

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

JUNE 17, 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 Badaeux.

ABSENT: None

Mr. Duplantis led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Mr. Joseph Thomas, Sr. (father of Mr. Roosevelt Thomas) and Mr. Leo Peltier, retired maintenance worker, who recently passed away.

Motion of Mr. Duplantis, seconded by Mr. Pitre, unanimously carried, the Board approved the minutes of the School Board Meetings of May 20, 2003, and June 3, 2003, as recorded.

At this time, President Bonvillain recognized Mr. Donald Verret, former School Board Member, who was in attendance at tonight's meeting.

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

Dear Members of the Board:

The Education and Policy Committee met on Monday, June 2, 2003, at 5:00 P.M., in the Board Room of the School Board Office with the following members present: Mr. Hayes Badaeux, 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.

A partial report was submitted to the Board at its June 3, 2003, meeting.

Ms. Pamela Lemoine, Supervisor of Elementary Education, presented information to the Committee relative to LEAP and Project Read Summer School Programs (attachment).

Mr. Ulyse Louviere, Supervisor of Secondary Education, presented information to the Committee relative to GEE 21 Summer School (attachment).

Ms. Carrie Delorge, ESYF Coordinator, presented information to the Committee regarding ESYF Summer School (attachment).

Mr. Jack Moore, Risk Manager, presented information to the Committee regarding Policy FILE: E-1.6, Use of School Facilities.

RECOMMENDATION #1:

The Committee recommends that the Board approve Policy FILE: E-1.6, Use of School Facilities, as presented.

FILE: E-1.6

USE OF SCHOOL FACILITIES

The Terrebonne Parish School Board may lend its facilities, including buildings, grounds, buses, stadiums, etc., for the use of non-profit civic, educational and religious organizations that are chartered by the State of Louisiana and have been assigned exempt status by the United States Post Office or Internal Revenue Service but not for the use of individuals or political groups, even if sponsored by qualifying organizations in accordance with the policies listed herein. Only those organizations or groups that have been certified by the Supervisor, Plant Maintenance, as being eligible for use of school buildings or property may apply through the proper channels for use of school facilities. In order to certify as required, a group or organization shall:

- a. Furnish proof of non-profit status, including corporate charter number and exemption or permit number issued by the United States Post Office or the Internal Revenue Service.
- b. Show financial responsibility sufficient to defray charges levied.
- c. ~~Certificate of Insurance attesting that coverage is adequate to protect the Terrebonne Parish School Board from any liability which could arise from the use of such facility in the amounts of 250,000/500,000 bodily injury and 100,000 property damage, and further that the Board reserves the right to request higher limits of liability if the activity creates more than the usual degree of exposure.~~ Provide a Certificate of Insurance attesting to the fact that General Liability coverage is in force for the individual or organization requesting use of School Board facilities with; (1) minimum limits of \$500,000; (2) Terrebonne Parish School Board named as Additional Insured; (3) Waiver of Subrogation in favor of Terrebonne Parish School Board. The Board reserves the right to request higher limits of liability or coverage in the event that the proposed use of facility creates additional exposure to the Board.
- d. If incorporated, furnish name and address of the officers of the corporation and designated officer of service.

APPLICATION FOR USE OF BUILDINGS

- a. Organizations requesting the use of an auditorium, cafeteria, school grounds, lighted fields, or gymnasium shall make application to the principal, in triplicate, on a form to be provided by the Board at least ten days before the desired date. The Terrebonne Parish School Board reserves the right to refuse any and all applications.
- b. During the summer months or when the principals are not available, applications will be handled by the Supervisor, Plant Maintenance, for buildings and the Supervisor, Secondary Education, for grounds and athletic facilities.
- c. The Terrebonne Parish School Board will grant permission to the Terrebonne Parks and Recreation Board for a continuing use of the school facilities of the parish without separate written application for each use, provided the activity is part of the regular scheduled recreation program for school age children for which no fees (entrance or admission) are levied. The Superintendent of Parks and Recreation Board will obtain permission from the principal prior to any activity and have assured responsibility as well as pay janitorial services, when necessary, in accordance with policy. It will be the responsibility of the Superintendent, Parks and Recreation Board, to maintain an accounting of fees and to pay the necessary fees in accordance with current School Board policies.

1. FEES

The application form will include the conditions under which the use of the facility will be granted and the fees and charges, if any, to be levied. A copy of the application form and a check for the fee involved, made payable to the Terrebonne Parish School Board, shall be forwarded to the office of the Supervisor, Plant Maintenance. The principal will bill the organization for any charges due.

a. Technical Equipment

When a principal authorizes the use of technical equipment such as lighting panels, electronic systems, and recording devices, by others, he/she shall appoint a person trained and knowledgeable in that particular field to operate such equipment. Only that person so designated by the principal shall operate the aforementioned equipment and his/her fees will be set by the principal and shall be paid by the organization or the person using the premises.

b. School Facilities

The following fees are to be charged for programs sponsored by qualifying organizations. A fee for the use of a school facility will not be levied if the facility is to be used to raise funds by the school; or if the facility is to be used by a school-sponsored organization; or by YMCA, HARC, and Terrebonne Parks and Recreation Board for children of school age for which no admission fee is collected (at the discretion of the superintendent or his/her designee); with the exception that charges may be levied for custodial or cafeteria workers, as provided elsewhere herein.

AUDITORIUMS OR PLACES OF ASSEMBLY

Auditoriums

H. L. Bourgeois High School
 South Terrebonne High School
 Terrebonne High School

Each Performance.....\$500.00
 Each Rehearsal.....\$200.00 + \$50.00 per hour over three hours

Cafeteriums

Each Performance.....\$150.00
 Each Rehearsal.....\$ 50.00

**Gymnasiums
 (when used as such)**

All Schools

Night.....\$150.00
 Day.....\$150.00

Cafeterias

Air Conditioned

Kitchen & Dining Area.....\$200.00
 Dining Area Only - Without Platform.....\$100.00

Lighted Fields

Softball-Baseball Diamonds.....\$100.00

Stadiums

Southdown.....\$800.00

Other Facilities

Other facilities will be provided at the discretion of the principal at a minimum fee of \$10.00 per hour, per unit.

NOTE: Other functions not stipulated in paragraph b above (fees) by YMCA, HARC, and Terrebonne Parks and Recreation Board will be allowed a 50% discount from the fee schedule, providing for a maximum charge of \$200.00.

c. Engineers; Janitors; School Food Services Employees

- (1) Engineers
...at prevailing rate with minimum of two hours per call
- (2) Janitors
...at prevailing rate with minimum of two hours per call
- (3) School Food Services Employees
Managers
...at prevailing rate with minimum of two hours per call

Technicians
...at prevailing rate with minimum of two hours per call

d. Damage Deposit

Organizations or groups must establish financial responsibility when making any application or pay a damage deposit fee of \$100.00. The deposit will be returned if not used.

- (1) The application will include a clause binding the organization or group for the payment for the repair of any damage to school property, and equipment lost or damaged; and, if a building is not left in an acceptable condition, for the payment for the labor necessary to restore it to an orderly condition.
- (2) The principal will bill the organization or group for any damages, etc. incurred, and the check must be made payable to the Terrebonne Parish School Board.
- (3) The principal is authorized to approve or reject any application in keeping with these policies. Rejected applications or applications not in keeping with these policies should be submitted to the Superintendent and Executive Committee for approval.

e. Other Policies Governing Fees

- (1) Principals shall be responsible for the collection of all fees, charges, and payments for damages, etc. Checks will be made payable to the Terrebonne Parish School Board for the services of custodial or school food service employees. Monthly statements for payment of fees will be forwarded to the accounting department at the end of the month.
- (2) Under no circumstances shall organizations or groups using school facilities, or their members acting individually, tip school employees for services rendered.
- (3) Organizations or groups that devote their major activities toward the education of children and/or youth programs shall be exempt

from paying for the services of janitors and restroom attendants except in cases where an entrance fee is charged.

2. Other Policies Governing Use of Buildings

- a. Under no condition shall anyone other than the principal, assistant principal, janitor or a member of the Superintendent's administrative staff be issued a key for any of the public school buildings of Terrebonne Parish, with the exception that a coach, band director, shop instructor, or cafeteria manager may be issued individual keys to their respective departments. Principals are permitted to issue keys to teachers for a temporary period of time. In addition, any unauthorized person or group found in a public school building or on the grounds of a school shall be subject to disciplinary action.
- b. If the services of a law enforcement officer and/or fireman are required, the organization or group will do the following:
 - (1) Make the necessary arrangements for these services
 - (2) Make the necessary payment for charges for the services directly to the proper authority.
- c. Principals will be responsible for the assignment of needed custodial personnel, including engineers, janitors, restroom attendants, and/or school food services personnel.
- d. Only authorized school board employees will be permitted to handle or operate school equipment.
- e. Including both rehearsals and performances, auditoriums are not to be rented on more than three nights in a given week.
- f. Ticket sales and/or attendance will be limited to the normal seating capacity of the facility used.
- g. Beer and alcoholic beverages will not be allowed in gymnasiums, auditoriums, stadiums, or on campuses, and all School Board facilities at any time; cold drink bottles (non-alcoholic) will be allowed on campuses only, but not in gymnasiums, auditoriums, or stadiums. Concessions in other areas of the campus will be under the control of the principal as to what, where, and by whom sold, if permitted.
- h. When kitchen facilities are to be used, the school food service manager or school food service technician delegated by the manager must be present and all work must be done by persons regularly employed in the kitchen to be used. Payment for the services of school food service employees must be made by the organization or group using the facility.
 - (1) No group or organization is exempt from payment for the services of school food service employees.
 - (2) School food service employees, by written signed statements, may volunteer their services for a given function. These statements must be attached to the application for the use of the kitchens.
- i. **Priority of Use (Auditoriums, Cafeterias, Gymnasiums, Lighted Fields, Stadiums and Other Facilities)**
 - (1) A school will naturally have first priority to the use of its own facilities.

- (2) If a building or a facility is not being used by a school, priority of use to other schools and organizations shall be as follows:
- (a) Other public schools of the parish
 - (b) Private and parochial schools of the parish
 - (c) Resident organizations of the parish
 - (d) Non-resident organizations of the parish

APPLICATION FOR USE OF STADIUMS

The Terrebonne Parish School Board shall lend the stadiums and their facilities at the Terrebonne High School (Thomas B. Smith Memorial Stadium), and the Southdown School, subject to the same policies approved herein.

1. Fees

a. Maintenance Fees for Use of Thomas B. Smith Memorial Stadium

All senior high schools using the Thomas B. Smith Memorial Stadium for football games shall pay a fee of \$150.00 per game, said fee to be placed in a Thomas B. Smith Memorial Stadium Usage Fund and this fund shall be administered by the principal of Terrebonne High School. An annual financial report shall be submitted to the Terrebonne Parish School Board at the end of each fiscal year. This fund will be used for the following expenditures:

water hoses, sprinkler heads, seed, liners, fertilizers, tapes, line marker, dirt, diesel fuel, other items of equipment necessary in preparing the field for football contests

This fund shall also bear the cost of the services of three janitors and the cleaning of the stadium after each game.

Fees for use of stadiums are stated above.

APPLICATION FOR USE OF LIGHTED PLAYGROUNDS

Requests for tournaments by groups not sanctioned by the Terrebonne Parks and Recreation Board will be made with the principal of the school involved.

In the event the use of school facility, playground or lighted field is to be requested during the summer months when the school principal is not available, then the request will be made through the Office of Supervisor, Secondary Education and Guidance, on the form provided.

Any groups, including independent reaction groups, will do the following:

- (1) Pay for any damages to buildings, equipment or grounds
- (2) Take reasonable means to prevent smoking in the building area used
- (3) Waive any and all rights to recover from the Terrebonne Parish School Board for any damages resulting from the use of the school facility/facilities stipulated on the application form
- (4) Obtain necessary city or parish permits and provide law enforcement officers and firemen when required
- (5) Limit ticket sales and/or attendance to the normal seating capacity of the facility used

- (6) Prohibit the use of cold drink bottles or cans in gymnasiums, auditoriums or on grounds
- (7) Comply with all Board of Health requirements
- (8) Supervise parking so that vehicles will not cut across school lawns or non-parking areas
- (9) Use of sand and sawdust on diamonds to be prohibited

1. General Regulations

- a. All school activities on lighted school playgrounds during the evening hours must be under the supervision of a responsible adult person.
- b. All school activities on lighted playgrounds, including practice sessions, must be terminated at 9:30 P.M.
- c. A lighted field may be used for practice purposes by a given team only once a week for a period not to exceed a two hour period. Organizations/groups wishing to use a field for this purpose must secure permission from Terrebonne Parks and Recreation Board.
- d. Official games must be limited to a two hour period.
- e. If the services of a school janitor are required, payment for the janitorial services must be made by the organization using the field.
- f. Organizations using a lighted field shall be responsible for any damage that might occur and shall also be responsible for the enforcement of the regulations set forth above.
- g. Separate meters shall be placed on all lighted fields.
- h. A key to the switch box on lighted fields may be given to a responsible person.
- i. The Terrebonne Parish School Board will pay the electric bills.

2. Construction and Improvements

The superintendent of recreation must first make application, in writing, to the principal of the school for the construction of a new, lighted playground, or for improvements to an existing one. The principal will consult with the Supervisor, Secondary Education and Guidance, and the local recreation committee before approving the application.

If the application meets with the approval of the principal, it shall be submitted to the superintendent of education for his/her consideration. The superintendent of education shall notify the superintendent of recreation, in writing, of his/her decision in the matter.

Ref: Board minutes, 6-28-55, 7-15-58, 5-11-76, 3-18-80, 2-19-91, 7-19-94.

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. Duplantis, unanimously carried, the Board approved Policy (FILE: E-1.6), Use of School Facilities, as outlined in the foregoing report.

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

The following 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, June 9, 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. 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.

The Committee addressed a request from St. Louis Catholic Church to waive the policy relative to the building usage fee for eight (8) classrooms at Coteau-Bayou Blue Elementary School.

RECOMMENDATION NO. 1

The **Committee recommends** that the Board grant the request of St. Louis Catholic Church to waive policy relative to the building usage fee at Coteau-Bayou Blue Elementary School for eight (8) classrooms once a week (Mondays) for religion classes beginning September 15, 2003, to April 26, 2004, provided that the necessary insurance requirements, non-profit status and all other School Board policy requirements are met.

Mr. Robert Charles, O.N.E./C.H.A.N.E., Inc., addressed a request to waive policy relative to the usage fee for the Southdown stadium and gymnasium for its summer day camp program.

RECOMMENDATION NO. 2

The **Committee recommends** that the Board grant the request of the Organized North Easterners/Clay Hill and North End, Inc. (O.N.E./C.H.A.N.E., Inc.) to waive policy relative to the usage fee for the Southdown stadium and gymnasium for its summer day camp program (Tuesdays and Thursdays) beginning June 10, 2003, to July 17, 2003, provided that the necessary insurance requirements, non-profit status and all other School Board policy requirements are met, and all custodial fees are paid, if necessary.

Ms. Diane Powell, Terrebonne Parish Consolidated Government Head Start Program, addressed an agreement between the Terrebonne Parish School Board and the Terrebonne Parish Consolidated Government Head Start Program.

RECOMMENDATION NO. 3

The **Committee recommends** that the Board enter into an agreement with the Terrebonne Parish Consolidated Government Head Start Program, a delegate agency of the Lafourche Parish Head Start Program, for the preparation of meals for the Gibson and Gray sites beginning September 2003, and authorize the Board

President to sign all necessary documents pertaining thereto, subject to review by the Board attorney.

Mr. Keith Rhea, Houma/Terrebonne Soccer Association, Inc., addressed the renewal of the annual agreement between the Terrebonne Parish School Board and the Houma/Terrebonne Soccer Association for the use of the Andrew Price ball field and the South Terrebonne High School ball field.

RECOMMENDATION NO. 4

The Committee recommends that the Board renew its annual agreement with the Houma/Terrebonne Soccer Association, Inc. from July 1, 2003, to June 30, 2004, and waive policy for any usage fee for the Andrew Price ball field and the South Terrebonne High School ball field, provided that the necessary insurance requirements, non-profit status and all other policy requirements are met, subject to the approval of the Board attorney, and further, authorize the Board President to sign the necessary documents pertaining thereto.

Mr. William Price, Louisiana Magic Sports, Inc., addressed the renewal of the annual agreement between the Terrebonne Parish School Board and Louisiana Magic Sports, Inc. for the use of the Terrebonne High School ball field and Southdown Elementary School gymnasium.

RECOMMENDATION NO. 5

The Committee recommends that the Board renew its annual agreement with Louisiana Magic Sports, Inc. from June 18, 2003, to June 30, 2004, waive the policy for any usage fee for the Terrebonne High School ball field and the Southdown Elementary School gymnasium, provided that the necessary insurance requirements, non-profit status and all other policy requirements are met, subject to the approval of the Board Attorney, and further, authorize the Board President to sign the necessary documents pertaining thereto.

Mr. Randy Viteaux, Houma/Terrebonne Community Band, addressed the renewal of the annual lease agreement between the Terrebonne Parish School Board and the Houma/Terrebonne Community Band.

RECOMMENDATION NO. 6

The Committee recommends that the Board renew its existing lease with the Houma/Terrebonne Community Band for the period beginning July 1, 2003, and ending June 30, 2004.

Mr. Ronald Boudreaux, Ronald J. Boudreaux, P.E., Inc., addressed the Auxiliary Services Complex sewer renovations.

RECOMMENDATION NO. 7

The Committee recommends that the Board award the Auxiliary Services Complex Sewer Lift Station project to the contractor with the lowest responsible quotation meeting all specifications, B & B Underground Utility Services, Inc. in the amount of \$82,660.80 (\$77,160.80 for quoted specified work and \$5,500.00 for the solenoid package required by the permit), increase the project budget, including engineering fees and contingency, by \$24,200.00 (from \$80,000.00 to \$104,200.00), funds to be derived from the Building Fund, and authorize the Board President to sign all necessary documents pertaining thereto, including a Sewer Connection Charge Agreement with the Terrebonne Parish Consolidated Government in the amount of \$5,650.00.

Mr. Ira Davis addressed the proposals received for Lawn Care Services.

RECOMMENDATION NO. 8

The Committee recommends that the Board enter into an agreement for Lawn Care Services for a three (3) year period from August 12, 2003, to August 12, 2006, with M & N Lawn Service for Zones I & III (Terrebonne and Ellender Memorial High Schools' districts, respectively) in the amount of \$417,274.22, and Cooley Enterprises for Zones II and IV (H. L. Bourgeois and South Terrebonne High Schools' districts, respectively) in the amount of \$435,152.25, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Superintendent Scurto addressed the proposals received for the Architectural/Engineering Services. She stated that the evaluation process is not finalized at this time, and a recommendation will be presented to the Buildings, Food Service, and Transportation Committee at its next meeting.

Superintendent Scurto addressed the concrete driveway repairs at Lisa Park Elementary and Village East Schools. She stated that there is a serious problem, but to replace the driveways would cost approximately \$200,000.00, and that the maintenance department would repair the driveways to eliminate the safety hazards.

Superintendent Scurto addressed the video/surveillance systems for all schools. She stated that the survey is not complete and will be presented to the Buildings, Food Service, and Transportation Committee at its next meeting.

Superintendent Scurto addressed the parking lot at Greenwood Middle School. She stated that a parking lot survey was performed, and a detailed report, with cost estimates, will be presented to the Buildings, Food Service, and Transportation Committee at its next meeting.

Mr. Ira Davis addressed a water line for the Terrebonne High School practice field. He stated that the installation of the water line should be complete within the week.

Mr. Pitre addressed the Hurricane Emergency Preparedness and requested that the Superintendent and staff work with the Sheriff and other agencies to establish emergency shelters at H.L. Bourgeois and South Terrebonne High Schools, and develop an emergency preparedness plan.

The Committee was presented with a monthly update on projects and maintenance issues for May and June, 2003.

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

Motion of Mr. Duplantis, seconded by Mr. Bonvillain, unanimously carried, the Board granted the request of St. Louis Catholic Church and waived policy relative to the building usage fee at Coteau-Bayou Blue School for eight (8) classrooms, once a week (Mondays), for religion classes beginning September 15, 2003, to April 26, 2004, provided that necessary insurance requirements, non-profit status, and all other School Board policy requirements are met.

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board granted the request of Organized North Easterners/Clay Hill and North End, Inc. (O.N.E./C.H.A.N.E., Inc.) and waived policy relative to the usage fee for the

Southdown stadium and gymnasium for its summer day camp program (Tuesdays and Thursdays) beginning June 10, 2003, to July 17, 2003, provided that necessary insurance requirements, non-profit status, and all other School Board policy requirements are met, and all custodial fees are paid, if necessary.

Motion of Mr. Bordelon, seconded by Mr. Pitre, unanimously carried, the Board entered into an agreement with the Terrebonne Parish Consolidated Government Head Start Program, a delegate agency of the Lafourche Parish Head Start Program, for the preparation of meals for the Gibson and Gray sites beginning September 2003, and authorized the Board President to sign all necessary documents pertaining thereto, subject to Board attorney review.

Motion of Mr. Pitre, seconded by Mr. Duplantis, unanimously carried, the Board renewed its annual agreement with the Houma/Terrebonne Soccer Association, Inc. from July 1, 2003, to June 30, 2004, and waived policy for any usage fee for the Andrew Price ball field and the South Terrebonne High School ball field, provided that necessary insurance requirements, non-profit status, and all other policy requirements are met, subject to Board attorney approval, and further, authorized the Board President to sign the necessary documents pertaining thereto.

Motion of Mr. Badeaux, seconded by Mr. Pitre, unanimously carried, the Board renewed its annual agreement with Louisiana Magic Sports, Inc. from June 18, 2003, to June 30, 2004, waived policy for any usage fee for the Terrebonne High School ball field and the Southdown Elementary School gymnasium, provided that necessary insurance requirements, non-profit status, and all other policy requirements are met, subject to Board attorney approval, and further, authorized the Board President to sign the necessary documents pertaining thereto.

Motion of Mr. Bordelon, seconded by Mr. Duplantis, unanimously carried, the Board renewed its existing lease with the Houma/Terrebonne Community Band for the period beginning July 1, 2003, and ending June 30, 2004.

Motion of Mr. Bonvillain, seconded by Mr. Bordelon, unanimously carried, the Board awarded the Auxiliary Services Complex Sewer Lift Station project to the contractor with the lowest responsible quotation meeting all specifications, B & B Underground Utility Services, Inc., in the amount of \$82,660.80 (\$77,160.80 for quoted specified work and \$5,500.00 for the solenoid package required by the permit), increased the project budget, including engineering fees and contingency, by \$24,200.00 (from \$80,000.00 to \$104,200.00), funding to be derived from the Building Fund, and authorized the Board President to sign all necessary documents pertaining thereto, including a Sewer Connection Charge Agreement with the Terrebonne Parish Consolidated Government in the amount of \$5,650.00.

Mr. Badeaux moved, seconded by Mr. Duplantis, that the Board enter into an agreement for Lawn Care Services for a three (3) year period from August 12, 2003, to August 12, 2006, with M & N Lawn Service for Zones I & III (Terrebonne and Ellender Memorial High Schools' districts, respectively) in the amount of \$417,274.22, and Cooley Enterprises for Zones II and IV (H. L. Bourgeois and South Terrebonne High Schools' districts, respectively) in the amount of \$435,152.25, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Bordelon, seconded by Mr. Pitre, offered a substitute motion, that the matter regarding lawn care services be referred back to staff for further review and report back to the Board at its next meeting.

Mr. Herbert Jones addressed the Board regarding lawn care services requesting that M J Lawn Services be given consideration.

Mr. Ira Davis addressed the Board regarding lawn care services.

Following a lengthy discussion, a point of order was raised as to whether or not the present discussion was related to the substitute motion offered.

Chairman DeHart rendered a clarification on the point of order and ruled the request out of order.

A request was then made to challenge the ruling of the chair.

Mr. Berwick Duval, Board Attorney, addressed the Board giving clarification on the voting of the challenge of the chair.

A roll call vote then having been called for on upholding the ruling of the chair, the vote thereon was as follows:

YEAS: Mr. Thomas, Mr. Harding, Mr. Pitre, and Mr. DeHart

NAYS: Mr. Bordelon, Mr. Duplantis, Mr. Badeaux, Mr. Bonvillain, and Mr. Jackson

ABSENT: None

The Chairman declared the ruling of the chair failed to carry.

Mr. Thomas, seconded by Mr. Harding, offered a second substitute motion, that the Board enter into an agreement for Lawn Care Services for a three-year period (from August 12, 2003, to August 12, 2006) with M J Lawn Service for Zone I (Terrebonne High School district) in the amount of \$178,994.00; Cooley Enterprises for Zones II & IV (H. L. Bourgeois & South Terrebonne High Schools' districts, respectively) in the amount of \$435,152.25; and M & N Lawn Contractor for Zone III (Ellender Memorial High School district) in the amount of \$243,834.03, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Ms. Dana Cooley, representing Cooley Enterprises, and Mr. Marvin Jones, representing M J Lawn Service, addressed the Board regarding lawn care services.

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

YEAS: Mr. Thomas, Mr. Harding, Mr. Jackson, Mr. Pitre, and Mr. Badeaux

NAYS: Mr. Bonvillain, Mr. Bordelon, Mr. DeHart, and Mr. Duplantis

ABSENT: None

The Chairman declared the second substitute motion carried.

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

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, June 16, 2003, with the following members present: Mr. Donald Duplantis, Chairman, Mr. L.P. Bordelon, III, Vice-Chairman, and Mr. Hayes Badeaux. Also in attendance were Mr. Roger Dale DeHart, 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.

Mr. Jack Moore explained that for the past three years we have been fully insured for Workers' Compensation coverage with the Louisiana Workers' Compensation Corp. ("LWCC"). He indicated that LWCC was completing the final year of the three-year plan, and that a renewal was offered at approximately 55% increase over last year. In light of this, other options were explored including "retrospective rating" and self-insured plans. He covered costs, miscellaneous filing, and audit/bank fees associated with a self-funded Workers' Compensation program.

Mr. Moore stated that the renewal proposed by LWCC would cost the Board \$756,157.00. Self-insured cost estimates include \$432,000.00 for expected claims and \$114,655.00 in administration expenses (Summary attachment). He then discussed specifics by the State of Louisiana, Office of Workers' Compensation Administration, that financial security bonds or a letter of credit would be required in order to administer a self-funded program.

RECOMMENDATION NO. 1

The Committee recommends that the Board accept the proposal for Self-Funded Workers' Compensation Insurance, with Safety National Casualty Corporation for excess insurance with employer liability limits of \$1,000,000.00, subject to a Self-Insured Retention of \$300,000.00 with an annual premium of \$68,305.00, along with Third Party Claims Administration services from Gulf South Risk Services, Inc., at the annual fee of \$36,000.00; further, authorize the Superintendent and/or her designee to satisfy all security requirements or filings with the State of Louisiana, Office of Workers' Compensation Administration, and authorize the Board President to sign all necessary documents pertaining thereto, effective July 1, 2003.

RECOMMENDATION NO. 2

The Committee recommends that the Board adopt the following resolution authorizing the Terrebonne Parish School Board to obtain a letter of credit (including Bond Commission approval, if necessary) in an amount not to exceed \$400,000.00 for the operation of a self-insured Workers Compensation program, effective July 1, 2003, and further, authorize the Board President to sign all necessary documents pertaining thereto:

RESOLUTION NO. 1719

A resolution authorizing the Terrebonne Parish School Board to secure a letter of credit in an amount not to exceed \$400,000.00.

WHEREAS, The Terrebonne Parish School Board desires to adopt a self-funded Workers Compensation program, and

WHEREAS, The State of Louisiana Department of Labor, Office of Workers Compensation requires security of all Insurance Companies and/or self-insured entities, and

WHEREAS, Said security may be in the form of a posted bond or a letter of credit and/or other forms of security, and

WHEREAS, It is the desire of the Terrebonne Parish School Board to secure a letter of credit, now

THEREFORE, BE IT RESOLVED, That Clark J. Bonvillain, President of Terrebonne Parish School Board, Elizabeth M. Scurto, Superintendent/Secretary-Treasurer, and Harris Henry, Executive Director of Finance and Auxiliary Services, be authorized to sign all documents necessary to secure a letter of credit not to exceed \$400,000.00.

A final report of the Committee meeting will be presented to the Board at its July 1, 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. Jackson, unanimously carried, the Board accepted the proposal for Self-Funded Workers' Compensation Insurance with Safety National Casualty Corporation for excess insurance with employer liability limits of \$1,000,000.00, subject to a Self-Insured Retention of \$300,000.00 with an annual premium of \$68,305.00, along with Third Party Claims Administration services from Gulf South Risk Services, Inc., at the annual fee of \$36,000.00, authorized the Superintendent and/or designee to satisfy all security requirements or filings with the State of Louisiana, Office of Workers' Compensation Administration, and further, authorized the Board President to sign all necessary documents pertaining thereto, effective July 1, 2003.

Motion of Mr. Bordelon, seconded by Mr. Bonvillain, unanimously carried, the Board adopted Resolution No. 1719, as outlined in the foregoing report, authorizing the Terrebonne Parish School Board to obtain a letter of credit (including Bond Commission approval, if necessary) in an amount not to exceed \$400,000.00 for the operation of a self-insured Workers' Compensation program, effective July 1, 2003, and further, authorized the Board President to sign all necessary documents pertaining thereto.

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

Motion of Mr. Jackson, seconded by Mr. Pitre, unanimously carried, the Board approved the personnel appointment of Ms. Pamela McCann, Principal at Broadmoor Elementary School, as recommended by the Superintendent, effective on or about July 1, 2003.

Motion of Mr. Badeaux, seconded by Mr. Bordelon, with the exception of Mr. DeHart who objected, the Board approved the personnel appointment of Ms. Debra Jones, Assistant Principal at South Terrebonne High School, as recommended by the Superintendent, effective on or about July 1, 2003.

Motion of Mr. DeHart, seconded by Mr. Thomas, unanimously carried, the Board approved the personnel appointment of Ms. Debrah Allemand, Assistant Principal at Elysian Fields School, as recommended by the Superintendent, effective on or about July 1, 2003.

Motion of Mr. Jackson, seconded by Mr. Badeaux, unanimously carried, the Board approved the personnel appointment of Mr. Mac Sevin, Master Teacher at West Park Elementary School, as recommended by the Superintendent, effective with the 2003-2004 school session.

Motion of Mr. Bordelon, seconded by Mr. Jackson, unanimously carried, the Board approved a leave of absence without pay in accordance with Policy (FILE: F-11.10) for a teacher at Houma Jr. High School for the 2003-2004 school session.

Motion of Mr. Duplantis, seconded by Mr. Thomas, with the exception of Mr. DeHart who objected, the Board approved a leave of absence without pay in accordance with Policy (FILE: F-11.10) for a school bus driver in the Transportation Department for the 2003-2004 school session.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board approved a sabbatical leave (professional improvement) in accordance with Policy (FILE: F-11.1) for an assistant principal at Caldwell Middle School for the 2003-2004 school session.

Motion of Mr. Thomas, seconded by Mr. Badeaux, unanimously carried, the Board approved a sabbatical leave (medical) in accordance with Policy (FILE: F-11.1) for a teacher at Evergreen Jr. High School for the 2003-2004 school session.

Motion of Mr. Duplantis, seconded by Mr. Jackson, 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 May, June, and July 2003:

Contract Renewal - Non-Instructional Support Supervisory Personnel

Christopher Babin, Network System Administrator, Central Office - July 1, 2003 - June 30, 2004

Rebecca Breaux, Supervisor of Finance, Central Office - July 1, 2003 - June 30, 2004

Herbert Carreker, Purchasing Agent, Auxiliary Services - July 1, 2003 - June 30, 2004

Ira Davis, Supervisor of Maintenance, Auxiliary Services - July 1, 2003 - June 30, 2004

Lauren Fletcher, Supervisor of Child Nutrition, Auxiliary Services - July 1, 2003 - June 30, 2004

Harris Henry, Executive Director of Finance, Central Office - July 1, 2003 - June 30, 2004

Judith Martin, Chief Accountant, Central Office - July 1, 2003 - June 30, 2004

Jack Moore, Risk Manager, Central Office - July 1, 2003 - June 30, 2004

Walt Prejean, Data Processing Manager, Central Office - July 1, 2003 - June 30, 2004

Curtis Prevost, Assistant Supervisor of Transportation, Transportation Dept. - July 1, 2003 - June 30, 2004

Retirements, Resignations, Terminations- Professional Instructional Personnel

Amy Aucoin, Vocal Music Teacher, South Terrebonne - Resigned - 6/03/03

Stella Brown, Secondary Gifted Teacher, H. L. Bourgeois - Service Retirement - 6/03/03

Leslie Brunet, Principal, Broadmoor - Service Retirement - 6/16/03

Jo Ann Campo, 3rd Grade Teacher, Lisa Park - Service Retirement - 6/03/03

Jennifer Cavett, Physical Education Teacher, Terrebonne High - Resigned - 6/03/03

John W. Chaisson, Principal, Acadian - Service Retirement - 6/20/03

Shirlene Cooper, Principal, Bayou Black - Service Retirement - 6/13/03

Cassandra Courrege, Secondary Home Ec Teacher, H. L. Bourgeois - Resigned - 6/03/03

Kable Cunningham, 2nd Grade Teacher, Boudreaux Canal - Service Retirement - 6/03/03

Mary S. Falcon, 6th Grade Teacher, Broadmoor - Service Retirement - 6/03/03

Gayle Fonseca, 2nd Grade Teacher, Mulberry - Service Retirement - 6/03/03

Chelsea Gravois, 1st Grade Teacher, West Park - Resigned - 6/03/03

Jane Gray, Secondary Social Studies Teacher, Ellender Memorial - Service Retirement - 6/03/03

Robbin Hamner, Secondary Gifted Teacher, H. L. Bourgeois - Service Retirement - 6/03/03

Susanne Harris, Elementary Teacher, Elysian Fields - Service Retirement - 6/03/03

Teresa Hoffmann, 4th Grade Teacher, Caldwell - Service Retirement - 6/03/03

Carole Leslie, Secondary Home Ec Teacher, Houma Junior High - Service Retirement - 6/03/03

Christine Landry, Special Education Teacher, South Terrebonne - Resigned - 6/03/03

Judith Landry, Librarian, Village East - Service Retirement - 6/03/03

Ulyse Louviere, Supervisor of Secondary Education, Central Office - Service Retirement - 6/30/03

Barbara Lucas, Secondary Business Teacher, Terrebonne High - Service Retirement - 6/03/03

Neili Marozzo, 6th Grade Teacher, Grand Caillou Middle - Resigned - 6/03/03

William Mason, School Psychologist, Special Ed Department - Service Retirement - 6/13/03

Cheryl Matherne, Master Teacher, Bourg - Service Retirement - 6/06/03

Stacey Milsted, Librarian, Coteau-Bayou Blue - Resigned - 6/03/03

Misty Naquin, Librarian, Elysian Fields - Resigned - 6/03/03

Lady Pierson, 3rd Grade Teacher, Coteau-Bayou Blue - Service Retirement - 6/03/03

Elise Pitre, Librarian, Montegut Middle - Resigned - 6/02/03

Brenda Powell, Guidance Counselor, H. L. Bourgeois - Service Retirement - 6/13/03

Joyce Rideaux, 2nd Grade Teacher, Grand Caillou Elem. - Service Retirement - 6/03/03

David Rockward, Special Education Teacher, East Street School - Resigned - 6/03/03

Tommy Thompson, Principal, Vo-Tech High - Service Retirement - 6/20/03

Dorothy Ward, 3rd Grade Teacher, Coteau-Bayou Blue - Service Retirement - 6/03/03

New Employee Appointments - Non-Instructional/Support Personnel

Debra Chauvin, School Secretary B-2, Evergreen - Melissa LeBlanc, Resigned - 6/03/03

Katherine Beamon, Custodian III-A, Terrebonne High - Carl McGuin, Promoted - 5/27/03

Ellen Andry, Accountant, Central Office - Heather Bascle, Terminated - 6/23/03

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

Charles Derouen, Grounds Care Worker, Maintenance Dept. - Service Retirement - 6/16/03

Carla Gibbs, Special Ed Paraprofessional, Lacache - Resigned - 6/02/03

Tammy Jackson, Custodian III, Oakshire - Resigned - 6/02/03

Melissa LeBlanc, School Secretary B-2, Evergreen - Resigned - 6/09/03

Carolyn McGuire, School Food Service Manager, Elysian Fields - Service Retirement - 6/02/03

Ruth Payne, School Bus Driver, Transportation Dept. - Service Retirement - 6/02/03

Jennie Quinn, School Bus Driver, Transportation Dept. - Service Retirement - 6/02/03

Germaine Theriot, Title 1 Paraprofessional, Dularge Elementary - Service Retirement - 6/02/03

Judy Vice, Secretary I, Federal Department - Service Retirement - 6/30/03

The following employee has processed the necessary paperwork for a Maternity Leave of Absence:

Hollie Scott - Teacher - Houma Junior High

Motion of Mr. Duplantis, seconded by Mr. Bordelon, unanimously carried, the Board accepted low bids meeting all specifications on canned and dry goods from the following vendors:

Chisesi Bros. - New Orleans, LA

Diamond Food Distr., Inc. - Jefferson, LA

George W. Groetsch, Inc. - Harahan, LA

Imperial Food Supply, Inc. - Baton Rouge, LA

Lacassagne's, Inc. - New Orleans, LA

PFG Caro - Houma, LA

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board accepted low bids meeting all specifications on meat and frozen items from the following vendors:

Chisesi Bros. - New Orleans, LA

Diamond Food Distr., Inc. - Jefferson, LA

F. Christiana & Co., Inc. - Marrero, LA

Imperial Food Supply, Inc. - Baton Rouge, LA

Lacassagne's, Inc. - New Orleans, LA

PFG Caro - Houma, LA

President Bonvillain, at this time, announced that a Special School Board Meeting would be held on June 24, 2003, at 6:00 P.M. (in accordance with Policy FILE: C-3.6, Superintendent Evaluation).

Motion of Mr. Duplantis, seconded by Mr. Harding, unanimously carried, the Board voted to adjourn its meeting at 8:30 P.M.

/s/ Elizabeth Scurto, Secretary
President

/s/ Clark J. Bonvillain,

RLB