RECOMMENDATION NO. 8

The Committee recommends that the Board accept the lowest bids received for White and Colored Card Stock from Contract Paper Group, Inc., 1519 Boettler Road, Suite B, Uniontown, OH 44685; and for White Duplicator Paper from Veritiv Operating Company, 12124 Industriplex Blvd., Baton Rouge, LA 70809, for a period of twelve (12) months, from July 1, 2018, through June 30, 2019, with an option to

renew for two (2) additional twelve (12) month periods under the same terms and conditions, upon mutual agreement between the parties.

Mr. Constrantiche addressed the Committee regarding bids on Hunting and Trapping Leases.

RECOMMENDATION NO. 9

The Committee recommends that the Board authorize the Purchasing Department to re-advertise for bids for Hunting and Trapping Leases, that are currently available, due to no bids received.

Mrs. Rebeca Breaux, Chief Financial Officer, presented an update on the Financial Software conversion.

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 2018 are approximately 4% higher than March 2017.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, motion of Mr. Thomas, seconded by Mr. Duplantis, the meeting adjourned at 5:20 P.M.

Respectfully submitted,

Donald Duplantis, Chairman

Roosevelt Thomas, Vice Chairman

Debi Benoit

RB/bp