

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

April 6, 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. 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 invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Ms. Frances Boudreaux, retired teacher, and Mr. John Sevin, Sr., retired school bus driver, who recently passed away.

Motion of Mr. Bordelon, seconded by Mr. Pitre, unanimously carried, the Board approved the minutes of School Board Meeting of March 16, 2004, as recorded.

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, March 15, 2004, with the following members present: Mr. Donald Duplantis, Chairman, Mr. Richard Jackson, Vice-Chairman, and Mr. Roosevelt Thomas. Also in attendance were 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 the invocation and the Pledge of Allegiance to the Flag.

A partial report of the Committee meeting was presented to the Board at its March 16, 2004, meeting.

Mr. William "Bill" Maloz, U.S. Army Corps of Engineers, presented information by PowerPoint relative to the Houma Navigation Canal Lock to be constructed on Section 16, Township 20 South, Range 17 East. He also explained how the existing Houma Canal parallel to the by-pass channel will be closed after construction.

Mr. Jerome Zeringue, Terrebonne Levee & Conservation District, informed the Committee that there has been tremendous cooperation from the Corps of Engineers relative to the project.

A general discussion ensued.

Mrs. Rebecca Breaux presented the revised 2003-2004 budget for the General Operating Fund.

**RECOMMENDATION NO. 1**

The Committee recommends that the Board adopt the following 2003-2004 revised budget for the General Operating Fund:

**REVISED 2003-2004 GENERAL FUND BUDGET**

REVENUE AND OTHER  
FINANCING SOURCES

LOCAL	\$ 11,231,581
STATE	69,098,885
FEDERAL	900
OTHER SOURCES	<u>12,622,595</u>
TOTAL - REVENUES	\$92,953,961

EXPENDITURES AND  
OTHER FINANCING USES

INSTRUCTION	59,639,310
SUPPORT SERVICES	33,034,106
DEBT SERVICE	1,046,897
TRANSFERS OUT	1,519,584
Less: Non-recurring capital outlay:	<u>(406,725)</u>
TOTAL - EXPENDITURES	94,833,172

EXCESS OF REVENUES OR (EXPENDITURES)	(1,879,211)
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FUND BALANCE: BEGINNING	6,252,966
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NON-RECURRING CAPITAL OUTLAY TRANSFERS OUT	(406,725)
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ENDING FUND BALANCE

Reserved-Capital Improvement	500,000
Unreserved/Undesignated	<u>3,467,030</u>
TOTAL ENDING FUND BALANCE	<u>\$ 3,967,030</u>

Mrs. Breaux also reviewed the 2003-2004 revised budget for the School Food Service Fund.

**RECOMMENDATION NO. 2**

The Committee recommends that the Board adopt the following 2003-2004 revised budget for the School Food Service Fund:

**REVISED 2003-2004 SCHOOL FOOD SERVICE FUND BUDGET**

REVENUE AND OTHER  
FINANCING SOURCES:

LOCAL	\$ 1,362,298
STATE	316,987
FEDERAL	5,142,843
OTHER SOURCES	<u>358,198</u>
TOTAL REVENUES	7,180,326

**EXPENDITURES AND  
OTHER FINANCING USES:**

<b>SALARIES</b>	<b>2,275,920</b>
<b>BENEFITS</b>	<b>1,247,258</b>
<b>MATERIALS AND SUPPLIES</b>	<b>399,957</b>
<b>FOOD COSTS</b>	<b>2,792,500</b>
<b>OTHER OPERATING EXPENSES</b>	<b>474,846</b>
<b>LESS: NON-RECURRING CAPITAL OUTLAY</b>	<b><u>(193,385)</u></b>
<b>TOTAL EXPENDITURES</b>	<b>6,997,096</b>
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	<b>183,230</b>
<b>FUND BALANCE:</b>	
<b>BEGINNING</b>	<b>1,100,612</b>
<b>NON-RECURRING CAPITAL OUTLAY</b>	<b><u>(193,385)</u></b>
<b>ENDING FUND BALANCE</b>	<b><u>\$ 1,090,457</u></b>

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

**RECOMMENDATION NO. 3**

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

**REVISED 2003-2004 SPECIAL REVENUE FUNDS**

<b><u>FUND NUMBER</u></b>	<b><u>FEDERAL FUNDS</u></b>	<b><u>CURRENT BUDGET</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>REVISED BUDGET</u></b>
220	NCLB TITLE I			
	-Current Year	\$5,942,941	59,509	
		\$6,002,450		
	-Prior Year	236,747	-0-	236,747
	-Carryover	470,118	-0-	470,118
	-Donations	500	-0-	500
	-Migrant-Current	125,845	-0-	125,845
	-Migrant-Prior Year	25,381	-0-	25,381
	-Migrant-Carryover	7,452	-0-	7,452
	-Comprehensive School Reform Program-Current	224,766	-0-	224,766
	-Comprehensive School Reform Program-Prior Year	<u>38,853</u>	<u>-0-</u>	
	<b><u>38,853</u></b>			
	TOTAL	\$7,072,603	59,509	\$7,132,112
250	NCLB TITLE V			
	-Current	\$ 138,056	\$ 1,378	\$ 139,434
	-Prior Year	8,462	-0-	8,462
	-Project ABC-Prior Year	<u>15,780</u>	<u>-0-</u>	<u>15,780</u>
	TOTAL	\$ 162,298	\$ 1,378	\$
	163,676			

320	NCLB-TITLE IV FUND PART A AND PART B MOVE I			
	-Current Year	620,000	0	620,000
	-Donation	1,285	0	1,285
	-Tuition	2,669	0	2,669
	MOVE II			
	-Current Year	382,894	0	382,894
	-Prior Year	42,832	0	42,832
	-Donation	198	0	198
	-Tuition	4,298	0	4,298
	United Way for South Louisiana Venture Grant	5,000	0	5,000
	Safe and Drug-Free Schools And Communities-State Grants			
	-Current Year	157,133	1,587	158,720
	-Prior Year	40,042	0	40,042
	-Donation	200	0	200
	Total	<u>1,256,551</u>	<u>1,587</u>	<u>1,258,138</u>
370	NCLB TITLE II – EISENHOWER Act			
	-Current	\$1,537,579	\$15,484	\$1,553,063
	-Enhancing Education through Technology	160,918	1,646	
162,564	-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	<u>400</u>	<u>-0-</u>	<u>400</u>
	TOTAL	<u>\$1,972,331</u>	<u>\$17,130</u>	
	\$1,989,461			
590	FEDERAL VOCATIONAL ED			
	-Carl Perkins-Current Year	\$ 271,630	2,615	\$ 274,245
	-Carl Perkins-Carryover	<u>-0-</u>	<u>6,285</u>	<u>6,285</u>
	TOTAL	<u>\$ 271,630</u>	<u>8,900</u>	<u>\$ 280,530</u>
	280,530			
<u>FUND NUMBER</u>	<u>STATE FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
450	STATE SCHOOL IMPROVEMENT FUND			
	-K-12 Accountability Rewards	\$ -0-	\$ 212,625	\$ 212,625
	-Rewards-Prior	499	-0-	499
	-School Improvement	<u>80,950</u>	<u>-0-</u>	<u>80,950</u>
	TOTAL	<u>\$ 81,449</u>	<u>\$ 212,625</u>	<u>\$ 294,074</u>
	294,074			

Mr. Harris Henry presented a letter (attached) from Mr. Gene P. Bonvillain, Terrebonne Parish Assessor, stating that 2004 is a property tax reappraisal year and millage resolutions are not to be adopted until his office gives the notification. With that being the case Mr. Henry said that depending on the outcome, this matter may have to go directly to the Board.

Mr. Henry informed the Committee that the staff was still working on cost cutting measures for the 2004-2005 fiscal budget. He did state that the *key* to the large reduction will be in staffing of the schools.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 5:35 P.M.

Respectfully submitted,

/s/ Donald Duplantis, Chairman  
 /s/ Richard Jackson, Vice-Chairman  
 /s/ Roosevelt Thomas

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board adopted the 2003-2004 revised budget for the General Operating Fund, as outlined in the foregoing report.

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2003-2004 revised budget for the School Food Service Fund, as outlined in the foregoing report.

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

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. Duplantis, seconded by Mr. Badeaux, 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, March 16, 2004, in the Board Conference Room of the School Board Office with the following members present: Mr. Clark Bonvillain, President, Mr. L. P. Bordelon, III, Vice-President, and Mr. Hayes Badeaux. Others in attendance were Superintendent Elizabeth Scurto, Mr. Harris Henry, and Mrs. Rebecca Breaux.

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

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

There 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  
 /s/ Hayes Badeaux

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. Badeaux, seconded by Mr. Duplantis, 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, March 16, 2004, in the Board Conference Room of the School Board Office with the following members present: Mr. Clark Bonvillain, President, Mr. L. P. Bordelon, III, Secretary-Treasurer, and Mr. Hayes Badeaux. Others in attendance were Superintendent Elizabeth Scurto, Mr. Harris Henry, and Mrs. Rebecca Breaux.

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

The **Board of Directors** voted to allow Bergeron & Lanaux, Certified Public Accountants, to continue their services of preparing the federal income tax return, Form 990 - Return of Organization Exempt from Income Tax, with supporting schedules, on a continuing basis with year ending December 31, 2004, and 2005, unless either party terminates this agreement, in writing, and to perform any bookkeeping necessary for preparation of the income tax return, and authorized the President to sign all necessary documents pertaining thereto.

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

/s/ Hayes Badeaux

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

Motion of Mr. Duplantis, unanimously seconded, unanimously carried, the Board approved the following resolution recognizing April 18-24, 2004, as Secretaries Week and April 21, 2004, as Secretaries Day:

#### RESOLUTION

**WHEREAS**, April 18-24, 2004, has been proclaimed as Secretaries Week; and

**WHEREAS**, Wednesday, April 21, 2004, has been designated as Secretaries Day; and

**WHEREAS**, School and department secretaries are responsive to the well-being of students, professional personnel, support personnel, parents, and the community; and

**WHEREAS**, The Terrebonne Parish School Board wishes to publicly recognize the contributions that school and department secretaries make to the educational process in our district; now

**THEREFORE, BE IT RESOLVED**, That the Terrebonne Parish School Board hereby recognizes the week of April 18-24, 2004, as Secretaries Week and April

21, 2004, as Secretaries Day and expresses deep appreciation to the secretaries for their unselfish service to schools, departments, and the community; and

**BE IT FURTHER RESOLVED**, That copies of this resolution be forwarded to all Terrebonne Parish public schools and office buildings.

Motion of Mr. Duplantis, seconded by Mr. Bordelon, unanimously carried, the Board granted the request of the Houma Police Department and waived the usage fee for the Thomas B. Smith Memorial Stadium Track on April 7, 14, 21, and 28, 2004, to conduct physical fitness training classes, provided that all necessary School Board Policy requirements are met.

Motion of Mr. Badeaux, seconded by Mr. Pitre, with the exception of Mr. Duplantis who objected, the Board approved a request to allow Ms. Mary Justice, Principal, Bourg Elementary School, to attend the American Association of School Administrators (AASA) Leadership Conference in San Antonio, Texas, April 29-May 1, 2004 (Thursday-Saturday), in accordance with Policy (FILE: F-11.2), expenses to be paid by Louisiana Association of School Executives (LASE).

Motion of Mr. Bordelon, seconded by Mr. Harding, unanimously carried, the Board approved a request to allow Mr. James Frank and Ms. Micaela McLaughlin, teachers at Legion Park School, to attend the Advanced Reading Renaissance Conference in Jackson, Mississippi, May 5-6, 2004 (Wednesday-Thursday), in accordance with Policy (FILE: F-11.2), expenses to be paid by NCLB Title I Fund.

Motion of Mr. Bordelon, seconded by Mr. DeHart, unanimously carried, the Board approved a request to allow Ms. Dawnetta Anderson and Ms. Jane Lyons, teachers at Legion Park School, to attend an Introduction to Reading Renaissance Training Session in Gulfport, Mississippi, May 21, 2004 (Friday), in accordance with Policy (FILE: F-11.2), expenses to be paid by NCLB Title I Fund.

Motion of Mr. Duplantis, seconded by Mr. Thomas, with the exception of Mr. Badeaux who objected, the Board approved a request to allow Ms. Debra Yarbrough, Principal, and Ms. Dawn Bergeron, Ms. Lakisha Brown, Ms. Michelle Clement, Ms. Mindy Portier, Ms. Natalie Price, Ms. Christina Robinson, and Ms. Donna Voisin, teachers, Elysian Fields School, to attend the 20<sup>th</sup> National Reading Styles Conference (NSRI) in San Antonio, Texas, July 9-14, 2004 (Friday-Wednesday), in accordance with Policy (FILE: F-11.2), expenses to be paid by Elysian Fields Title I Fund.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved a request to allow Ms. Roslyn Dempster, NCLB Title I and Title II Staff Development Coordinator in the Federal Department, to attend the National Staff Development Council Academy Session 3: Facilitation Conference in Baltimore, Maryland, July 19-22, 2004, (Monday-Thursday), in accordance with Policy (FILE: F-11.2), expenses to be paid by NCLB Title I and Title II Funds.

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board approved a sabbatical leave (for professional or cultural improvement) in accordance with Policy (FILE: F-11.1) for Ms. Joycelyn Acosta, teacher at Caldwell Middle School, for the 2004-2005 school session.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board approved a sabbatical leave (for medical reasons) in accordance with Policy (FILE: F-11.1) for Ms. Rhonda Lafont, teacher at Bayou Black Elementary School, beginning April 7, 2004, through May 31, 2004.

Motion of Mr. Pitre, seconded by Mr. DeHart, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Ms. April Hargroves, teacher at Oakshire Elementary School, beginning April 19, 2004, through May 31, 2004.

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 February and March 2004:

**New Employee Appointments - Professional Instructional Personnel**

Jacqueline Badeaux, Special Ed. Teacher, Certified, Broadmoor - Jennifer Atkinson, on Extended Leave, 3/22/04

Carlota Bailey, 6<sup>th</sup> Grade Teacher, Certified, Elysian Fields - Jennifer Broussard, Resigned, 3/03/04

Valerie Chauvin, 2<sup>nd</sup> Grade Teacher, Certified, Grand Caillou Elementary - Rebecca Harding, on Extended Leave, 2/26/04

Terri Schwab, 6<sup>th</sup> Grade Teacher, Certified, Southdown - Glenn Sikes, Promoted, 3/11/04

**Retirements, Resignations, Terminations - Professional Instructional Personnel**

Kim Bellamy, Vocal Music Teacher, Ellender Memorial - Resigned, 2/20/04

Richard Benoit, Building Trades Teacher, Vocational-Technical High - Resigned, 3/11/04

Jean Boudreaux, Special Ed. Teacher, Oakshire Elementary - Service Retirement, 3/02/04

Sherry Jones, Principal, H. L. Bourgeois - Service Retirement, 3/12/04

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

Debra Beauty, School Bus Driver, Transportation Dept. - Application for Disability Retirement, 3/15/04

Mary Plaisance, Special Ed. Paraprofessional, Bourg Elementary - Resigned, 2/06/04

Allen Riley, Custodian III - A 12 M, S. E. C. - Resigned, 3/11/04

John Ward, Custodian II, Caldwell Middle - Resigned, 3/22/04

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

Anita Wiemann	Teacher	Bourg
Amy Crochet	Teacher	H. L. Bourgeois
Shenee' Gros	Teacher	H. L. Bourgeois
Rebecca Theriot	Teacher	H. L. Bourgeois
Sheri Marcel	Teacher	Broadmoor
Virginia R. Jones	Teacher	Caldwell
Kristie Fannin	Teacher	Elysian Fields
Stacey Chaisson	Teacher	Mulberry

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board accepted the bid received meeting all specifications for the sale of a surplus lot located on Hwy. 56, Chauvin, LA from Eric Carrere, Houma, LA in the amount of \$7,000.00.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board accepted the base bid received for three vertical wheelchair lifts to be assembled and installed at Terrebonne High, Evergreen Jr. High, and Houma Jr. High Schools from H & J Handicap Lifts, Inc., Lafayette, LA in the amount of \$47,868.00 (\$45,588.00 base bid and additional cost of \$2,280.00 for mandated State performance bond for base bid) and a per unit cost of \$15,196.00 for purchase and installation of each additional wheelchair lift at various schools, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for hunting and trapping privileges on Section 16 Lands.

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for office supplies.

Motion of Mr. Duplantis, seconded by Mr. Harding, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for replacement classroom furniture.

Motion of Mr. Bordelon, seconded by Mr. Thomas, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for materials, equipment, supplies, and services for the Auxiliary Services Department.

Motion of Mr. Duplantis, seconded by Mr. Badeaux, unanimously carried, the Board authorized the Purchasing Department to advertise for proposals on cellular phones and pagers.

President Bonvillain announced, at this time, that three individuals had turned in application packets for the "Superintendent Vacancy" (Charles S. Michel, Edward J. Richard, Jr., and Susan A. Aysenne). He stated that the Superintendent Search Committee will report, in writing, and give an update to the full Board on April 20, 2004, and further, that interviews for the "Superintendent Vacancy" will be conducted in May 2004.

Motion of Mr. Duplantis, seconded by Mr. Badeaux, unanimously carried, the Board voted to adjourn its meeting (7:43 P.M.).

/s/ Elizabeth Scurto, Secretary  
President

/s/ Clark J. Bonvillain,

RLB