

TERREBONNE  
Parish School District  
201 Stadium Drive, Houma, LA 70360

**FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE**

**Tuesday, May 18, 2021**

Immediately following the 5:00 P.M. Buildings, Food Service, and Transportation  
Committee

**Central Office Board Room**

**AGENDA**

1. Call to Order
2. Matter bearing upon consideration to approve an Audit and Agreed-Upon Procedures Contract with LaPorte CPAs & Business Advisors (**Proposed Recommendation**) – Rebecca Breaux, Chief Financial Officer

**The Committee recommends** that the Board approve an Audit and Agreed-Upon Procedures Contract with LaPorte CPAs & Business Advisors for the years ending June 30, 2021, June 30, 2022, and June 30, 2023, as per the attached summary of charges, and authorize the Board president to sign all necessary documents pertaining thereto.

3. Matter bearing upon Group Health Claims update for 1<sup>st</sup> quarter 2021 (**Information**) – Len Fontaine, Senior Vice President, Hub International
4. Matter bearing upon Cyber Liability Insurance renewal (**Proposed Recommendation**) – Curtis Constrantiche, Risk Manager

**The Committee recommends** that the Board accept the proposal for Cyber Liability Insurance from Houston Casualty (USI Insurance Services, LLC, Broker of Record), with an annual premium of \$19,440.24, subject to a \$25,000.00 deductible, with limits of \$2,000,000.00 effective July 1, 2021, through June 30, 2022.

5. Matter bearing upon Excess Casualty Insurance renewal **(Proposed Recommendation)** – Curtis Constrantiche, Risk Manager

**The Committee recommends** that the Board accept the renewal offer for Excess Casualty Insurance from Lloyd's Syndicate/Brit Syndication Limited (Arthur J. Gallagher of Louisiana, Inc., Broker of Record) covering Automobile Liability, General Liability, Errors and Omissions Liability, and Sexual Abuse/Harassment Liability, with limits of \$1,000,000.00 per occurrence with a \$3,000,000.00 General Aggregate limit for General Liability, \$1,000,000.00 per accident for Auto Liability, and \$1,000,000.00 per claim for Errors and Omissions and Sexual Abuse/Harassment Liability, subject to \$300,000.00 Self-Insured Retention, with an annual premium of \$199,564.15, rejecting Uninsured/Underinsured Motorist Liability and Terrorism, effective July 1, 2021, through July 1, 2022, and further, authorize the Board president to sign all necessary documents pertaining thereto.

6. Matter bearing upon Boiler and Machinery Insurance renewal **(Proposed Recommendation)** – Curtis Constrantiche, Risk Manager

**The Committee recommends** that the Board accept the renewal offer for Boiler and Machinery Insurance from Travelers Insurance Company (Arthur J. Gallagher of Louisiana, Inc., Broker of Record), with an annual premium of \$12,861.00, subject to \$2,500.00 deductible, effective July 1, 2021, through July 1, 2022.

7. Matter bearing upon Flood Insurance renewal **(Proposed Recommendation)** - Curtis Constrantiche, Risk Manager

**Recommendation to be placed at desks.**

8. Matter bearing upon the Official Journal for 2021-2022 Fiscal Year **(Proposed Recommendation)** – Alli Dugas, Purchasing Agent

**The Committee recommends** that the Board select *The Courier* to serve as the Official Journal for the Terrebonne Parish School Board, at the current rates, from July 1, 2021, through June 30, 2022.

9. Matter bearing upon bid results for Ink and Toner Cartridges **(Proposed Recommendation)** – Alli Dugas, Purchasing Agent

**The Committee recommends** that the Board accept the lowest bid received, meeting all specifications, for Ink and Toner Cartridges from The Tree House, PO Box 413, Norwood, MA 02062, for a twelve (12) month period beginning July 1, 2021, with the option to renew for two (2) additional one (1) year periods under the same terms and conditions, and upon mutual agreement between the Terrebonne Parish School Board and The Tree House.

10. Matter bearing upon contract renewal for the Office Supply Catalog **(Proposed Recommendation)** – Alli Dugas, Purchasing Agent

**The Committee recommends** that the Board authorize the renewal of the Office Supply Catalog Contract with Stire Office World, 1060 West Tunnel Boulevard, Houma, LA 70360, at the current rates, for a twelve (12) month period, from July 1, 2021, through June 30, 2022, under the same terms and conditions, and upon mutual agreement between Terrebonne Parish School Board and Stire Office World.

11. Matter bearing upon approval of bids for Hunting and Trapping leases on Section 16 Lands **(Proposed Recommendation)** – Alli Dugas, Purchasing Agent

**The Committee recommends** that the Board accept the highest bids received, meeting all specifications, for Hunting and Trapping leases on Section 16 Lands for a five (5) year period, beginning June 1, 2021, through May 31, 2026, allow the Purchasing Department to re-advertise those sections where no bid was received and/or those sections in which leases were surrendered,

and further, authorize the Board president to sign all necessary documents pertaining thereto:

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|---|------------|
| Section 16, Township 18 South, Range 15 East<br>Chase Petrella<br>115 Parlange Drive<br>Houma, LA 70360             | \$6,050.00 |
| Section 16, Township 19 South, Range 13 East<br>Rancho Medico, Chris Cenac<br>1001 School Street<br>Houma, LA 70360 | \$8,200.00 |
| Section 16, Township 19 South, Range 16 East<br>Dularge Hunting Club, Dan Davis<br>PO Box 3433<br>Houma, LA 70361   | \$4,552.00 |
| Section 16, Township 20 South, Range 15 East<br>Ty Barbier<br>108 Elm Street<br>Thibodaux, LA 70301                 | \$1,950.00 |
| Section 16, Township 22 South, Range 15 East<br>Andrew Verdin<br>PO Box 7<br>Paradis, LA 70080                      | \$254.00   |
12. Matter bearing upon Monthly Budget-to-Actual Comparison report **(Information)** – Rebecca Breaux, Chief Financial Officer
  13. Matter bearing upon Sales Tax collections update **(Information)** - Rebecca Breaux, Chief Financial Officer
  14. Adjournment

**COMMITTEE MEMBERS**

Clyde Hamner, Chairman  
Michael LaGarde, Vice Chairman  
Stacy Solet

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Rebecca Breaux  
Chief Financial Officer

RB/bp

c: Board Members  
Superintendent and Staff  
Schools  
C. Berwick Duval, II, Legal Counsel  
Sandy Holloway, BESE, District 3  
Stephen Smith, All South Consulting Engineers  
*The Courier, The Times*, KFOL/KJUN-HTV10  
Radio Stations, KCIL/KJIN/KXOR  
Houma-Terrebonne Chamber of Commerce