

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

March 2, 2004

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. Richard Jackson, Mr. Rickie Pitre, Mr. Roger Dale DeHart, Mr. Donald Duplantis, and Mr. Hayes Badeaux.

ABSENT: Mr. Roosevelt Thomas and Mr. Gregory Harding

Mr. Badeaux 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. Eugene Rodriguez, Mr. Hayes Badeaux's father-in-law, who recently passed away.

The following 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, February 16, 2004, with the following members present: Mr. Donald Duplantis, Chairman, Mr. Richard Jackson, Vice-Chairman, and Mr. Roosevelt Thomas. Also in attendance were Mr. Clark Bonvillain, President, Mr. Hayes Badeaux, Mr. L. P. Bordelon, III, Mr. Rickie Pitre, 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.

Mr. Clayton Lovell, Board Attorney, reviewed a letter from Mr. John McCollam, representing Anadarko E&P Company, LP ("Anadarko") offering \$56,250.00 in full compromise and settlement of any penalties that may be assessed under the release of State Agency Lease No. 15373.

A general discussion ensued.

RECOMMENDATION NO. 1

The Committee recommends that the Board authorize Mr. Clayton Lovell to inform Anadarko that the Board would accept a settlement of the damage claims regarding State Agency Lease No. 15373 in the amount of \$105,700.00, which is one-half (1/2) of the full penalty amount of \$211,400.00.

Mr. Mark Felger, Bergeron and Lanaux, addressed the Committee relative to the 2002-2003 annual report. He said that the statement was reviewed in detail during an earlier exit conference meeting with management and Board representatives. He briefly discussed the various sections of the audit report. He then reviewed graphs relative to the revenues, long-term debt, and fund balances of the various major funds of the System.

RECOMMENDATION NO. 2

The Committee recommends that the Board receive the June 30, 2003, Terrebonne Parish School Board Audit Report.

Mr. Harris Henry presented a tentative projected financial view of the Terrebonne Parish School System. He stated that several major occurrences are facing the System; a list of those are: a decline (rather than an increase) in the sales taxes, the ever-increasing medical costs, and the recent major increases in the Teachers Retirement contribution, along with the School Employees Retirement costs. In relation to the current proposed General Fund he said the spending is over \$2.1 million dollars more than the revenue expected, even after a \$1,400,000.00 transfer from the One-Cent Fund to cover increased group insurance cost. He stated that even though the MFP is increasing over \$1.4 million dollars, that by law, fifty-percent is designated for pay raises for certificated personnel (according to SCR 139). He informed the Committee that Management Staff, along with the Superintendent, will be meeting to develop a "road map" of how to acquire the desired needs of the System (see attachment).

A general discussion ensued.

Mrs. Rebecca Breaux reviewed the 2003-2004 revised budget for the 3/4-Cent Sales Tax Fund.

RECOMMENDATION NO. 3

The Committee recommends that the Board adopt the following 2003-2004 revised budget for the 3/4-Cent Sales Tax Fund:

REVISED 2003-2004 BUDGET 3/4 CENT SALES TAX FUND

	2003/2004 OCTOBER <u>REVISION</u>	<u>CHANGES</u>	2003/2004 FEBRUARY <u>REVISION</u>
Revenues			
Sales Tax	\$12,896,444	(\$729,467)	\$12,166,977
Interest	<u>59,000</u>	<u>(43,000)</u>	<u>16,000</u>
TOTAL	12,955,444	(772,467)	12,182,977
Expenditures and Other Financing Uses			
Expenditures	1,758,644	66,828	1,825,472
Other Financing Uses	<u>11,393,274</u>	<u>(653,697)</u>	<u>10,739,577</u>
TOTAL	<u>13,151,918</u>	<u>(586,869)</u>	<u>12,565,049</u>
Excess of Revenue Or (Expenditures)	(196,474)	(185,598)	(382,072)
FUND BALANCE			
Beginning	1,721,792	0	1,721,792
Ending Fund Balance			
Designated for Band Uniforms	90,000	(4,500)	85,500
Reserved for Instructional Programs	<u>1,435,318</u>	<u>(181,098)</u>	<u>1,254,220</u>
Total Ending Fund Balance	<u>\$1,525,318</u>	<u>(\$185,598)</u>	<u>\$1,339,720</u>

Mrs. Breaux then reviewed the 2003-2004 revised budget for the One (1) Cent Sales Tax Fund.

RECOMMENDATION NO. 4

The Committee recommends that the Board adopt the following 2003-2004 revised budget for the One (1) Cent Sales Tax Fund:

REVISED 2003-2004 ONE (1) CENT SALES TAX FUND BUDGET

Revenue

Local	- Sales Tax	\$ 16,020,862
	- Interest	40,800
	- E-Rate Proceeds	267,682
	- Other Financing Sources	<u>0</u>
TOTAL		<u>16,329,344</u>

Expenditures:

Compensation & Benefits	12,703,394
Technology	1,133,724
Building Improvements	1,934,115
Debt Service	665,211
Transfers Out	<u>1,400,000</u>
TOTAL	<u>17,836,444</u>

Excess of Revenue (1,507,100)

Fund Balance:

Beginning 3,911,117

Ending Fund Balance

Salaries & Benefits	1,417,296
Technology	890,460
Building Improvements	<u>96,261</u>
Ending Fund Balance	<u>\$ 2,404,017</u>

Mrs. Breaux also reviewed the 2003-2004 revised budgets for several Special Revenue Funds.

RECOMMENDATION NO. 5

The Committee recommends that the Board adopt the 2003-2004 revised budgets for the following Special Revenue Funds:

REVISED 2003-2004 SPECIAL REVENUE FUNDS

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
370	NCLB Title II - EISENHOWER Act			
	-Current	\$1,537,579	\$ -0-	\$1,537,579
	-Enhancing Education through Technology	160,918	-0-	
	160,918			
	-Prior Year-Staff Development	93,731	-0-	
	93,731			
	-Carry Over-Staff Development	18,896	-0-	
	18,896			
	-Prior Year-Class Size Reduction	56,458	-0-	56,458
	-Prior Year-Enhancing Education through Technology	79,586	-0-	79,586
	-Carry Over-Enhancing Education through Technology	21,176	-0-	21,176
	-Teaching American History	3,587	-0-	
3,587				
	-Transfer-3/4 Cent Sales Tax	1,000	(600)	400
	TOTAL	\$1,972,931	\$ (600)	
	\$1,972,331			
450	STATE SCHOOL IMPROVEMENT Rewards	\$ 499	\$ -0-	\$ 499
	State School Improvement		-0- 80,950	
<u>80,950</u>				
	TOTAL	\$ 499	\$ 80,950	\$
	81,449			
560	NCLB-TITLE X FUND PART C			
	Current Year	\$ 95,089	-0-	\$
95,089				
	Discretionary	3,436	-0-	
3,436				
	Carry Over	-0-	\$16,030	16,030
		\$ 98,525	\$16,030	\$ 114,555
590	FEDERAL VOCATIONAL ED.	\$ 279,594	(7,964)	\$ 271,630

Mrs. Breaux then presented the 2003-2004 original budget for Special Revenue Fund 570.

RECOMMENDATION NO. 6

The Committee recommends that the Board adopt the following 2003-2004 original budget for Special Revenue Fund 570:

ORIGINAL 2003-2004 SPECIAL REVENUE FUND

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
570	AMERICORPS GRANT	\$ -0-	4,900	\$ 4,900

Mr. Jack Moore presented specifications to the Committee for the Group Health and Life request for proposal. It was noted that there would be two

specification packets, one for each benefit, due to the desire to keep the two programs separate.

RECOMMENDATION NO. 7

The Committee recommends that the Board approve the two specification packets for the Group Health and Life request for proposals, as presented, and authorize publication of the request for proposal within the prescribed period set forth.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 6:30 P.M.

Respectfully submitted,

/s/ Donald Duplantis, Chairman

/s/ Richard Jackson, Vice-Chairman

/s/ Roosevelt Thomas

Motion of Mr. Bordelon, seconded by Mr. Jackson, unanimously carried, the Board authorized Mr. Clayton Lovell, Board Attorney, to inform Anadarko E&P Company, LP, that the Board will accept settlement of damage claims regarding State Agency Lease #15373 in the amount of \$105,700.00, which is one-half (½) of the full penalty amount of \$211,400.00, and further, authorized the Board President to sign all necessary documents pertaining thereto, subject to Board Attorney review.

Mr. Clayton Lovell, Board Attorney, addressed the Board regarding the foregoing motion.

Motion of Mr. Bonvillain, seconded by Mr. Jackson, unanimously carried, the Board received the June 30, 2003, Terrebonne Parish School Board Audit Report, as presented.

Motion of Mr. Jackson, seconded by Mr. Badeaux, unanimously carried, the Board adopted the 2003-2004 revised budget for the ¾ Cent Sales Tax Fund, as outlined in the foregoing report.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board adopted the 2003-2004 revised budget for the One (1) Cent Sales Tax Fund, as outlined in the foregoing report.

Motion of Mr. Badeaux, seconded by Mr. Jackson, unanimously carried, the Board adopted the 2003-2004 revised budgets for several Special Revenue Funds, as outlined in the foregoing report.

Motion of Mr. Bordelon, seconded by Mr. Jackson, unanimously carried, the Board adopted the 2003-2004 original budget for Special Revenue Fund 570, as outlined in the foregoing report.

Motion of Mr. Bordelon, seconded by Mr. Badeaux, unanimously carried, the Board approved the two specification packets for Group Health & Life request for proposals, as presented, and authorized the publication of said request for proposals within the prescribed period set forth.

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

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

The Executive Committee report was presented to the Board.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board received the following Executive Committee report in its entirety:

Dear Members of the Board:

The **Executive Committee** met at 5:30 P.M. on Tuesday, February 17, 2004, in the Board Conference Room of the School Board Office with the following members present: Mr. Clark Bonvillain, President, and Mr. L. P. Bordelon, III, Vice-President. Mr. Hayes Badeaux was absent. Others in attendance were Superintendent Elizabeth Scurto, Mr. Harris Henry, and Mrs. Rebecca Breaux.

The meeting began with a prayer and Pledge of Allegiance to the Flag.

The **Executive Committee** examined and authorized payment of invoices for the current month (including supplemental payroll and travel expenses).

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

Respectfully submitted,

/s/ Clark Bonvillain, President

/s/ L. P. Bordelon, III, Vice-President

The Executive Committee report was concluded.

The report of the Board of Directors of Terrebonne Construction Company, Inc. was then presented to the Board.

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board received the following report of the Board of Directors of Terrebonne Construction Company, Inc. in its entirety:

Dear Members of the School Board:

The **Board of Directors of Terrebonne Construction Company, Inc.** met at 6:00 P.M. on Tuesday, February 17, 2004, in the Board Conference Room of the School Board Office with the following members present: Mr. Clark Bonvillain, President, and Mr. L. P. Bordelon, III, Secretary-Treasurer. Mr. Hayes Badeaux was absent. Others in attendance were Superintendent Elizabeth Scurto, Mr. Harris Henry, and Mrs. Rebecca Breaux.

The **Board of Directors** received the January 2004 financial statement (attachment).

There being no further business to come before the **Board of Directors of Terrebonne Construction Company, Inc.**, the meeting was adjourned.

Respectfully submitted,

/s/ Clark Bonvillain, President

/s/ L. P. Bordelon, III, Secretary-Treasurer

The report of the Board of Directors of Terrebonne Construction Company, Inc. was concluded.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board deviated from the regular order of the agenda.

Motion of Mr. Bordelon, seconded by Mr. DeHart, unanimously carried, the Board authorized administration to procure and replace a 66 ton air handler unit at H. L. Bourgeois High School, established a budget not to exceed \$67,000.00, monies to be derived from the One-Cent Sales Tax Fund, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Mr. Ira Davis, Supervisor of Plant Maintenance, addressed the Board regarding the foregoing motion.

The Board returned to the regular order of the agenda.

Motion of Mr. Jackson, seconded by Mr. Bordelon, unanimously carried, the Board approved a request to allow Ms. Suzanne Carlos, Title IV Safe & Drug-Free Diversity Specialist in the Federal Department, to attend the National Multicultural Institute Conference in Bethesda, Maryland, April 29-May 2, 2004 (Thursday-Sunday), in accordance with Policy (FILE: F-11.2), expenses to be paid by Title IV Safe & Drug-Free Fund.

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board approved a request to allow Dr. Sandra Hebert, Master Teacher, and Ms. Nadine Frye, Classroom Teacher, Honduras Elementary School, to attend a workshop entitled "Responsive Classroom" Summer Institute in Stillwater, Oklahoma, June 14-18, 2004 (Monday-Friday), in accordance with Policy (FILE: F-11.2), expenses to be paid by Title I Fund.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved a request to allow Ms. Marie Cobb, Teacher at Grand Caillou Elementary School, to attend the 20th National Reading Styles Conference (NRSI) in San Antonio, Texas, July 9-14, 2004 (Friday-Wednesday), in accordance with Policy (FILE: F-11.2), expenses to be paid by Title I Fund.

Motion of Mr. Duplantis, seconded by Mr. Jackson, with the exception of Mr. Badeaux who objected, the Board approved the personnel appointment of Ms. Anne Key, Master Teacher at Ellender Memorial High School, as recommended by the Superintendent, effective March 3, 2004.

Motion of Mr. Harding, seconded by Mr. Jackson, with the exception of Mr. Badeaux who objected, the Board approved the personnel appointment of Mr. Glenn Sikes, Master Teacher at West Park Elementary School, as recommended by the Superintendent, effective March 3, 2004.

Motion of Mr. Duplantis, seconded by Mr. Bordelon, 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 January and February 2004:

New Employee Appointments - Professional Instructional Personnel

Misty Naquin, Special Ed. Teacher, Certified, Bourg - Rebecca LeBlanc, Resigned, 02/06/04

Thomas Miller, Special Ed. Teacher, TAT, Ellender - Roger Green, Contract Completed, 02/02/04

Mitzi Mike, Gifted Elem. Teacher, Certified, Legion Park - Teresa Engeran, Resigned, 02/02/04

New Employee Appointments - Non-Instructional/Support Personnel

Robin LeBlanc, Sp. Ed. Paraprofessional, Evergreen - Theresa Sample, Transferred, 01/26/04

Retirements, Resignations, Terminations - Professional Instructional Personnel

Jennifer Broussard, 6th Grade Teacher, Elysian - Resigned, 02/28/04

Mark Chauvin, Science Teacher, Terrebonne High - Resigned, 02/20/04

Sheila Guidry, Master Teacher, Ellender - Resigned, 01/30/04

Suzanne Martin, Secondary Librarian, Houma Jr. High - Resigned, 02/20/04

Joey Trahan, Instrumental Music Tchr., Evergreen - Resigned, 01/12/04

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

Antoinette Ross, School Food Service Technician, Elysian - Retired, 01/27/04

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

Julie Waalk - Speech Therapist - Acadian
Kakeisha Ruffin - Teacher - Grand Caillou Middle
Tracie LeBlanc - Teacher - Honduras
Wendy Mackay - Teacher - Honduras
Brandi Westbrook - Teacher - Honduras
Abbie Bascle - Teacher - Montegut Elementary

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board accepted the lowest bid received, meeting all specifications, on roof repair/replacement at East Street School from Edward J. Laperouse Metal Works, Inc., Houma, LA, in the total amount of \$568,162.00 (base bid amount of \$551,662.00, plus alternate #1, for three additional hall HVAC units in the amount of \$16,500.00) and authorized the Board President to sign all necessary documents pertaining thereto.

At this time, President Bonvillain gave an update on procedures and timelines for receipt of applications for the "Superintendent Vacancy."

Motion of Mr. Duplantis, seconded by Mr. Pitre, unanimously carried, the Board voted to adjourn its meeting (7:40 P.M.).

/s/ Elizabeth Scurto, Secretary
President

/s/ Clark J. Bonvillain,

RLB