

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

APRIL 15, 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. Roosevelt Thomas, Mr. Gregory Harding, Mr. Richard Jackson, Mr. Rickie Pitre, Mr. Roger Dale DeHart, Mr. Donald Duplantis, and Mr. Hayes Badeaux.

ABSENT: None

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

A moment of silence was observed in memory of Miss Jana Nunnally, Terrebonne High School student, and Rev. Isaiah Holmes, retired teacher, who recently passed away.

Motion of Mr. Duplantis, seconded by Mr. Pitre, unanimously carried, the Board approved the minutes of the School Board meeting of April 1, 2003, as recorded.

The following report of the Education and Policy Committee meeting was presented to the Board with Mr. Badeaux, Chairman, presiding:

Dear Members of the Board:

The Education and Policy Committee met on Monday, April 7, 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. L. P. Bordelon, III, Vice-President, Mr. Rickie Pitre, Superintendent Elizabeth Scurto and members of the staff.

Ms. Rewa Boone presented information to the Committee relative to the ChildNet Program (attachment).

Mrs. Carolyn Daniels, Supervisor of Special Education, and Ms. Diane Powell presented information to the Committee concerning the Interagency Agreement between Terrebonne Parish School Board and the Terrebonne Parish Head Start Program (attachment).

RECOMMENDATION #1:

The Committee recommends that the Board President be authorized to sign the Interagency Agreement with the Terrebonne Parish Head Start Program, as presented.

ERC representative, Ms. Terese McCormick, presented information to the Committee on a new policy, FILE: F-12.8, Employee Conduct.

RECOMMENDATION #2:

The Committee recommends that the Board approve policy FILE: F-12.8, Employee Conduct, as presented.

FILE: F-12.8

EMPLOYEE CONDUCT

The Terrebonne Parish School Board believes that school system employees occupy a position of public trust. All employees throughout the school district

should meet acceptable standards of the community and show respect for the law and the rights of others.

All employees have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the Terrebonne Parish School Board, and the administrative regulations and procedures designed to implement Board policies. Employees shall also comply with the standards of conduct outlined in this policy and with other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board Employees.

Employees shall be expected to observe the following standards of conduct:

1. Recognize and respect the rights and property of students, other employees, and the public. (See files F-4.1 and F-6)
2. Maintain confidentiality of all matters relating to students and other employees. (See file F-8)
3. Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules. (See files F-11 thru F-11.13)
4. Observe and adhere to all terms of an employee's contract and/or job description. (See files F-9 thru F-9.18, F-10 thru F-10.17, and F-12.1 thru F-12.7)
5. Professional personnel shall be encouraged to keep up with new developments and take part in development opportunities in their academic fields and to cultivate an open mind and an experimental attitude toward current educational practices. (See F-3 and F-12)
6. Refrain from promoting personal attitudes and opinions for matters other than general discussion in a non-partisan manner. (See F-6.1)
7. Refrain from using undue influence to gain, or attempt to gain, promotion, leave, favorable assignments, or other individual benefit or advantage. (See F-2 and F-5)

Ms. Pamela Lemoine, Supervisor of Elementary Education, presented information to the Committee relative to moving 6th graders from Little Caillou School to Lacache School beginning with the 2003-2004 school year.

Mr. Philip Martin, Assistant Superintendent of Instruction and Student Support Services, presented information to the Committee on policies that were revised due to the reduction in the number of Board Members.

RECOMMENDATION #3:

The Committee recommends that the Board approve policy: FILE: A-5.1, Number, FILE: B-8, Board Committees, and FILE: B-12.4, Quorum, as presented.

FILE: A-5.1

NUMBER

There are created and established ~~fifteen (15)~~ **nine (9)** School Board Election Districts for Terrebonne Parish, from which one (1) Board Member per district shall be elected, as mandated by court order.

Revised: January 2003

BOARD COMMITTEES

STANDING COMMITTEES

The standing committees of the Board are comprised of a chairman and vice-chairman (and other members as well) as appointed by the President of the Board. Standing committees of the Terrebonne Parish School Board are as follows:

1. Executive
2. Finance, Insurance and Section 16 Lands
3. Buildings, Food Service and Transportation
4. Education and Policy

Reports of these committees will be presented, as designated by the agenda, as part of the regular Board meetings. The chairman/chairwoman of the committee reporting will preside over the Board for the duration of his/her committee's presentation. Any member of the Board, other than the chairperson presiding, may make a motion, second a motion, or call for a question during the course of each committee presentation at the Board meeting.

EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the President, Vice-President, and ~~two (2)~~ **one (1)** Board members appointed by the President, whose appointment shall be subject to the approval of the Board. Members of the Executive Committee shall serve for a period of one year from the date of their appointment or until their successors are named. The ~~two (2)~~ appointed members of the Executive Committee may succeed themselves one time. The President shall be the chairman of the committee.

SPECIAL COMMITTEES

Committees composed of three (3) or more Board Members and known as *Special Committees* may be appointed by the President on authorization of the Board or may be elected by the Board. Administrative officers shall be eligible to serve as additional members of such committees.

The President shall name the chairman of each special committee; should he/she not do so, the members of the committee shall elect their chairman.

A majority of the committee membership shall constitute a quorum.

The duties of special committees shall be to study a problem or project as is assigned to them by the action of the Board, and to prepare recommendations, in writing, to the Board for its consideration and action. No special committee of the Board shall have authority to act on any question unless specifically empowered by the Board to do so. In case power to act is conferred, the committee shall report its action, in writing, to the Board at its next regular meeting. Special committees shall be automatically discharged upon acceptance of their final report by the Board unless otherwise specified by the Secretary-Treasurer and notice mailed to the members as soon as possible.

The public and news media shall be allowed to attend special committee meetings but not to participate or comment unless called upon by the chairman of the respective committee. The chairman shall also reserve the right to remove any person considered out of order.

Revised: February 2001

Revised: January 2003

Ref: La. Rev. Stat. Ann. §§17:55, 17:81; Board minutes, 12-14-82, 1-11-83, 11-15-83, 3-20-84, 1-14-86, 1-10-89, 1-16-90, 1-7-92, 12-19-00.

FILE: B-12.4
Cf: A-5.1

QUORUM

BOARD MEETINGS

A simple majority (**5**), of the total membership of the Board shall constitute a quorum for the transaction of business and the adoption of policy, rules, and regulations.

COMMITTEE MEETINGS

A majority of the committee membership shall constitute a quorum for meetings of all committees. In the event that a quorum is not present at the designated time for the beginning of a committee meeting, the presiding chairperson shall make every effort to obtain a quorum including, but not limited to, ad-hoc members (a sufficient number of other Board Members who are present in order to make up the minimum quorum). Meetings shall not be canceled until 15 minutes after designated time for meeting to allow for delayed committee members and public arrival.

The ad-hoc member(s) shall serve on the committee for the duration of said meeting even though a sufficient number of the members of the committee to make up a quorum may have entered the meeting after the proceedings have begun.

Revised: December 1999

Revised: January 2003

Ref: La. Rev. Stat. Ann. §§42:4.1 et seq.; Board minutes, 7-10-74, 9-16-75, 9-13-77, 2-20-79, 1-19-82, 6-19-84, 10-19-99.

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. Pitre, seconded by Mr. Jackson, unanimously carried, the Board authorized the Board President to sign the Interagency Agreement with the Terrebonne Parish Head Start Program, as outlined in the foregoing report.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board approved Policy FILE: F-12.8, Employee Conduct, as outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board approved Policy FILE: A-5.1, Number, FILE: B-8, Board Committees, and FILE: B-12.4, Quorum, as outlined in the foregoing report.

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

Motion of Mr. Pitre, seconded by Mr. Badeaux, unanimously carried, the Board voted to deviate from the regular order of the agenda to take up a partial report of the Buildings, Food Service, and Transportation Committee meeting of April 14, 2003, at

this time, then return to the regular order of the agenda upon completion of said partial report.

The following partial report of the Buildings, Food Service, and Transportation Committee meeting 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, April 14, 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. L. P. Bordelon, III, Vice-President, Mr. Richard Jackson, Mr. Roosevelt Thomas, Mr. Hayes Badeaux, 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.

The following is a partial report of the Committee meeting.

Mr. James Charles and Mr. Robert Charles, O.N.E./C.H.A.N.E., Inc., addressed the summer feeding program and transportation.

RECOMMENDATION NO. 1

The Committee recommends that the Board grant the request of and enter into a contract with Organized North Easterners/Clay Hill and North End, Inc. (O.N.E./C.H.A.N.E., Inc.) for transportation, which includes recreational activities, and for the preparation and service of meals for the Summer Food Service Program beginning June 6, 2003, to July 18, 2003, including participating summer day camps, and provided that all necessary insurance requirements are met; and further, authorize the Board President to sign all necessary documents pertaining thereto, subject to review and approval by the Board attorney.

The Committee deviated from the agenda to take up the matter of the Bourg Elementary and Dularge Elementary Schools' re-roofing, then returned to the regular order of the agenda upon completion of said items.

Mr. Ira Davis addressed the re-roofing of Building #3 at Bourg Elementary School.

RECOMMENDATION NO. 2

The Committee recommends that the Board issue a "NOTICE TO PROCEED" (as per contractual agreement) to The Merlin Group, LTD, to proceed with plans and specifications for the re-roofing of Building #3 at Bourg Elementary School, establish a total project budget of \$163,049.00, monies to be derived from the 2003/2004 fiscal year One Cent Sales Tax Fund, authorize the advertising of bids, authorize the Board President to sign all necessary documents pertaining thereto, and further, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to the advertising of bids.

Mr. DeHart addressed the re-roofing of the main building at Dularge Elementary School.

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize the Superintendent and staff to obtain cost estimates for the re-roofing of the main building at Dularge Elementary School, including cost and feasibility of a possible change order, and report findings at the next meeting of the Buildings, Food Service, and Transportation Committee.

A final report of the Committee meeting will be presented to the Board at its May 6, 2003, meeting.

Respectfully submitted,

/s/ Roger Dale DeHart, Chairman

/s/ Rickie Pitre, Vice-Chairman

/s/ Gregory Harding

Motion of Mr. Harding, seconded by Mr. Bordelon, unanimously carried, the Board granted the request of and entered into a contract with Organized North Easterners/Clay Hill & North End, Inc. (O.N.E./C.H.A.N.E., Inc.) for transportation, which includes recreational activities, and for the preparation and service of meals for the Summer Food Service Program beginning June 6, 2003, to July 18, 2003, including participating summer day camps, and provided that all necessary insurance requirements are met, and further, authorized the Board President to sign all necessary documents pertaining thereto, subject to review and approval by the Board attorney.

Motion of Mr. Badeaux, seconded by Mr. Pitre, unanimously carried, the Board issued a "Notice to Proceed" (per contractual agreement) to The Merlin Group, LTD, to proceed with plans and specifications for the reroofing of Building #3 at Bourg Elementary School, established a total project budget of \$163,049.00, monies to be derived from the 2003-2004 fiscal year One Cent Sales Tax Fund, authorized the advertising of bids, authorized the Board President to sign all necessary documents pertaining thereto, and further, directed that any major project changes be reported at the next meeting of the Buildings, Food Service, and Transportation Committee, prior to the advertising of bids.

Motion of Mr. Pitre, seconded by Mr. Bonvillain, unanimously carried, the Board authorized the Superintendent and staff to obtain cost estimates for reroofing of the main building at Dularge Elementary School, including cost and feasibility of a possible change order, and report findings at the next meeting of the Buildings, Food Service, and Transportation Committee.

The Board returned to the regular order of the agenda, and the President reassumed the chair and presided for the remainder of the proceedings.

Motion of Mr. Jackson, unanimously seconded, unanimously carried the Board approved the following resolution acknowledging May 4-10, 2003, as Teacher Appreciation Week:

RESOLUTION

WHEREAS, The week of May 4-10, 2003, has been designated as Teacher Appreciation Week; and

WHEREAS, Teachers are dedicated to promoting quality instruction for all students; and

WHEREAS, Teachers mold the minds and influence the lives of thousands of youngsters each year; and

WHEREAS, Teachers prepare students for a happy and successful role in society; now

THEREFORE, BE IT RESOLVED, That the Terrebonne Parish School Board hereby acknowledges the week of May 4-10, 2003, as Teacher Appreciation Week and extends heartfelt thanks and appreciation to teachers throughout the district; and

BE IT FURTHER RESOLVED, That copies of this resolution be forwarded to all Terrebonne Parish Public Schools and departments.

Motion of Mr. Thomas, seconded by Mr. Bordelon, unanimously carried, the Board approved and ratified the 2003-2004 School Calendar with the school year beginning August 14, 2003 (for employees)/August 18, 2003 (for students) and ending May 31, 2004, with the following holidays to be observed during the school session: Labor Day, September 1, 2003; Thanksgiving, November 24-28, 2003; Christmas, December 22, 2003 – January 2, 2004; Dr. Martin Luther King's Birthday (observance), January 19, 2004; Mardi Gras, February 23-25, 2004; and Easter/Spring Break, April 9-16, 2004 (make-up days, if needed, and order to be used – 12/22/03 – 1/02/04 – 11/24/03; 2/25/04 – 4/16/04 – 4/15/04).

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board approved a request to allow Mr. Arthur Joffrion, Principal, and Ms. Donna Bourg and Ms. Angie Broussard, teachers, West Park School, to attend an Accelerated Schools Summary meeting in Jackson, Mississippi, May 2, 2003 (Friday), in accordance with policy (FILE: F-11.2), expenses, including a substitute for Ms. Broussard, to be paid through NCLB Title I Fund.

Motion of Mr. Thomas, seconded by Mr. DeHart, unanimously carried, the Board approved a request to allow Ms. Alma Dark, Operation Move II Program Manager in the Federal Department, to attend the aha! Process Training Center Workshop entitled, "A Framework for Understanding Poverty" in Highlands, Texas, May 19, 2003 (Monday), in accordance with policy (FILE: F-11.2), expenses to be paid through Operation Move II Fund.

Motion of Mr. Badeaux, seconded by Mr. Jackson, unanimously carried, the Board approved a request to allow Ms. Corine Paulk, Title IX Indian Education Program Secretary, to attend the Louisiana Annual Conference of the United Methodist Church in Shreveport, Louisiana, June 4-7, 2003 (Wednesday-Saturday), in accordance with policy (FILE: F-11.2), expenses to be paid by Louisiana Annual Conference of the United Methodist Church.

Motion of Mr. Bordelon, seconded by Mr. Badeaux, unanimously carried, the Board approved the personnel appointment of Mr. David Bourg, Supervisor of Secondary Education, as recommended by the Superintendent, effective on or about July 1, 2003.

Motion of Mr. Duplantis, seconded by Mr. Thomas, with the exception of Mr. DeHart who abstained, the Board approved the personnel appointment of Mr. Arthur Joffrion, Jr., Principal, Acadian Elementary School, as recommended by the Superintendent, effective on or about July 1, 2003.

Motion of Mr. Duplantis, seconded by Mr. Bordelon, unanimously carried, the Board approved the personnel appointment of Ms. Millicent Bourgeois, Principal, Bayou Black Elementary School, as recommended by the Superintendent, effective on or about July 1, 2003.

Motion of Mr. Badeaux, seconded by Mr. Duplantis, unanimously carried, the Board approved the personnel appointment of Mr. Marcel Fournier, Principal, Vocational-Technical High School, as recommended by the Superintendent, effective on or about July 1, 2003.

Motion of Mr. Duplantis, seconded by Mr. Badeaux, unanimously carried, the Board approved the following extracurricular appointments, as recommended by the Superintendent, effective with the 2003-2004 school session:

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>
April Gold	Girls' Head Varsity Basketball Coach	South Terrebonne
Archie Adams Terrebonne	Girls' Asst. Varsity Basketball Coach	South

Joe Clark	Assistant Varsity Football Coach	Terrebonne
Bess Chauvin	Assistant Varsity Softball Coach	Terrebonne
Steven Fanguy	Assistant Varsity Volleyball Coach	Terrebonne
Gary Aucoin	Assistant Varsity Baseball Coach	Ellender Memorial
Leah Stoufflet Memorial	Head Varsity Volleyball Coach	Ellender
Leah Stoufflet Ellender Memorial	Head 8 th /9 th Grade Softball Coach	
Jennifer Kreller	Drill Squad Sponsor	Ellender Memorial
Christopher Bergeron Bourgeois	Assistant Varsity Football Coach	H. L.
Kimberly Detillier	Assistant Varsity Softball Coach	H. L. Bourgeois
Richard Sasser Middle/	Head 7 th /8 th Grade Football Coach	Montegut Lacache

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board accepted the bid of Hill City Oil Company, Inc. of Houma, LA for automated fuels and dispensing services for a three-year period, for on-site and off-site locations.

Motion of Mr. DeHart, seconded by Mr. Pitre, unanimously carried, the Board accepted the low bid meeting all specifications for re-roofing of the main building at Grand Caillou Middle School, from Ray Bros., Inc. of New Orleans, LA in the total amount of \$174,407.00, amended the previous Board motion of February 18, 2003, and re-established the project budget from \$463,575.00 to \$206,067.00, monies to be derived from the FY 2002/2003 One Cent Sales Tax Fund, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board granted a seismic permit to Seismic Exchange, Inc. of New Orleans, LA to perform geophysical surveys on Section 16, Township 17 South, Range 12 East, Terrebonne Parish, Louisiana, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Duplantis, seconded by Mr. Pitre, unanimously carried, the Board voted to adjourn its meeting **(7:45 P.M.)**.

/s/ Elizabeth Scurto, Secretary
President

/s/ Clark J. Bonvillain,

RLB