

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

School Board Meeting – August 6, 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 Special School Board Meeting of June 25, 2019, and Regular School Board Meeting of July 2, 2019

RECOMMENDATION: That the Board approve the minutes of Special School Board Meeting of June 25, 2019, and Regular School Board Meeting of July 2, 2019, as recorded.

6. Announcements

8/06

5:00 Retiree Reception

8/12

Opening Day of Schools for Students

8/20

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

8/22

6:00 Grand Opening–New Southdown Elementary School

8/29

6:00 Homecoming–New Southdown Elementary School

9/02

Labor Day Holiday

9/03

6:00 Regular School Board Meeting

7. Board Committee Meeting Reports

A. Buildings, Food Service, & Transportation Committee (See attached Committee Report of July 16, 2019, Meeting)

B. Education, Technology, & Policy Committee (See attached Committee Report of July 16, 2019, Meeting)

C. Finance, Insurance, & Section 16 Lands Committee (See attached Committee Report of July 16, 2019, Meeting)

D. Executive Committee (See attached Committee Report of July 2, 2019, Meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) Personnel Section

(a) Announcement of Administrative Assignments for 2019-2020 School Year (Information Only)

ADMINISTRATIVE (CENTRAL OFFICE) ASSIGNMENTS FOR 2019-2020 SCHOOL YEAR

Assistant Superintendent, Curriculum & Instruction

Aubrey "Bubba"
Orgeron, Jr.

Chief Financial Officer

Rebecca Breaux

Supervisor of Transportation/Safety

Devlin Aubert

Supervisor, Special Education Services

Mary Aucoin

District Assessment & Accountability Administrator

Dr. Myra Austin

Network System Administrator

Christopher Babin

Executive Assistant to the Board

Ramona Brunet

Turnaround Specialist
Supervisor, Child Welfare & Attendance
Supervisor, Elementary/Middle Education
Data Processing Manager
Supervisor, Federal Programs
Chief Accountant
Risk Manager
Plant Operations Manager
Supervisor, Secondary/Vocational/Adult/Driver Ed.
Supervisor, Child Welfare & Attendance
Supervisor, Child Nutrition Program
Personnel Supervisor

Margaret Cage
Alton Johnson
Sandra LaRose
Dale Legendre
Peggy Marcel
Judith Martin
Jack Moore
Sammy Poiencot
Mark Torbert
Kim Vauclin
Monica Walther
Dr. Debra Yarbrough

ADMINISTRATIVE (PRINCIPAL) ASSIGNMENTS FOR 2019-2020 SCHOOL YEAR

Acadian Elementary School
Bayou Black Elementary School
Bourg Elementary School
H. L. Bourgeois High School
Broadmoor Elementary School
Caldwell Middle School
Coteau-Bayou Blue Elementary School
Dularge Elementary School
East Street School
Ellender Memorial High School
Evergreen Junior High School
Gibson Elementary School
Grand Caillou Elementary School
Grand Caillou Middle School
Honduras Elementary School
Houma Junior High School
Lacache Middle School
Legion Park Elementary School
Lisa Park Elementary School
Montegut Elementary School
Montegut Middle School
Mulberry Elementary School
Oaklawn Middle School
Oakshire Elementary School
Pointe-Aux-Chenes Elementary School
School for Exceptional Children
Schriever Elementary School
South Terrebonne High School
Southdown Primary Elementary School
Southdown Upper Elementary School
Louis Miller Terrebonne Career & Technical High School

Dr. Monica Breaux
Melynda Rodrigue
Jennifer Blanchard
Matthew Hodson
Melissa Soileau
Ronald Foret
Tess Daigle
Cheryl Degruise
Tommy Salter
Darrell Dillard
Dr. Madge Gautreaux
LaCest Campbell
Amanda Callahan
John Campbell
Melanie Edmonds
Jason Corbin
Mark Thibodeaux
Sharri McGuire
Misty Richard
Andrea Rodrigue
Jennifer Pitre
Gwen Ferguson
Torrey Carter
Tammy Camille
Cindy Chauvin
Sharnell Thompson
Miranda Babin
Blaise Pellegrin
Kanika Smith
Casannah Moses
William Simmons, Jr.

Terrebonne High School
Upper Little Caillou Elementary School
Village East Elementary School
Bayou Cane Adult Ed. Administrator

Scotty Dryden
Trisha Melancon
Terez LeBlanc
Marilyn Schwartz

(b) Leaves of Absence

1) Family and Medical Leaves

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Beulah Brown, Custodian at Terrebonne High School, beginning July 22, 2019, through October 14, 2019 (medical).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Teressa Myles, Satellite Facilitator at Honduras Elementary School, beginning August 20, 2019, through November 11, 2019 (medical).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Debra Williams, School Food Service Technician at Broadmoor Elementary School, beginning August 22, 2019, through October 17, 2019 (medical).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Gloria Lenoir, School Food Service Technician at Mulberry Elementary School, beginning August 22, 2019, through November 4, 2019 (medical).

2) Leaves Without Pay

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Kirk Trosclair, School Bus Operator in the Transportation Department, for the 2019-2020 school session (personal).

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Jerry Duplantis, School Bus Operator in the Transportation Department, for the 2019-2020 school session (personal).

- (c) Personnel Actions for Period of May 24, 2019, through July 26, 2019 [list of professional instructional and non-instructional/support personnel (contract renewals, appointments, resignations, and retirements – Information Only)]
- (2) Matter bearing upon pending litigation between Y.W., Individually, and on behalf of minor child, A.C. vs. Derrick Nesby and Terrebonne Parish School Board, Docket #174089, 32nd Judicial District Court, Parish of Terrebonne, State of Louisiana (Executive Session Requested)
- (3) Parent Appeals for Student Readmission (Executive Session)
 - (a) Readmission of Student #9009599
 - (b) Readmission of Student #142554

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**

August 6, 2019

Dear Members of the Board:

The **Buildings, Food Service, and Transportation Committee** met at 5:00 P.M. on Tuesday, July 16, 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. 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.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding acceptance of bids received for Auxiliary Department Materials, Equipment, Supplies, and Services.

RECOMMENDATION NO. 1

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Auxiliary Department Materials, Equipment, Supplies, and Services from the following vendors beginning August 3, 2019, to June 30, 2020, with two (2) additional one (1) year options to renew at the same price, terms and conditions, and further, authorize the Board president to sign all necessary documents pertaining thereto:

Section 12: **New Plumbing Equipment (Individual Items)**
Coburn's of Houma, Inc.
5186 Highway 311
Houma, LA 70360

The Plumbing Warehouse
6679 West Main Street
Houma, LA 70360

Section 14: **Carpenter/Craftsman Services**

Norris & Boudreaux Contractors, LLC
1606 Bull Run Road
Schriever, LA 70395

Section 21: **Locksmith-Parts and Labor**

Avet's Locksmith Service
1906 Polk Street
Houma, LA 70360

Section 23: **Painting Services**

LLJ Environmental Construction, LLC
5040 Lapalco Boulevard
Marrero, LA 70072

Section 25: **Environmental Abatement/Lead Paint/Mildew Remediation**

LLJ Environmental Construction, LLC
5040 Lapalco Boulevard
Marrero, LA 70072

Section 32: **Equipment Rental with Operator**

Norris & Boudreaux Contractors, LLC
1606 Bull Run Road
Schriever, LA 70395

Section 36: **Topsoil, River Sand, Limestone, Drainage, and Machinery**

Norris & Boudreaux Contractors, LLC
1606 Bull Run Road
Schriever, LA 70395

Chairman Harding addressed the Committee regarding a construction plan for Mulberry Elementary School.

Mr. LaGarde entered the meeting at this time.

RECOMMENDATION NO. 2

The Committee recommends that the Board adopt the original floor plan for Mulberry Elementary School, as received by the Board on February 19, 2019 (attached).

Mr. Brandon Arceneaux, All South Consulting Engineers, LLC, addressed the Committee regarding an update of Elementary Playground Equipment.

Mr. Danny Hebert, P.E., dba Civil and Environmental Consulting Engineers, addressed the Committee regarding an update of artificial turf installation at Terrebonne and South Terrebonne High School Stadiums.

Mr. DeHart, seconded by Mr. Voisin, offered the following motion:

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the revised timeline, as presented, allowing an extension of project completion time, from July 28, 2019, to August 5, 2019.

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 5:41 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**

August 6, 2019

Dear Members of the Board:

The **EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met on Tuesday, July 16, 2019, immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee, in the Board Room of the School Board Office with the following members present: Dr. MayBelle Trahan, chairwoman, and Mr. Matthew Ford, vice chairman. Mrs. Debi Benoit was absent. Also in attendance were Mr. Michael LaGarde, Mr. Gregory Harding, Mrs. Stacy Solet, Mr. Clyde Hamner, Mr. Dane Voisin, Mr. Philip Martin, Superintendent, 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.

Superintendent Martin presented changes to policy File: D-7.3 Expense Reimbursement.

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, revised policy File: D-7.3 Expense Reimbursement:

**FILE: D-7.3
Cf: E-3.4**

EXPENSE REIMBURSEMENT

EMPLOYEE TRAVEL ON OFFICIAL BUSINESS

- A. Travel in one's personal automobile, authorized as official travel, will be reimbursed at the rate set for allowance by the Internal Revenue Service. School food service technicians

who travel between cooking schools and satellite locations will be paid not less than one dollar (\$1.00) per assigned trip.

- B. The principal or his designee shall be reimbursed from the Terrebonne Parish School Board General Fund for all authorized travel including, but not limited to:
 - 1) Banks (one trip per day)
 - 2) Post Office (one trip per day)
 - 3) Administrative Meetings
 - 4) Other (warehouse, fuel depot, sick children, etc.)
- C. All travel for co-curricular activities and extracurricular activities are to be charged to the appropriate School Activity Fund.
- D. Ambulatory personnel shall be paid from the appropriate Terrebonne Parish School Board fund for authorized travel from their base site to other sites during the workday.
- E. All other authorized travel shall be reimbursed from the appropriate Federal and State Special Revenue Funds and the Terrebonne Parish School Board General Fund.
- F. All requests for reimbursement (B-E) must be approved by the appropriate supervisor or department head prior to disbursement of refund.
- G. Employees on official business are allowed a per diem up to ~~twenty~~ **thirty** dollars (~~\$20.00~~ **\$30.00**) per day for actual meals on one day trips out of the Parish and up to ~~thirty-two~~ **fifty** dollars (~~\$32.00~~ **\$50.00**) per day for actual meals on overnight meetings and conferences when their duties call them out of the Parish. Proper support to be furnished for reimbursement. Hotel bills, for room only, are paid in full by the Board.

Revised: October 1997

Revised: July 2000

Revised: September 2006

Revised: July 2019

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 4-16-74, 5-2-00, 9-5-06, **8-6-19**.

Mrs. Kim Vauclin, Supervisor of Child Welfare and Attendance, presented recent legislative changes to policy File: H-3.6b Immunizations (attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, revised policy File: H-3.6b Immunizations:

FILE: H-3.6b
Cf: H-2.3

IMMUNIZATIONS

The Terrebonne Parish School Board shall require ~~all children~~ **each student** entering any school for the first time, and ~~upon entering the sixth grade~~ **at any other time** as required by the state, to present satisfactory evidence of **immunity to or** immunization against vaccine-preventable diseases according to state law and a schedule approved by the state **Department of Health and Hospitals (DHH)**, Office of Public Health **(OPH)**, or shall present evidence of an immunization program in progress. ~~In addition, a student who is eleven (11) years old and entering a grade other than the sixth grade shall provide satisfactory evidence of current immunization against meningococcal disease.~~ The School Board may require immunizations or proof of immunity more extensive than required by the **Department of Health and Hospitals (DHH)**, Office of Public Health **(OPH)**. Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

In progress shall mean that the ~~child~~ **student** has an immunization due after the date school has begun, because the ~~child~~ **student** began his/her immunization late, or because the ~~child's~~ **student's** pediatrician has provided written orders for the ~~child~~ **student** to receive an immunization after a certain date.

TRANSFERRING STUDENTS

A ~~child~~ **student** transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his/her personal physician **or a public health clinic** indicating immunization against the diseases ~~mentioned above and/or any others which may be required and certificate or statement indicating that the tests required have been performed,~~ **in the schedule approved by the Office of Public Health** have been performed, or a statement that such immunizations are in progress.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the ~~child~~ **student** enters a school system within the state.

ENFORCEMENT

Principals or their designated representatives, ~~of all schools~~ shall be responsible for checking students' records to see that the provisions of this policy are enforced, **and to electronically transmit immunization reports to the OPH through the Louisiana Immunization Network for Kids Statewide, when capable.**

EXCEPTIONS

No ~~child~~ **student** seeking to enter any public school in Terrebonne Parish shall be required to comply with the provisions of this written policy if the ~~child~~ **student** or his/her parent or guardian submits either a written statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the student or his/her parents.

Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations ~~against meningococcal disease.~~

EXCLUSION FROM ATTENDANCE

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state Office of Public Health, school

administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization.

Revised: June 1999

Revised: March 2009

Revised: June 2019

Ref: La. Rev. Stat. Ann. §§17:170, 17:170.1, 17:170.2, 17:170.3, **17:170.4;**
Health and Safety, Bulletin 135, Louisiana Department of Education;
Board minutes, 3-17-09, **8-6-19.**

A motion offered by Mr. Ford, regarding adopting a new annual Superintendent evaluation process, failed to carry due to lack of a second.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 5:48 P.M.

Respectfully submitted,

MayBelle Trahan, Ed.D., Chairwoman

Matthew Ford, Vice Chairman

ABO/jb

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

August 6, 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; and the Education, Technology, and Policy Committee meetings on Tuesday, July 16, 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 Mr. Dane Voisin, Dr. MayBelle Trahan, Mr. Matthew Ford, 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.

Superintendent Martin addressed the Committee regarding the resolution giving preliminary approval for the issuance of Ten Million (\$10,000,000.00) Dollars of Limited Tax Revenue Bonds and making application to the State Bond Commission relative to such Bonds.

Mr. Jerry Osborne, Attorney with Foley & Judell, LLP, also addressed the Committee regarding the process of making an application to the State Bond Commission.

RECOMMENDATION NO. 1

The Committee recommends that the Board approve the attached resolution giving preliminary approval to the issuance of not to exceed Ten Million (\$10,000,000.00) Dollars of Limited Tax Revenue Bonds of the Parish School Board of the Parish of Terrebonne, State of Louisiana; providing certain terms of said Bonds, making application to the State Bond Commission for the approval of said Bonds, and providing for other

matters in connection therewith, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding an Industrial Tax Exemption Program (ITEP) request by K & B Machine Works, LLC.

RECOMMENDATION NO. 2

The Committee recommends that the Board adopt the resolution, as presented, granting the request by K & B Machine Works, LLC (Industrial Tax Exemption Application #20170624) for an Industrial Ad Valorem Tax Exemption, for an initial term of five (5) years at 80% exempt, subject to renewal for an additional five (5) years at 80% exempt, pending Board attorney review and approval, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Breaux addressed the Committee regarding an Audit and Agreed-Upon Procedures Contract with LaPorte CPAs & Business Advisors.

RECOMMENDATION NO. 3

The Committee recommends that the Board approve an Audit and Agreed-Upon Procedures Contract with LaPorte CPAs & Business Advisors for the year June 30, 2019, as per the attached summary of charges, and authorize the Board president to sign all necessary documents pertaining thereto.

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 May 2019 are approximately .08% lower than May 2018.

Mr. Matthew Ford, Board Member, addressed the Committee concerning a proposal to increase all support personnel salaries for Fiscal Year 2019/2020.

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
HOUMA, LOUISIANA 70360**

August 6, 2019

Dear Members of the Board:

The **Executive Committee** met at 5:30 P.M. on Tuesday, July 2, 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. 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 5:44 P.M.

Respectfully submitted,

Debi Benoit, President

Stacy Solet, Vice President

Michael LaGarde

RB/bp