

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

AGENDA

School Board Meeting – February 6, 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 January 9, 2018

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of January 9, 2018, as recorded.

6. Recognition and Announcements
 - A. Special Recognition of American Legion 2018 Terrebonne Parish Teenager of the Year – Adeline Martin, South Terrebonne High School Senior

Announcements

2/1-28 African American History Month

2/5-9 National School Counseling Week

2/08

5:00 ERC

6:00 Parent Representative Committee

2/12-13 Mardi Gras Holidays

2/14-16 School Make-up Days for Employees and Students

2/19

5:00 Buildings, Food Service, & Transportation Committee

2/20

5:30 Executive Committee

6:00 Regular School Board Meeting

2/26

5:00 Education, Technology, & Policy Committee

Finance, Insurance, & Section 16 Lands Committee
(immediately following 5:00 P.M. Education, Technology, & Policy
Committee Meeting)

7. Committee Meeting Reports

A. Finance, Insurance, & Section 16 Lands Committee (See
Attached Committee Report of January 22, 2018, Meeting)

B. Executive Committee (See Attached Committee Report of
January 23, 2018, Meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) 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 Elaine Smith, food service technician at East Houma Elementary School, beginning January 3, 2018, through April 13, 2018 (medical).

(b) Personnel Actions for Period of November 22, 2017 - January 31, 2018 [list of professional instructional and non-instructional/support personnel (contract renewals, appointments, resignations, and retirements – Information Only)]

(2) Matter Pertaining to Potential Litigation

(3) Parent Appeal for Student #144687 Readmission (Executive Session)

9. 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**

February 6, 2018

Dear Members of the Board:

The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE met at 5:00 P.M. on Monday, January 22, 2018, in the Board Room of the School Board Office with the following members present: Mr. Donald Duplantis, chairman, and Mr. Richard Jackson, ad-hoc member. Mr. Roosevelt Thomas, vice chairman, and Mrs. Debi Benoit were absent. Also in attendance were Mr. Roger Dale DeHart, Board president; Ms. Vicki Bonvillain, vice president; Assistant Superintendent Aubrey "Bubba" Orgeron, 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. Mark Felger, Lanaux & Felger, CPA, presented the Committee with information regarding the June 30, 2017, Terrebonne Parish School Board Audit Report. He stated the financial statements ending June 30, 2017, had received an "unmodified opinion," which is the best possible rating. Mr. Felger briefly explained the internal control, compliance, independent accountant reports, and the required communication letter.

Mrs. Benoit entered the meeting at this time.

RECOMMENDATION NO. 1

The Committee recommends that the Board receive the June 30, 2017, Terrebonne Parish School Board Audit Report, as presented.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding the approval to advertise for bids for Ink and Toner Cartridges.

RECOMMENDATION NO. 2

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for Ink and Toner Cartridges.

Mr. Constrantiche addressed the Committee regarding renewal of the contract for Material and Supplies for Teaching.

RECOMMENDATION NO. 3

The Committee recommends that the Board renew its contract for Material and Supplies for Teaching, under current pricing, terms, and conditions, with School Specialty, Inc., W6316 Design Drive, Greenville, WI 54942/1313 N. Woodlawn Ave., Metairie, LA 70001 (Metairie location) beginning March 8, 2018, and ending January 23, 2019.

Mrs. Rebecca Breaux, Chief Financial Officer, presented the 2017/2018 original budget for the Building Fund.

RECOMMENDATION NO. 4

The Committee recommends that the Board adopt the following 2017/2018 original budget for the Building Fund:

**Building Fund
Original Budget
2017/2018 Fiscal Year**

REVENUES

Interest and Investment Income	\$	<u>31,000.00</u>
TOTAL REVENUES		<u>31,000.00</u>

APPROPRIATIONS:

Cash Management Fees on Investments	\$	20,000.00
Auditorium Roof – Ellender Memorial High School		850,000.00
Metal Classroom Building – Louis Miller TCT High School		403,870.83

Stage Floor – H. L. Bourgeois High School	5,000.00
Stage Floor - Ellender Memorial High School	10,000.00
Auditorium Seats - South Terrebonne High School	40,000.00
Boiler/Old Gym - South Terrebonne High School	85,000.00
Stage Floor - South Terrebonne High School	5,000.00
Stage Floor – Terrebonne High School	5,000.00
Drainage – Acadian Elementary School	54,300.00
PA System - All Schools (ALLOTMENT)	4,871.00
Exterior Door Replacement (ALLOTMENT)	81,090.98
School Security (ALLOTMENT)	<u>198,839.40</u>
TOTAL APPROPRIATIONS	<u>1,762,972.21</u>

Net Change in Fund Balance	(1,731,972.21)
Fund Balance	
Beginning	<u>\$15,448,293.81</u>
Ending - Assigned for Future Projects	<u>\$13,716,321.60</u>

Mrs. Breaux presented the 2017/2018 original budget for the Capital Projects Fund.

RECOMMENDATION NO. 5

The Committee recommends that the Board adopt the following 2017/2018 original budget for the Capital Projects Fund:

Capital Projects Fund – Series 2016 Original Budget 2017/2018 Fiscal Year

REVENUES

Interest	\$ <u>70,000.00</u>
Total Revenues & Other Sources of Funds	\$ 70,000.00

EXPENDITURES

Cash Management Fee	6,000.00
Construction	<u>15,548,186.09</u>
Total Expenditures	15,554,186.09

OTHER FINANCING SOURCES

Transfer from Building Fund	231,321.00
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Excess of (Expenditures)	(15,252,865.09)
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Fund Balance:	
Beginning	<u>15,302,074.29</u>

Ending Restricted for Capital Projects	<u>\$ 49,209.20</u>
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Mrs. Breaux presented the 2017/2018 original budget for the Workers' Compensation Fund.

RECOMMENDATION NO. 6

The Committee recommends that the Board adopt the following 2017/2018 original budget for the Workers' Compensation Fund:

**Workers' Compensation Fund
Original Budget
2017/2018 Fiscal Year**

Revenue

Interest	\$ 8,000
Claims Recovery	75,000
Rate Charges to Other Funds	<u>783,195</u>
Total Revenues	\$866,195

Expenses

Workers' Compensation Claims	\$550,000
Excess Loss Policies	80,000
Claims Administration and Loss Control	20,000
Second Injury Fund	30,000
Annual Assessment Fees	5,000
Administrative Fees	100
Financial Audit Fees	<u>245</u>
Total Expenditures	\$685,345

Net Change in Fund Balance 180,850

Fund Balance

Beginning 1,913,044
Ending \$ 2,093,894

Mrs. Breaux presented the 2017/2018 original budget for the Loss Fund.

RECOMMENDATION NO. 7

The Committee recommends that the Board adopt the following 2017/2018 original budget for the Loss Fund:

**Loss Fund
Original Budget
2017/2018 Fiscal Year**

Revenues

Interest Income \$ 7,000
Third Party Recovery 20,000
Claims Recovery 5,000
Total Revenues \$ 32,000

Expenditures

Financial Audit Fees \$ 50
Insurance Premiums 1,191,585
Casualty Claims 50,000
Casualty Claims - Auto Liability 300,000
Casualty Claims - E&O 50,000
Property Claims 25,000
Claims Administration 24,000
Total Expenditures \$1,640,635

Other Financing Sources (Uses)

Transfer from General Fund 1,370,000

Net Change in Fund Balance (238,635)

Fund Balance

Beginning	<u>3,300,993</u>
Ending	<u>\$3,062,358</u>

Mrs. Breaux presented the 2017/2018 original budget for the Group Insurance Claims Fund.

RECOMMENDATION NO. 8

The Committee recommends that the Board adopt the following 2017/2018 original budget for the Group Insurance Claims Fund:

**Group Insurance Claims Fund
Original Budget
2017/2018 Fiscal Year**

REVENUES

Interest Income & Earnings on Investments	\$ 64,000
Medicare Part D Subsidy	750,000
Claim Recoveries - All Types	500,000
Rebates	800,000
Insurance Premium Billings	<u>41,000,000</u>
TOTAL REVENUES	\$ 43,114,000

EXPENDITURES

Claims Administration Fees	\$ 570,000
Dental Administration Fees	33,000
Scriptcare Administrative Fee	30,000
Prescription Care Administrative Fee	82,000
Life Insurance Premiums	1,600,000
PPO Access Fees	125,000
Utilization Review	76,000
Advantage Care	18,000
Disease Management Program	150,000
Patient Centered Outcomes	15,000
ACA Transitional Reinsurance Fee	2,000
Financial Audit Fees	11,000

Actuary Fees	7,500
Broker Fee	46,000
Cash Management Fees	10,000
Stop Loss Premium	650,000
Group Insurance Claims Paid	<u>45,000,000</u>
TOTAL EXPENDITURES	\$ 48,425,500
NET CHANGE IN FUND BALANCE	(5,311,500)
FUND BALANCE	
Beginning	<u>10,015,441</u>
Ending	<u>\$ 4,703,941</u>

Mrs. Breaux presented the 2017/2018 original budgets for the Special Revenue Funds.

RECOMMENDATION NO. 9

The Committee recommends that the Board adopt the following 2017/2018 original budgets for the Special Revenue Funds:

**Special Revenue Funds
Original Budgets
2017/2018 Fiscal Year**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
210	Striving Readers Comprehensive Literacy	\$ 0	80,739	\$ 80,739
320	ESSA TITLE IV SSAE GRANT	\$ 0	140,105	\$ 140,105
340	School Improvement GRANT	\$ 0	41,500	\$ 41,500

Mrs. Breaux presented the 2017/2018 revised budgets for the Special Revenue Funds.

RECOMMENDATION NO. 10

The Committee recommends that the Board adopt the following 2017/2018 revised budgets for the Special Revenue Funds:

**Special Revenue Funds
Revised Budgets
2017/2018 Fiscal Year**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
220	ESSA-TITLE I	\$6,144,664	922,631	\$ 7,067,295
230	MIGRANT	\$ 259,770	(15,505)	\$ 244,265
240	US DEPARTMENT OF HEALTH AND HUMAN SERVICES BLOCK GRANT Early Childhood Program-TANF Federal-Jobs for America's Graduates-PETS	\$ 2,213,263	(149,209)	\$ 2,064,054
		<u>100,000</u>	<u>(26,180)</u>	<u>73,820</u>
	TOTAL	\$ 2,313,263	(175,389)	\$ 2,137,874
280	US DEPARTMENT OF HEALTH AND HUMAN SERVICES Early Childhood Community Network Lead Agencies	\$ 31,725	(5,081)	\$ 26,644
310	ESSA-TITLE III			

	Current Year	\$ 86,253	5,184	\$ 91,437
	Immigrant Set Aside	0	2,689	2,689
	Immigrant Youth	0	4,119	4,119
	TOTAL	\$ 86,253	11,992	\$ 98,245
370	ESSA-TITLE II – PART A			
	EISENHOWER ACT	\$ 1,214,525	(76,694)	\$ 1,137,831
	MSP-Prior Year	0	4,725	4,725
	TOTAL	\$ 1,214,525	(71,969)	\$ 1,142,556
410	ESSA TITLE VI			
	INDIAN EDUCATION	\$ 404,478	(3,529)	\$ 400,949
	Native Youth Community Project	0	796,914	796,914
	TOTAL	\$ 404,478	793,385	\$ 1,197,863
490	LCTCS FEDERAL ADULT EDUCATION			
	Basic Current Year	\$ 335,072	45,821	\$ 380,893
	Prior Year	0	151	151
	English Language/Civics			
	Current Year	\$ 46,356	(14,079)	\$ 32,277
	Family Literacy			
	Current Year	\$ 14,892	(14,892)	\$ 0
	Federal Leadership Award			
	Current Year	\$ 7,125	11,384	\$ 18,509
	Prior Year FY17	0	50,000	50,000
	Carry-Over FY16	0	2,112	2,112
	TOTAL	\$ 403,445	80,497	\$ 483,942
560	ESSA- TITLE IX			
	A-HOMELESS	\$ 90,512	35,660	\$ 126,172
590	FEDERAL VOCATIONAL ED.			
	Current Year	\$ 226,607	(32,072)	\$ 194,535
750	IDEA			
	Special Education			
	IDEA Part B	\$ 4,356,780	397,705	\$ 4,754,485
	JAG AIM High	0	60,000	60,000

St. James PBIS		0	2,800	2,800
TOTAL	\$	4,356,780	460,505	\$ 4,817,285

760 IDEA				
Special Education				
Pre-school	\$	129,384	25,056	\$ 154,440
Early Childhood				
IDEA 619		0	6,978	6,978
TOTAL	\$	129,384	32,034	\$ 161,418

<u>FUND NUMBER</u>	<u>STATE FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
142	MFP LEVEL 4 FUNDING			
	REVENUE			
	Supplemental Course Allocation			
	MFP	\$ 189,202	0	\$ 189,202
	Career Development			
	Funds-Prior Year	237,286	0	237,286
	Career Development			
	Funds-JAG	0	26,180	26,180
	EXPENDITURES			
	Supplemental Course Allocation			
	MFP	189,202	0	189,202
	Career Development			
	Funds-Prior Year	237,286	0	237,286
	Career Development			
	Funds-JAG	0	26,180	26,180
	EXCESS (DEFICIENCY) OF			
	REVENUE	0	0	0
	BEGINNING FUND			
	BALANCE	0	0	0
	ENDING FUND			
	BALANCE	\$ 0	0	\$ 0
510	EDUCATION EXCELLENCE			
	REVENUE	\$ 335,000	(6,615)	\$ 328,385

	EXPENDITURES	340,938	(3,419)	337,519
	EXCESS (DEFICIENCY) OF REVENUE	(5,938)	(3,196)	(9,134)
	FUND BALANCE BEGINNING	10,205	8,929	19,134
	FUND BALANCE ENDING	\$ 4,267	5,733	\$ 10,000
520	EARLY CHILDHOOD COMMUNITY NETWORK LEAD AGENCIES STATE FUNDS Lead Agencies	\$ 31,020	(1,204)	\$ 29,816
550	THE CECIL J. PICARD LA 4 EARLY CHILDHOOD PROGRAM State	\$ 1,862,937	(125,591)	\$ 1,737,346
630	LQEA 8(g) PRE-SCHOOL/EARLY CHILDHOOD PROGRAM 8(g) Student Enhancement Block Grant	\$ 204,930	7,700	\$ 212,630
680	LCTCS STATE ADULT EDUCATION Basic-Current Year Testing and Reimbursement	\$ 205,461	31,282	\$ 236,743
		8,639	0	8,639
	TOTAL	\$ 214,100	31,282	\$ 245,382

<u>FUND NUMBER</u>	<u>LOCAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
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740 STATE TEXTBOOKS

REVENUE:			
¾ Cent			
Textbooks	\$ 1,000,000	0	\$ 1,000,000
General Fund			
Textbooks	0	0	0
Non Public			
Textbooks	100,655	(3,034)	97,621
Loss/Damaged			
Textbooks	1,000	0	1,000
TOTAL	\$ 1,101,655	(3,034)	\$ 1,098,621
EXPENDITURES:			
Textbooks	\$ 1,501,000	0	\$ 1,501,000
Non Public			
Textbooks	100,655	(3,034)	97,621
TOTAL	\$ 1,601,655	(3,034)	\$ 1,598,621
EXCESS (DEFICIENCY) OF			
REVENUE	(500,000)	0	(500,000)
FUND BALANCE			
BEGINNING	676,121	1,689,326	2,365,447
FUND BALANCE			
ENDING	\$ 176,121	1,689,326	\$ 1,865,447

Mrs. Breaux 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 November 2017 are approximately 12.7% higher than November 2016.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, motion of Mr. Jackson, seconded by Mrs. Benoit, the meeting adjourned at 5:53 P.M.

Respectfully submitted,

Donald Duplantis, Chairman

Richard Jackson, Ad-hoc Member

Debi Benoit

RB/bp

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

February 6, 2018

Dear Members of the Board:

The **Executive Committee** met at 5:30 P.M. on Tuesday, January 23, 2018, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, president, Ms. Vicki Bonvillain, vice president, and Mr. L. P. Bordelon, III. Also in attendance were Mr. Donald Duplantis, Mr. Richard Jackson, 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).

The **Executive Committee** addressed member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 5:40 P.M.

Respectfully submitted,

Roger Dale DeHart, President

Vicki Bonvillain, Vice President

L. P. Bordelon, III

BB/bp