

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

MAY 17, 2005

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

ABSENT: Mr. Gregory Harding

Mr. Bordelon 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. A. J. Martin, retired and former principal of Caldwell Middle School; Mr. Jelpi Picou, retired and former Migrant Recruiter and principal of Acadian Elementary School, and Ms. Charlotte Boquet, retired teacher, who recently passed away.

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved the minutes of School Board Meeting of May 3, 2005, as recorded.

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

Ms. Cindy Callahan addressed the Board regarding "Matter Concerning the Terrebonne High School Tigerette Tryouts on April 16, 2005."

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board granted Ms. Callahan additional time to address the Board.

Mr. Graham Douglas, Principal at Terrebonne High School, addressed the Board regarding the foregoing matter.

A lengthy discussion ensued.

Mr. Pitre moved, seconded by Mr. DeHart, that the Board refer the matter regarding the Terrebonne High School Tigerette Tryouts held on April 16, 2005, to the Superintendent for further study and report back to the Board at a future meeting.

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

YEAS: Mr. Harding, Mr. Jackson, Mr. Pitre, Mr. Bonvillain, Mr. Bordelon, Mr. DeHart, and Mr. Duplantis

NAYS: Mr. Thomas and Mr. Badeaux

ABSENT: None

The President declared the motion carried.

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, May 2, 2005, at 5:00 P.M., in the Board Room of the School Board Office with the following members

present: Mr. Hayes Badeaux, Chairman, Mr. Rickie Pitre, Vice-Chairman, and Mr. Richard Jackson. Also in attendance were Mr. L. P. Bordelon, III, Vice-President, Superintendent Ed Richard, Jr., and members of the staff.

Mr. Philip Martin, Assistant Superintendent of Instruction and Student Support Services, presented information to the Committee relative to an Alternative Summer Work Schedule (see attached).

RECOMMENDATION #1:

The Committee recommends that the Board approve the Alternative Summer Work Schedule, as presented.

Mr. Martin presented information to the Committee regarding the State Comprehensive Curriculum. This item was for information only.

Ms. Pam Lemoine, Supervisor of Elementary Education, presented information to the Committee pertaining to Summer School (see attached). This agenda item was for information only.

Ms. Lemoine presented the Summer Connection Books to the Committee for information only.

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

Respectfully submitted,

/s/ Hayes Badeaux, Chairman
/s/ Rickie Pitre, Vice-Chairman
/s/ Richard Jackson

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board approved the Alternative Summer Work Schedule, as presented.

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

The following Finance, Insurance, and Section 16 Lands Committee report 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, May 9, 2005, 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, Superintendent Ed Richard, Jr., and members of the staff.

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

Mr. Lee Bloch discussed the negotiated Title Settlement Agreement and the Voluntary Unit Agreement on Section 16, Township 22 South, Range 18 East between the State of Louisiana, Burlington Resources Oil and Gas Company, and the Terrebonne Parish School Board. He informed the Committee that this is a temporary agreement and will expire at the termination of the lease. He stated that in Section 16 Operating Unit all parties have agreed that this Section will get an overall royalty interest of eighteen-percent (18%). He also stated this percentage will be shared by the State and the School Board

equally. Mr. Bloch presented a map showing the history of the Section from 1930 to the present year (see attached).

RECOMMENDATION 1

The Committee recommends that the Board accept the negotiated Title Settlement Agreement and Voluntary Unit Agreement between Burlington Resources Oil and Gas Company, LP, the State of Louisiana, and the Terrebonne Parish School Board pertaining to Section 16, Township 22 South, Range 18 East and authorize the Superintendent and Board President to sign all necessary documents pertaining thereto, subject to final review by the Board Attorney.

Mr. Herbert Carreker reviewed a request from Acadian Land Services represented by Mr. Michael Trappey, to nominate all unleased acreage in Section 16, Township 18 South, Range 13 East for an oil, gas and mineral lease.

RECOMMENDATION 2

The Committee recommends that the Board accept the request by Acadian Land Services to nominate unleased acreage in Section 16, Township 18 South, Range 13 East for an oil, gas and mineral lease, self-advertise the acreage for lease, and authorize the firm of Veazey and Associates to handle the leasing process.

RECOMMENDATION 3

The Committee recommends that the Board adopt the attached Resolution and Public Notice advertising Section 16, Township 18 South, Range 13 East for an oil, gas and mineral lease, further, that the Board approve setting a fee of ten-percent (10%) of the total cash bonus, bids to be opened on June 6, 2005, and further, that the Superintendent be authorized to sign said Resolution and the Board President be authorized to sign all necessary documents pertaining thereto.

Mr. Carreker discussed the campsite lease on Lot No. A, Minors Canal Area in Section 16, Township 19 South, Range 16 East whereby Mr. Patrick Bussey has leased the area with the stipulation that the existing camp structure would be renovated to good condition or removed. Due to a spinal injury, Mr. Bussey has not been able to do this. Mr. Carreker stated that Mr. Bussey has requested that before the Terrebonne Parish School Board considers enforcement of the lease terms that the campsite be advertised for lease with the lease terms and conditions specific to renovating or removing the existing camp structure.

RECOMMENDATION 4

The Committee recommends that the Board authorize the Purchasing Department to advertise Campsite Lot No. A, Minors Canal Area in Section 16, Township 19 South, Range 16 East for lease inclusive of the prior terms and conditions requiring the existing camp structure be renovated to good condition or removed.

Mr. Harris Henry addressed the Committee relative to LA R.S. 47:301 (8)(c) whereby the Terrebonne Parish School Board can appoint contractors as agents for specific jobs so that they (contractor/agent) can purchase materials without being charged sales taxes for jobs performed for the Terrebonne Parish School Board. It is suggested that the Board President be allowed to do this on specified material and supplies being purchased for Terrebonne Parish School Board projects. He further indicated that when specifications are written for projects that the attached contractor/agent "responsibility" form be included and also become part of the project contract. He further indicated that the Committee involved suggested that specific material and supplies be listed in

each contract for better control and that the contractor/agent will be issued State of Louisiana form R-1020 (9/00) for each designated purchase(s).

RECOMMENDATION 5

The Committee recommends that the Board adopt the attached resolution authorizing the Board President to appoint, on specific jobs, contractors to be agent(s) of the Terrebonne Parish School System for the purpose of exempting the purchase of certain materials and supplies from the payment of sales and use taxes, to be used on Terrebonne Parish School Board projects.

Superintendent Richard presented the proposed budget for July 1, 2005 - June 30, 2006. He indicated several important features of the budget:

- 1) The budget is based on employee numbers dependent on staffing needs, and the changes presented in the budget book.
- 2) Full-Time employees = 2,546 Part-Time employees = 167
- 3) Net decrease of 1 position;(25 new, 27 closed, 1 re-opened [Grant Writer])
 - In FY 04-05, Total of 102 closed positions
 - In FY 03-04, Total of 64 closed positions

He said that reducing the work force enabled the System to maintain at least a decent fund balance of 5% out of the State recommended 5% to 15%.

- 4) Changes in salaries budgeted:
 - Step progression (approximately \$750,000)
 - State raise required from MFP of 50% of the "growth funds" of Level 1 and Level 2 when comparing FY05 with FY06
 - Local raise of \$350 per full-time employee from the One-Cent Sales Tax Fund to those employees who are paid from the One-Cent
- 5) Retirement increases are considered,
 - Teachers Retirement 15.5% to 15.9%
 - School Employees 14.8% to 18.4%
- 6) No increase in Group Insurance premiums. A transfer from the One-Cent (Salaries and Benefits portion) to the Group Insurance Claims Fund of \$1.2 million is budgeted. That transfer will be made only up to the amount required to keep premiums the same for FY06.
- 7) Sales Taxes are budgeted equal to FY05 (current) revised budgets.
- 8) Capital projection for the various funds are listed in respective sections.
- 9) Total budget (major 4 funds and special revenue funds) \$153,335,882
 - *Summary of Expenditures* shows we are still spending 71% on instruction (exceeds required 70%).
- 10) Ending Fund Balance in the General Fund is estimated at 5.0% of expenditures.
- 11) Increased the Mileage Reimbursement Rate for bus or vehicle rentals from 75 cents per mile to \$1.25 per mile for all external organizations, schools, and grants

He stated that since the mileage reimbursement is increased, a policy change will be made to reflect this.

- 12) Increased allotments to schools for extracurricular transportation
- 13) Reinstated Network Managers stipends
- 14) Placed School Nurses on the 182-day Professional Salary Scale

Superintendent Richard praised the Finance Department for producing such a book. Reading it, he said, will inform you of many statistics involving the School System. He further indicated that photos of all the older schools were located in the various sections of the book.

RECOMMENDATION 6

The Committee recommends that the Board receive the Original Proposed 2005/2006 budgets and establish a tentative public hearing on same: Tuesday, May 24, 2005, at 6:00 P.M. in the Board Room of the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 5:42 P.M.

Respectfully submitted,

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

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board accepted the negotiated Title Settlement Agreement and Voluntary Unit Agreement between Burlington Resources Oil and Gas Company, L.P., the State of Louisiana, and the Terrebonne Parish School Board pertaining to Section 16, Township 22 South, Range 18 East and authorized the Superintendent and Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board accepted the request by Acadian Land Services to nominate unleased acreage in Section 16, Township 18 South, Range 13 East for an oil, gas and mineral lease, self-advertise the acreage for lease, and authorized the firm of Veazey and Associates to handle the leasing process.

Motion of Mr. Bordelon, seconded by Mr. Jackson, unanimously carried, the Board adopted the resolution and public notice, as presented, advertising Section 16, Township 18 South, Range 13 East for an oil, gas and mineral lease, directed that the Board approve setting a fee of ten percent (10%) of the total cash bonus, bids to be opened on June 6, 2005, authorized the Superintendent to sign said resolution, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board authorized the Purchasing Department to advertise Campsite Lot. No. A, Minors Canal Area in Section 16, Township 19 South, Range 16 East for lease, inclusive of the prior terms and conditions requiring the existing camp structure to be renovated to good condition or removed.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board adopted the resolution, as presented, authorizing the Board President to appoint, on specific jobs, contractors to be agent(s) of the Terrebonne Parish School System for the purpose of exempting the purchase of certain materials and supplies from the payment of sales and use taxes, to be used on Terrebonne Parish School Board projects.

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board received the Original Proposed 2005/2006 budgets and established a tentative public hearing on same: Tuesday, May 24, 2005, at 6:00 P.M., in the Board Room of the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana.

The Finance, Insurance, and Section 16 Lands Committee report was concluded, and the President reassumed the chair.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board deviated from the regular order of the agenda to receive a partial report of the Buildings, Food Service, and Transportation Committee.

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

Dear Members of the Board:

The **Buildings, Food Service, and Transportation Committee** met on Monday, May 16, 2005, at 5:00 P. M. in the Board Room of the School Board Office, 201 Stadium Drive, with the following members present: Mr. L. P. Bordelon, III, Chairman, and Mr. Roger Dale DeHart. Mr. Gregory Harding, Vice-Chairman, was absent. Others in attendance were Mr. Richard Jackson, Mr. Donald Duplantis, Superintendent Ed Richard, Jr., and members of the staff.

Mr. Bordelon 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. Merlin Lirette, The Merlin Group, LTD, addressed the Committee relative to a change order for the Gibson Elementary School roof project (Building No. 3).

RECOMMENDATION NO. 1

The **Committee recommends** that the Board approve a change order for an extension of ten (10) days, due to student testing, for the Gibson Elementary School roof project (Building #3), extending the contract time from May 13 to May 23, 2005, and authorize the Board President to sign all necessary documents pertaining thereto, and that a partial report of the Committee be presented to the Board at the May 17, 2005, meeting.

Mr. Ira Davis addressed the Committee relative to the relocation of five portable classroom buildings.

RECOMMENDATION NO. 2

The **Committee recommends** that the Board authorize the relocation of five portable classroom buildings (three units to Mulberry Elementary School from Honduras Elementary School, one unit to Mulberry Elementary and one unit to Broadmoor Elementary School from Lisa Park Elementary School), establish a budget not to exceed \$78,455.00 with monies to be transferred to the Building Fund from the General Fund, and that a partial report of the Committee be presented to the Board at the May 17, 2005, meeting.

A final report of the Committee meeting will be presented to the Board at the June 7, 2005, meeting.

Respectfully submitted,

/s/ L. P. Bordelon, III, Chairman
/s/ Roger Dale DeHart

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board approved a change order for an extension of ten (10) days, due to student testing, for the Gibson Elementary School roof project (Building #3), extending the contract time from May 13 to May 23, 2005, and authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board authorized the relocation of five portable classroom buildings (three units to Mulberry Elementary School from Honduras Elementary School; one unit to Mulberry Elementary School, and one unit to Broadmoor Elementary School from Lisa Park School), established a budget not to exceed \$78,455.00, with monies to be transferred to the Building Fund from the General Fund.

The partial report of the Buildings, Food Service, and Transportation Committee was concluded, and the President reassumed the chair and presided for the remainder of the proceedings.

The Board returned to the regular order of the agenda.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved the appropriate funding to upgrade the Norstar phone system for fourteen (14) e-rate funding approved school sites by BellSouth Business, Inc., Metairie, LA at a total project cost of \$76,495.27, with a funding commitment from e-rate of \$68,443.08, and further, that the remaining balance of \$8,052.19 be paid by the Terrebonne Parish School Board.

Motion of Mr. Bordelon, seconded by Mr. Jackson, unanimously carried, the Board approved a request to allow Ms. Dru Foret, Computer Programmer/Analyst, Child Nutrition Department, to attend the 2005 National Educational Computing Conference (NECC) in Philadelphia, Pennsylvania, June 25-30, 2005 (Saturday-Thursday), in accordance with Policy (FILE: F-11.2), expenses to be borne by School Food Service Fund.

Motion of Mr. Badeaux, seconded by Mr. Bordelon, unanimously carried, the Board approved a request to allow Ms. Cindy Hebert, Educational Technology Facilitator, and Mr. Chris Babin, Network Systems Administrator, Central Office, to attend the 2005 National Educational Computing Conference (NECC) in Philadelphia, Pennsylvania, June 27-30, 2005 (Monday-Thursday), in accordance with Policy (FILE: F-11.2), expenses to be borne by General Fund.

Motion of Mr. Jackson, seconded by Mr. Duplantis, unanimously carried, the Board approved a request to allow Ms. Debrah Allemand, Assistant Principal, and Ms. Stacey Authement, Ms. Erika Haddix, and Ms. Jameka McKinley, Classroom Teachers, Elysian Fields School, to attend the 3rd Annual National Conference on Differentiated Instruction in Las Vegas, Nevada, July 10-13, 2005 (Sunday-Wednesday), in accordance with Policy (FILE: F-11.2), expenses to be borne by NCLB Title I and II Funds.

Motion of Mr. Bordelon, seconded by Mr. DeHart, unanimously carried, the Board approved a request to allow Ms. Brenda Bergeron, Operation MOVE I Program Manager in the Federal Department; Ms. Cheryl Degruise, Operation MOVE I Principal, and Ms. Madenna Voisin, Operation MOVE I Site Director, Dularge Middle School, and Ms. Sharri McGuire, Operation MOVE I Site Director, Village East School, to attend the 21st Century Community Learning Center's Summer Institute in Chicago, Illinois, July 14-15, 2005 (Thursday-Friday), in accordance with Policy (FILE: F-11.2), expenses to be borne by Operation MOVE 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; Ms. Dawn Bergeron, Operation MOVE II Site Director, Elysian Fields School; Ms. Reba Babin, Operation MOVE II Academic Instructor, Grand Caillou Middle School; Ms. Denise Johnson, Operation MOVE II Site Director, Oaklawn Jr. High School, and Ms. Lori Jackson, Operation MOVE II Co-Director, Legion Park School, to attend the

21st Century Community Learning Center's Summer Institute in Chicago, Illinois, July 14-15, 2005 (Thursday-Friday), in accordance with Policy (FILE: F-11.2), expenses to be borne by Operation MOVE II Fund.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board approved the personnel appointment of Ms. Flordine Williams, English Curriculum Specialist, as recommended by the Superintendent, effective with the 2005-2006 school session.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board approved the personnel appointment of Ms. Denise O. Belanger, Instrumental Music Director at Houma Jr. High School, as recommended by the Superintendent, effective with the 2005-2006 school session.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved the personnel appointment of Ms. Darnell LeBlanc, Guidance Counselor at Grand Caillou Middle School, as recommended by the Superintendent, effective with the 2005-2006 school session.

Motion of Mr. Badeaux, seconded by Mr. Duplantis, unanimously carried, the Board approved the personnel appointment of Ms. Sonja Pitre, Guidance Counselor at Oaklawn Jr. High School, as recommended by the Superintendent, effective with the 2005-2006 school session.

Motion of Mr. Thomas, seconded by Mr. Harding, unanimously carried, the Board granted an extension of contracted services for Mr. William "Bill" Simmons, Sr., Interim Assistant Supervisor of Personnel, as recommended by the Superintendent, for the period of July 1, 2005, through June 30, 2006.

Motion of Mr. Duplantis, seconded by Mr. DeHart, 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 March, April, and May 2005:

New Employee Appointments - Professional Instructional Personnel

Alicia Vinning, Talented Tchr, PLT, Ellender Memorial - Diane LeBlanc, Retired - 04/04/05

New Employee Appointments - Non-Instructional/Support Personnel

Rhonda Sloan, School Bus Driver, Transportation Dept. - Henry Cooks, Resigned - 04/04/05

Mona Verdin, School Bus Driver, Transportation Dept. - Maria Pitre, Resigned - 04/11/05

David Boudreaux, Commodity Clerk, Purchasing/Warehouse - Open Position - 04/18/05

Resignations or Terminations - Professional Instructional Personnel

Leslie Alexius, English Teacher, Evergreen Jr. High - Deceased - 05/01/05

Alena LeCompte, Special Ed Teacher, S. E. C. - Resigned - 03/21/05

Charlene Rainey, Kindergarten Tchr, Grand Caillou Elem. - Deceased - 04/02/05

Laura Winters, 8th Grade Teacher, Houma Jr. High - Resigned - 05/04/05

Resignations or Terminations - Non-Instructional/Support Personnel

Henry Cooks, School Bus Driver, Transportation Dept. - Resigned - 03/24/05

Maria Pitre, School Bus Driver, Transportation Dept. - Resigned - 03/24/05

At this time, Superintendent Richard recognized the following retiree for her years of service with the Terrebonne Parish School Board:

Lynn Ellzey, Secondary Librarian, South Terrebonne - Service Retirement, 27 years, 04/01/05

Motion of Mr. Badeaux, seconded by Mr. Bordelon, unanimously carried, the Board accepted the bids received meeting all specifications, as presented, for two replacement vehicles for the Child Nutrition Department; (1) 2006 year model refrigerated delivery truck from Southland International of LA, Gray, LA in the amount of \$61,698.41; and (1) 2006 year model one ton delivery truck with optional back-up safety alarm from Terrebonne Motor Co., Houma, LA in the amount of \$28,775.00, funding to be derived from previously approved 2004-2005 Child Nutrition Department budget.

Motion of Mr. Jackson, seconded by Mr. Bordelon, unanimously carried, the Board accepted the lowest bids received meeting all specifications, as presented, on replacement classroom furniture from Indeco Sales, Inc., Belton, TX in the amount of \$27,237.39, and School Specialty, Mansfield, Ohio in the amount of \$22,748.85, for a total amount of \$49,986.24; funding to be derived from the ¾-Cent Sales Tax 2005-2006 Budget for replacement classroom furniture (pending Board approval).

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board accepted the lowest bids received meeting all specifications, as presented, on materials and supplies for teaching and authorized the Purchasing Department to award purchases to the following vendors in the total amount of \$375,772.29; funding to be derived from ¾-Cent Sales Tax Fund:

A to Z Paper Company New Orleans, LA 70150	\$ 4,765.25
AFP Industries Miami, FL 33155	15,477.12
American International Sales Corp. Gilbert, AZ 85299	74.40
Bye Mo'r, Inc. Kingsbury, IN 46345	5,525.37
Classic Business Houma, LA 70360	48,573.65
David Marx Co. Kenner, LA 70062	1,005.31
Economical Janitorial Supplies Kenner, LA 70062	7,516.46
Elan Publishing Company Meredith, NH 03253	417.30
Elgin School Supply Chico, CA 95973	6,428.09
Office Depot St. Rose, LA 70087	1,618.79
Prairie Carbon & Ribbon	2,150.50

Larrabee, IA 51029	
Pyramid School Products Tampa, FL 33610	63,402.48
S & S Worldwide Colchester, CT 06415	149.04
Sav-On Houma, LA 70363	7,554.63
School Specialty Mansfield, OH 44903	20,717.00
Spiral Binding Company, Inc. Totowa, NJ 07511	4,449.12
Standard Stationery Supply Co. Wheeling, IL 60090	22,519.86
TriStar Marketing Lafayette, LA 70508	1,101.92
Unisource Baton Rouge, LA 70809	159,467.00
Video Service of America Lincoln, NE 68507	2,859.00

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board voted to adjourn its meeting (8:31 P.M.).

/s/ Ed Richard, Jr., Secretary
President

/s/ Clark J. Bonvillain,

RLB