

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

November 18, 2003

The Terrebonne Parish School Board met today at 7:00 P.M. in regular session at its regular meeting place, the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, with Mr. Clark J. Bonvillain, President, presiding, and the following members present: Mr. L. P. Bordelon, III, Vice-President; Mr. Gregory Harding, Mr. Richard Jackson, Mr. Roger Dale DeHart, Mr. Donald Duplantis, and Mr. Hayes Badaeux.

ABSENT: Mr. Roosevelt Thomas and Mr. Rickie Pitre

Mr. Bordelon led the Board and audience in the opening prayer and Pledge of Allegiance to the Flag.

Motion of Mr. Harding, seconded by Mr. DeHart, unanimously carried, the Board approved the minutes of the School Board meeting of November 4, 2003, as recorded.

Mr. Thomas entered the meeting, at this time, and was present for the remainder of the proceedings.

Mr. Kenny Smith addressed the Board regarding "Presentation of Resolution, on Behalf of Terrebonne Chamber of Commerce Board, in Support of Terrebonne Parish School Board's Plan for Initiating Necessary Capital Improvements to the School System's Infrastructure."

Motion of Mr. Duplantis, seconded by Mr. Bordelon, unanimously carried, the Board ordered the following resolution, as presented by Mr. Smith, spread across the minutes:

R E S O L U T I O N

WHEREAS, the Houma-Terrebonne Chamber of Commerce recognizes that a strong public school system is an absolute necessity in the creation of a thriving, prosperous community.

WHEREAS, superior school building and related facilities are essential to a strong public school system.

WHEREAS, the Terrebonne Parish School Board has recently engaged in discussions regarding how to best address the infrastructure needs of the Terrebonne Parish school buildings and related facilities.

WHEREAS, a sound and professional plan is essential to the continuing improvement and maintenance of the Terrebonne Parish school buildings and related facilities.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Houma-Terrebonne Chamber of Commerce, that the Houma-Terrebonne Chamber of Commerce encourages the Terrebonne Parish School Board and administration to obtain a detailed, objective analysis from independent, qualified, professional experts concerning the adequacy, condition, repair, modernization, and improvement of all Terrebonne Parish school buildings and related facilities.

THUS PASSED in the regular meeting of the Houma-Terrebonne Board of Directors on November 11, 2003.

/s/ Al Badaeux, Jr.
Chairman of the Board

The Education and Policy Committee report was presented to the Board with Mr. Badaeux, Chairman, presiding:

Dear Members of the Board:

The Education and Policy Committee met on Monday, November 3, 2003, at 5:00 P.M., in the Board Room of the School Board Office with the following members present: Mr. Hayes Badeaux, Chairman, Mr. Richard Jackson, Vice-Chairman, and Mr. Roosevelt Thomas. Also in attendance were Mr. Clark Bonvillain, President, Mr. L. P. Bordelon, III, Vice-President, Superintendent Elizabeth Scurto, and members of the staff.

Mrs. Carolyn Daniels, Supervisor of Special Education, and Ms. Michele Jones from the Louisiana Department of Social Services, presented information to the Committee regarding the Interagency Agreement for Transition Services (attachment).

RECOMMENDATION #1:

The Committee recommends that the Board approve the Interagency Agreement for Louisiana Rehabilitation Services, as presented.

Ms. Kathleen Tamplain, Assistant Supervisor of Assessment and Staff Development, presented information to the Committee concerning the Pupil Progression Plan in regards to the High Stakes Testing Policy (attachment).

RECOMMENDATION #2:

The Committee recommends that the Board approve the revisions to the Pupil Progression Plan in regards to the High Stakes Testing Policy, as presented.

Mr. Philip Martin, Assistant Superintendent of Instruction and Student Support Services, presented information to the Committee regarding revisions to policy FILE: B-7, Board Member Compensation and Expenses.

RECOMMENDATION #3:

The Committee recommends that the Board approve revised policy FILE: B-7, Board Member Compensation and Expenses, as presented.

FILE: B-7

BOARD MEMBER COMPENSATION AND EXPENSES

The Terrebonne Parish School Board shall provide an expense allowance and provide for expense reimbursement for its members in accordance with state law. For attending all regular or special meetings, the School Board shall authorize an expense allowance of \$800.00 per month for Board Members and \$900.00 per month for the School Board President. Board Members shall also be authorized to receive reimbursement for mileage going to and from meetings as well as reimbursement for actual travel and related expenses outside the jurisdictional boundaries of the Board while on official School Board business, all in accordance with Board policy, to the extent that expenses incurred outside the Board's jurisdictional boundaries do not exceed the limits established by state law.

With approval of the Board, members of the Executive Committee may also receive one additional per diem per month, provided however, an executive committee member attending an executive committee meeting and a board meeting on the same day shall not receive compensation for the executive committee meeting.

TRAVEL EXPENSES

Travel expenses of Board Members shall be in accordance with travel regulations established by the Board for staff personnel. Reimbursement for attendance at in-state or out-of-state meetings shall require approval prior to the trip occurring. The Board President shall approve all requests for travel

reimbursement for Board Members. Questionable requests shall be presented to the Executive Committee for discussion and action.

Revised: January 2002

Revised: August 2003

Ref: La. Rev. Stat. Ann. §§17:56, ~~47:56-1~~, 17:81; Board minutes, 10-17-78, 10-7-80, 10-21-80, 11-17-92, 10-2-01.

Mr. Martin presented information to the Committee regarding policy FILE: B-16, School Board Ethics.

RECOMMENDATION #4:

The Committee recommends that the Board approve revised policy FILE: B-16, School Board Ethics, as presented.

FILE: B-16

SCHOOL BOARD ETHICS

Recognizing that as a member of a public school board and that each Board Member is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the Board, individually and collectively, shall subscribe to the principles of the Louisiana School Boards Association, by which a school board member should be guided.

1. My allegiance is first to the children of my parish or city school system and not to any political party or business organization.
2. I will not seek through my office special privileges or private gain, nor will I use my position to promote my business or professional interest.
3. I will seek to provide equal educational opportunities for all the children regardless of race, creed, or location.
4. I recognize that it is my duty to assist in formulating educational policy. However, I recognize that it is the duty and responsibility of the Superintendent in his capacity as executive officer to see that these policies are carried out.
5. I understand that in the selection of teachers and all other school personnel the Superintendent nominates candidates for these positions and selection by the Board is made from such nominations based on merit alone. I will not bring pressure on the Superintendent to nominate candidates in whom I have a special interest. I will insist that the Board reserve to the Superintendent the privilege and responsibility of nominations of candidates for school personnel. I recognize that the training of the child is a paramount matter and that giving employment is a secondary matter.
6. I understand that I have no authority as an individual Board Member but must act with and through the Board as a whole, and I must be governed by the decisions of the Board.
7. I will keep myself as well informed as possible about the conditions in the school system and about such other matters as will help me serve as an efficient School Board Member.
8. Understanding that as a representative of the public, I will endeavor to keep the public informed about the progress and needs of the schools.
9. I will refrain from making any commitment upon any subject, which rests within the School Board's authority for final discussion and decision.

10. Recognizing that all school personnel should work in close cooperation, I will give my hearty support to the total school program. I will not publicly criticize school personnel but will make such criticism to the Superintendent for investigation and action if necessary.
11. Recognizing that the Superintendent is the executive officer of the school system, any recommendations and complaints that may have been submitted to me shall be referred to the Superintendent for presentation to the Board.
12. I will affiliate with my professional organization, the Louisiana School Boards Association, and as far as possible will attend the convention and take part in its activities.
13. Recognizing that the expenditure of public school funds is a public trust, I will endeavor to see that all public funds shall be expended efficiently, economically, and for the best interest of the schools.
14. With a basic belief in the dignity of the individual, I will respect teachers, and as a Board Member I will not subject their daily lives to harsh or petty restrictions which I would not impose on other good citizens.
15. I will attend Board meetings with an open mind and listen to what other Board Members and other individuals or groups have to say before making final decisions.
16. I will continue my interest in the school program at all times and as an individual citizen and champion of the schools, I will guard the interests of the school. When citizens and patrons who do not know or fail to remember my limitations of authority call on me to correct some situations in connection with the school, I will not avoid the issue by denying authority but will counsel with the applicant and advise him of procedure to be followed to resolve the problem in the best interest of education.
17. As the administration of the schools of Louisiana is conducted on parish-wide or citywide basis and as my responsibility is to all the children, I will consider the program for the whole administrative unit in making my decisions. I will not try to seek special privileges for my own ward.
18. Recognizing the rights of the employee and the Board, I will insist on following completely the procedure stipulated by law in every case where a teacher or other employee is being tried for incompetence or other causes which might subject him to dismissal.

In addition, certain actions of elected officials may be considered improper, and in some circumstances, illegal. Actions which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an official are all subject to statutory restrictions. The ethical conduct of Board Members, as well as other designated officials, shall be in accordance with state law.

NEPOTISM

No member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a member of a governing authority or the chief executive of a governmental entity shall be employed by the governmental entity, except that the School Board may employ any member of the immediate family of any Board Member or the Superintendent as a classroom teacher provided that such family member is certified to teach. Each member of the Board which employs a member of the immediate family of a School Board Member or the Superintendent shall recuse

himself/herself from any decision involving the promotion or assignment of teaching location of the employee.

The provisions above shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of a public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one (1) year prior to the member of the public employee's immediate family becoming the agency head.

PROHIBITED TRANSACTIONS

Any School Board Member, Superintendent, or employee is prohibited by state law, with limited exception as provided in La. Rev. Stat. Ann. §42:1120, from participating in a transaction in which he/she has a personal substantial economic interest of which he/she may be reasonably expected to know involving the governmental entity. Also, any School Board Member, Superintendent, or employee is prohibited by state law, except as provided in La. Rev. Stat. Ann. §42:1120, from participating in a transaction involving the governmental entity in which, to his/her actual knowledge, any of the following persons has a substantial economic interest:

- (1) Any member of his/her immediate family
- (2) Any person in which he/she has a substantial economic interest of which he/she may reasonably be expected to know
- (3) Any person of which he/she is an officer, director, trustee, partner or employee
- (4) Any person with whom he/she is negotiating or has an arrangement concerning prospective employment
- (5) Any person who is a party to an existing contract with such public servant, or with any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, or who owes anything of economic value to such public servant, or to any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, and who by reason thereof is in a position to affect directly the economic interests of such public servant.

Every public employee shall disqualify himself/herself from participating in a transaction involving the governmental entity when a violation of state law would result.

ABUSE OF OFFICE

No School Board Member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself/herself, any other public servant, or other person with anything of economic value.

No School Board Member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to engage in political activity.

No School Board Member shall act in an individual capacity without the authorization of the School Board to use the authority of his/her office or position as a member of the School Board, directly or indirectly, in a manner intended to compel or coerce any personnel decision, including the promotion, discipline, discharge, or assignment of work to any school employee.

No School Board Member shall use the authority of his/her office or position as a member of the School Board, directly or indirectly, in a manner intended to compel or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

No former agency head or elected official shall, for a period of two (2) years following the termination of his/her public service as the head of such agency or as an elected public official serving in such agency, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving that agency or render any service on a contractual basis to or for the Board.

No former member of the School Board shall, for a period of two (2) years following the termination of his/her public service on such Board, contract with, be employed in any capacity by, or be appointed to any position by the Board.

DEFINITIONS

Agency means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. For public servants of political subdivisions, it shall mean the agency in which the public servant serves, except that for members of any governing authority and for the elected or appointed chief executive of a governmental entity, it shall mean the governmental entity.

Agency head means the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.

Immediate family as the term relates to a public servant means his/her children, the spouses of his/her children, his/her brothers and their spouses, his/her sisters and their spouses, his/her parents, his/her spouse, and the parents of his/her spouse.

Public servant means a public employee or an elected official.

Political activity means an effort to support or oppose the election of a candidate for political office in an election.

Substantial economic interest means an economic interest which is of greater benefit to the public servant or other person than to a general class or group of persons, except:

- (a) The interest that the public servant has in his/her position, office, rank, salary, per diem, or other matter arising solely from his/her public employment or office
- (b) The interest that a person has as a member of the general public.

Transaction involving the governmental entity means any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such particular matter which the public servant or former public servant of the governmental entity in question knows or should know:

- (a) Is, or will be, the subject of action by the governmental entity
- (b) Is one to which the governmental entity is or will be a party
- (c) Is one in which the governmental entity has a direct interest; A transaction involving the agency of a governmental entity shall have the same meaning with respect to the agency.

Revised: October 1997

Revised: November 1999

Revised: August 2003

Ref: La. Rev. Stat. Ann. §§17:81, 17:428, 42:1101, 42:1102, 42:1116, 42:1119, 42:1121; Board minutes, 12-16-98.

Mr. Martin presented information to the Committee regarding policy FILE: C-3.1, Superintendent Qualifications.

RECOMMENDATION #5:

The Committee recommends that the Board approve revised policy FILE: C-3.1, Superintendent Qualifications, as presented.

FILE: C-3.1

SUPERINTENDENT QUALIFICATIONS

The Terrebonne Parish School Board shall select a Superintendent for the school system who has met the requirements for superintendency certification as set by the State Board of Elementary and Secondary Education (BESE). Additional qualifications may be stipulated by the Board.

MINIMUM QUALIFICATIONS

The minimum criteria required for superintendency certification are the following:

- A. Hold a valid ~~Type A Louisiana~~ Louisiana Level 2 Educational Leader Certificate.
- B. ~~Have had five (5) years of successful school experience (state, parish, or city) as a superintendent, assistant superintendent, supervisor of instruction, or principal in a State-approved system, or experience certified as equivalent to any of these by the Board of Elementary and Secondary Education~~
Have had five (5) years of successful administrative or management experience in education at the level of principal or above, or experience certified as equivalent to any of these by BESE.
- C. Hold an earned master's degree from a regionally accredited institution of higher education
- D. Have completed forty-eight (48) semester hours of graduate credit, to include the following:
 1. Thirty (30) semester hours in educational administration and supervision of instruction to include the following:
 - a. Foundations of (Introductory) Educational Administration or Theory of Educational Administration
 - b. School Law
 - c. Principles of Instructional Supervision (Elementary or Secondary)
 - d. School Community Relations
 - e. Principalsip (Secondary or Elementary School)
 - f. School Finance

- g. Twelve (12) semester hours of electives in educational administration and instructional supervision from School Facilities; School Personnel Administration; Group Dynamics; Office and Business Management; Clinical Supervision or Internship or Practicum in Educational Administration or Instructional Supervision, Program Development and Evaluation (in professional education or areas outside professional education).
- 2. Twelve (12) semester hours in professional education to include the following:
 - a. Three (3) semester hours of Educational Research
 - b. Three (3) semester hours of History or Philosophy of Education
 - c. Six (6) semester hours of curriculum (three semester hours at the elementary level and three semester hours at the secondary school level).
 - 3. Six (6) semester hours of electives from cognate fields outside professional education related to educational administration and supervision in business, political science, psychology, sociology, or speech.

E. After August 15, 2003, for *initial* certification as a Superintendent, shall have satisfactorily passed the *School Superintendent Assessment (SSA)* as approved by BESE in keeping with state requirements.

Applicants for the position of Superintendent shall be required to provide assurance that certification for the position is current and valid.

Revised: August 2003

Ref: La. Rev. Stat. Ann. §§17:7.1, 17:54; Louisiana Standards for State Certification of School Personnel, Bulletin 746, State Department of Education.

Mr. Martin presented information to the Committee in reference to a new policy FILE: E-1.2c, Use of Video Cameras.

RECOMMENDATION #6:

The Committee recommends that the Board approve the new policy FILE: E-1.2c, Use of Video Cameras, as presented.

FILE: E-1.2c

USE OF VIDEO CAMERAS

The Terrebonne Parish School Board shall authorize the use of video cameras on Board property, buildings, and/or vehicles to ensure the health, welfare, and safety of all staff, students, and visitors to the schools, and to safeguard Board facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent or designee, but placement shall not be allowed in bathrooms and/or dressing rooms.

Video recordings may become a part of a student's educational record or an employee's personnel record. The School Board shall comply with all applicable state or federal statutes related to record maintenance and retention.

The School Board shall notify employees, students, and/or visitors through appropriate methods that video surveillance may occur on School Board property, in buildings and facilities belonging to, leased, or used by the School Board, or on any vehicle owned, leased or used to transport students or for

conduction of School Board business, or at any school-sponsored event, activity or function. Students or employees viewed violating school rules and regulations shall be disciplined, in accordance with Board regulations, up to and including expulsion/termination. Action may be taken against visitors viewed breaking regulations, including notification of law enforcement officials.

Ref: USC 20 §1232g; La. Rev. Stat. Ann. §17:81; Board minutes, 4-1-03.

There being no further business to come before the **Education and Policy Committee**, the meeting was adjourned.

Respectfully submitted,

/s/ Hayes Badeaux, Chairman
 /s/ Richard Jackson, Vice-Chairman
 /s/ Roosevelt Thomas

Motion of Mr. Jackson, seconded by Mr. Bonvillain, unanimously carried, the Board approved the Interagency Agreement for Louisiana Rehabilitation Services, as outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board approved revisions to the Pupil Progression Plan relative to the High Stakes Testing Policy, as outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Bordelon, unanimously carried, the Board approved revised Policy (FILE: B-7, Board Member Compensation and Expenses), as outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Duplantis, unanimously carried, the Board approved revised Policy (FILE: B-16, School Board Ethics), as outlined in the foregoing report.

Motion of Mr. Bordelon, seconded by Mr. Bonvillain, unanimously carried, the Board approved revised Policy (FILE: C-3.1, Superintendent Qualifications), as outlined in the foregoing report.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved the new Policy (FILE: E-1.2c, Use of Video Cameras), as outlined in the foregoing report.

The Education and Policy Committee report was concluded, and the President reassumed the chair.

The Buildings, Food Service, and Transportation Committee report was presented to the Board with Mr. DeHart, Chairman, presiding:

Dear Members of the Board:

The **Buildings, Food Service, and Transportation Committee** met on Monday, November 10, 2003, at 5:00 P. M. in the Board Room of the School Board Office, 201 Stadium Drive, with the following members present: Mr. Roger Dale DeHart, Chairman; Mr. Rickie Pitre, Vice-Chairman; and Mr. Gregory Harding. Others in attendance were Mr. Clark J. Bonvillain, President; Mr. L. P. Bordelon, III, Vice-President; Mr. Donald Duplantis, Mr. Richard Jackson, Mr. Roosevelt Thomas, Superintendent Elizabeth Scurto, and members of the staff.

Mr. DeHart called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mr. Pitre addressed an update of school-by-school maintenance needs.

RECOMMENDATION NO. 1

The Committee recommends, with the exception of Mr. Harding who objected, that the Board direct the Superintendent and staff to develop a comprehensive annual school-by-school maintenance needs list for the review of the Terrebonne Parish School Board; the first list shall be the list developed by the principals and the Superintendent in the Spring of 2003.

Mr. Pitre also addressed the staggering take-in times.

RECOMMENDATION NO. 2

The Committee recommends, with the exception of Mr. Harding who objected, that the Board direct the Superintendent and staff to develop, within its current operating budget and using the current bus fleet, a 2-tier staggered take-in and dismissal transportation and school plan with all Terrebonne Parish School Board elementary and middle schools taking in no earlier than 8:00 A.M. and no later than 8:20 A.M., and all Terrebonne Parish School Board junior high and high schools taking in no earlier than 7:40 A.M.

Mr. Ronald J. Boudreaux, Ronald J. Boudreaux, P.E., Inc., addressed the substantial completion of the Auxiliary Services Complex sewer lift station project.

RECOMMENDATION NO. 3

The Committee recommends that the Board approve the substantial completion of the Auxiliary Services Complex sewer lift station project, subject to the punch list, authorize the Board President to sign all necessary documents pertaining thereto, and upon completion of the punch list items, final inspection, and receipt of the lien-free certificate, authorize the release of retainage.

The Committee was presented with a monthly update on projects and maintenance issues.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned.

Respectfully submitted,

/s/ Roger Dale DeHart, Chairman

/s/ Rickie Pitre, Vice-Chairman

/s/ Gregory Harding

Mr. Bonvillain moved, seconded by Mr. Jackson, that the Board direct the Superintendent and staff to develop a comprehensive annual school-by-school maintenance needs list for the review of the Terrebonne Parish School Board; the first list shall be the list developed by the principals and the Superintendent in the Spring of 2003.

A roll call vote having been called for on the motion, the vote thereon was as follows:

YEAS: Mr. Thomas, Mr. Bonvillain, Mr. DeHart, and Mr. Badeaux

NAYS: Mr. Harding, Mr. Jackson, Mr. Bordelon, and Mr. Duplantis

ABSENT: Mr. Pitre

The Chairman declared the motion failed to carry.

Mr. Bonvillain moved, seconded by Mr. Thomas, that the Board direct the Superintendent and staff to develop, within its current operating budget and using the current bus fleet, a 2-tier staggered take-in and dismissal transportation and school plan with all Terrebonne Parish School Board elementary and middle schools taking in no

earlier than 8:00 A.M. and no later than 8:20 A.M., and all Terrebonne Parish School Board junior high and high schools taking in no earlier than 7:40 A.M.

A roll call vote having been called for on the motion, the vote thereon was as follows:

YEAS: None

NAYS: Mr. Thomas, Mr. Harding, Mr. Jackson, Mr. Bonvillain, Mr. Bordelon, Mr. DeHart, Mr. Duplantis, and Mr. Badaeux

ABSENT: Mr. Pitre

The Chairman declared the motion failed to carry.

Motion of Mr. Duplantis, seconded by Mr. Bordelon, unanimously carried, the Board approved the substantial completion of the Auxiliary Services Complex sewer lift station project, subject to the punch list, authorized the Board President to sign all necessary documents pertaining thereto, and upon completion of the punch list items, final inspection, and receipt of the lien-free certificate, authorize release of retainage.

The Buildings, Food Service, and Transportation Committee report was concluded, and the President reassumed the chair.

Motion of Mr. Duplantis, seconded by Mr. Bordelon, unanimously carried, the Board deviated from the regular order of the agenda to receive a partial report of the Finance, Insurance, and Section 16 Lands Committee and then return to the regular order of the agenda.

The following partial report of the Finance, Insurance, and Section 16 Lands Committee meeting was presented to the Board with Mr. Duplantis, Chairman, presiding:

Dear Members of the Board:

The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M. on Monday, November 17, 2003, with the following members present: Mr. Donald Duplantis, Chairman, Mr. L. P. Bordelon, III, Vice-Chairman, and Mr. Hayes Badaeux. Also in attendance were Mr. Richard Jackson, Superintendent Elizabeth Scurto, and members of the staff.

Mr. Duplantis called the meeting to order. The meeting began with a prayer and the Pledge of Allegiance to the Flag.

The following is a **partial report** of the Committee meeting.

Superintendent Scurto discussed the purchase of band uniforms for the eighth graders at Grand Caillou Middle School. She stated that the uniforms are necessary in order for the band to be able to march in an event to be held in February 2004.

RECOMMENDATION NO. 1

The Committee recommends that the Board establish a budget not to exceed \$4,500.00 to purchase band uniforms for Grand Caillou Middle School, funds to be derived from the uniform reserve in the 3/4 Cent Sales Tax Fund, and that this matter be reported to the Board at its November 18, 2003, meeting.

Mr. Herbert Carreker approached the Committee with a request from Mustang Energy L.C., to nominate for the March 10, 2004, State of Louisiana Lease Sale, an oil, gas and mineral lease on acreage available in Section 16, Township 20 South, Range 16 East, located in Terrebonne Parish, Louisiana.

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the nomination by Mustang Energy L.C., adopt the attached resolution authorizing the State Mineral Board to advertise for bids the nominated acreage in Section 16, Township 20 South, Range 16 East and execute an oil, gas and/or other liquid or gaseous hydrocarbon mineral rights lease on behalf of the Terrebonne Parish School Board, and authorize the Superintendent and/or Board President to sign all necessary documents pertaining thereto; and further, that a partial report regarding this matter be presented to the Board at its November 18, 2003, meeting.

A final report of the Committee meeting will be presented to the Board at its December 2, 2003, meeting.

Respectfully submitted,

/s/ Donald Duplantis, Chairman
 /s/ L. P. Bordelon, III, Vice-Chairman
 /s/ Hayes Badeaux

Motion of Mr. DeHart, seconded by Mr. Badeaux, unanimously carried, the Board established a budget not to exceed \$4,500.00 to purchase band uniforms for Grand Caillou Middle School, funds to be derived from the uniform reserve in the $\frac{3}{4}$ Cent Sales Tax Fund.

Motion of Mr. Bordelon, seconded by Mr. Badeaux, unanimously carried, the Board accepted the nomination by Mustang Energy L.C., adopted the resolution, as presented, authorizing the State Mineral Board to advertise for bids the nominated acreage in Section 16, Township 20 South, Range 16 East and executed an oil, gas and/or other liquid or gaseous hydrocarbon mineral rights lease on behalf of the Terrebonne Parish School Board; and further authorized the Superintendent and/or Board President to sign all necessary documents pertaining thereto.

At this time, the partial report of the Finance, Insurance, and Section 16 Lands Committee was concluded, and the President reassumed the chair and presided for the remainder of the proceedings.

The Board returned to the regular order of the agenda.

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved a request to allow Ms. Loretta Tanner, Guidance Counselor at Coteau-Bayou Blue School, to attend the 2004 Annual American Counseling Association Convention in Kansas City, Missouri, March 31 - April 4, 2004 (Wednesday-Sunday), in accordance with Policy (FILE: F-11.2), expenses to be borne by NCLB Title I Fund.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board approved the personnel appointment of Ms. Kenya Fields, Guidance Counselor at H. L. Bourgeois High School, as recommended by the Superintendent, effective November 19, 2003.

Motion of Mr. DeHart, seconded by Mr. Badeaux, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Ms. Larke Leonard, teacher at West Park School, beginning December 1, 2003, through December 19, 2003.

Motion of Mr. Bordelon, seconded by Mr. Duplantis, unanimously carried, the Board ratified the following list of professional instructional and non-instructional/support personnel actions (contract renewals, appointments, retirements, resignations, and terminations) for September, October, and November 2003:

New Employee Appointments - Professional Instructional Personnel

Heidi Pontiff, Non-Cat Pre-School, TAT, Acadian - Annie Nickels, Promoted - 09/22/03
 11/18/2003 SCHOOL BOARD MEETING

Michelle Potter, Special Ed Teacher, OFAT, Bayou Black - Added Position - 10/20/03

Wendy Wunstell, CreativeWrtg/DynEffStdy, OFAT, H. L. Bourgeois - Laura Winters, Sick Leave - 10/20/03

Evelyn Washington, Secondary Teacher, TAT, East Street - Marlon Trone, Resigned - 10/03/03

Roger Green, Special Ed Teacher, TAT, Ellender - Katrell Dixon, Resigned - 09/29/03

Joseph Woodard, 6th Grade Teacher, TAT, Elysian Fields - Vacant Position - 09/02/03

Suzanne Boudreaux, 3rd Grade Teacher, Certified, Grand Caillou Elem. - Nathan Naquin, Transferred - 09/12/03

Reshelle Jones, Special Ed Teacher, TAT, Grand Caillou Elem. - Errin Flynn, Internal Transfer - 10/02/03

Nadine Frye, 3rd Grade Teacher, Certified, Honduras - Sandra Hebert, Promoted - 09/29/03

Melanie Boulet, 6th Grade Teacher, Certified, Montegut Middle - Patty Wallis, Retired - 10/30/03

Heidi Saint, 6th Grade Teacher, TAT, Montegut Middle - Added Position - 09/30/03

Catherine Janway, Special Ed Teacher, Certified, Oakshire - Added Position - 10/29/03

Chelsea Gravois, Special Ed Teacher, OFAT, Schriever - Rachel Hebert, Maternity Leave - 10/06/03

Pamela Detiveaux, Homebound Teacher, Certified, Southdown - Added Position - 10/24/03

New Employee Appointments - Non-Instructional/Support Personnel

Seanre Cox, Early Childhood Para, Bourg - Elaine Fabre, Transferred - 10/10/03

Liliya Galdiyants, Special Ed Para, Broadmoor - Added Position - 10/06/03

Kim Parria, Multi-Sensory Para, Elysian Fields - Edelia LeBlanc, Resigned - 09/15/03

Robin Gullage, Custodian II, Elysian Fields - Carl McGuin, Resigned - 09/29/03

Robert McGuire, Jr., Custodian III-A, Elysian Fields - Robin Gullage, Promoted - 10/14/03

Keena Simmons, Custodian III-A, Oaklawn - Ann Parker, Transferred - 09/29/03

Lisa Matherne, Title 1 Pre-School Para, Oakshire - Susan LeBlanc, Transferred - 10/28/03

Patricia Smith, School Secretary 1, S. E. C. - Theresa Eschete, Transferred - 10/28/03

Alley LeBoeuf, Building Manager, South Terrebonne - Maurice Foret, Retired - 10/10/03

Vickie Blanchard, School Food Service Tech, Southdown - Kayla Brunet, Transferred - 09/22/03

Rosie Price, Special Ed Para, Grand Caillou Middle - Added Position - 09/15/03

Aaron Martin, Secretary 1, Federal Department - Constance Neil, Retired - 10/27/03

11/18/2003 SCHOOL BOARD MEETING

Danielle Jackson, School Bus Driver, Transportation Dept. - James LaCaze, Resigned - 10/28/03

Wayne Townsend, School Bus Driver, Transportation Dept. - Ruth Payne, Retired - 10/28/03

Maxine Voisin, Custodian III-A, Maintenance Department - Shina Burks, Resigned - 09/29/03

Retirements, Resignations, Terminations - Professional Instructional Personnel

Vicki Adams, Reading Curriculum Specialist, Central Office - Retired - 11/14/03

Shannon Clement, Physical Ed Teacher, H. L. Bourgeois - Resigned - 10/16/03

Rene' Ghirardi, Business Teacher, South Terrebonne - Resigned - 10/16/03

Shirell Hotard, Social Studies Teacher, H. L. Bourgeois - Resigned - 11/14/03

Marlon Trone, Secondary Teacher, East Street - Resigned - 10/03/03

Patty Wallis, 6th Grade Teacher, Montegut Middle - Retired - 10/01/03

Retirements, Resignations, Terminations - Non-Instructional /Support Personnel

Donna Brunet, Special Ed Para, Bourg - Resigned - 11/10/03

Terry DeHarte, Carpenter, Maintenance Department - Resigned - 10/29/03

Cynthia DuBois, Multi-Sensory Para, Lacache - Resigned - 11/21/03

Renee Pellegrin, Special Ed Para, S. E. C. - Resigned - 11/10/03

Gilbert Traigle, Custodian II, Ellender - Retired - 10/25/03

The following employees have processed the necessary paperwork for a Maternity Leave of Absence:

Nikki Thibodeaux - Teacher - H. L. Bourgeois
 Kimi Gautreaux - School Food Service Tech - Lacache
 Carry Lee Neal - Teacher - Montegut Middle
 Dena Nettleton - Teacher - Mulberry
 Leah Valdez - Teacher - Oaklawn
 Kristie Billiot - Teacher - Oakshire
 April Hargroves - Teacher - Oakshire
 Kami Babin - Teacher - Schriever
 Mary Russell - School Food Service Tech. - Schriever
 Rene' Naquin - Teacher - Terrebonne High

Motion of Mr. Harding, seconded by Mr. Bordelon, unanimously carried, the Board accepted the bid received, meeting all specifications, from St. James Baptist Church, Gibson, LA, for two tracts of property in Gibson, LA, in the amount of \$19,000.00, plus appraisal cost of \$550.00, and advertising cost of \$105.58, subject to the approval and preparation of an "Act of Sale" by the Board's attorney.

Motion of Mr. Duplantis, seconded by Mr. Badeaux, unanimously carried, the Board declared school bus video cameras and associated equipment as surplus, authorized the Purchasing Department to sell said equipment to other school districts, and further, to dispose of equipment not sold in an appropriate manner.

Motion of Mr. Duplantis, seconded by Mr. Harding, unanimously carried, the Board voted to adjourn its meeting (7:47 P.M.).

/s/ Elizabeth Scurto, Secretary
President

/s/ Clark J. Bonvillain,

RLB