

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

June 4, 2013

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. Roger Dale DeHart, President, presiding, and the following members present: Mr. Richard Jackson, Vice-President; Mr. Roosevelt Thomas, Ms. Debi Benoit, Dr. Brenda Leroux Babin, Mr. L. P. Bordelon, III, Mr. Donald Duplantis, and Mr. Hayes J. 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 Al James, student at Oakshire Elementary School, who recently passed away.

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

Dear Members of the Board:

The EDUCATION and POLICY COMMITTEE met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M., on Monday, June 3, 2013, with the following members present: Mr. Richard Jackson, Chairman, Mr. Donald Duplantis, Vice-Chairman, and Dr. Brenda Leroux Babin. Also in attendance were Mr. L. P. Bordelon, III, Superintendent Philip Martin, and members of the staff.

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

Mr. Bordelon presented policy FILE: E-1.6 Use of School Facilities. He addressed several items to be reviewed and updated in the policy. Mr. Bordelon further discussed waiving the fees for building usage and stated due to various costs to the schools and the district that a temporary moratorium on waiving the usage fees be implemented, until the district's fiscal financial situation improves.

RECOMMENDATION NO. 1

The Committee recommends that the Board authorize staff to review and revise policy FILE: E-1.6 Use of School Facilities and report back to Committee.

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 Operations Manager, 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. 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) the Terrebonne Parish School Board's minimum insurance requirements including workman's compensation, when applicable; (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.

Tobacco use is strictly prohibited in and on all School Board property.

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 (10) 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 Operations Manager, 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 Operations Manager, 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
- Ellender Memorial 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 (2) hours per call
- (2) Janitors
...at prevailing rate with minimum of two (2) hours per call
- (3) School Food Services Employees
Managers
...at prevailing rate with minimum of two (2) hours per call

- Technicians
...at prevailing rate with minimum of two (2) 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 (3) nights in a given week.
- f. Ticket sales and/or attendance will be limited to the normal seating capacity of the facility used.
- g. Tobacco products, drugs, beer and alcoholic beverages shall not be allowed in gymnasiums, auditoriums, stadiums, or on

campuses, and all School Board facilities at any time; plastic 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, and other items of equipment necessary in preparing the field for football contests

This fund shall also bear the cost of the services of three (3) 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) 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
- (3) Obtain necessary city or parish permits and provide law enforcement officers and firemen when required
- (4) Limit ticket sales and/or attendance to the normal seating capacity of the facility used
- (5) Prohibit the use of cold drink bottles or cans in gymnasiums, auditoriums or on grounds
- (6) Comply with all Board of Health requirements
- (7) Supervise parking so that vehicles will not cut across school lawns or non-parking areas
- (8) 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

All construction and improvements constructed (existing and new) and maintained by Terrebonne Parish Parks and Recreation, as well as any other organization, the organization shall submit an annual written inspection report assuring that all improvements, such as poles, lights, wiring, buildings, dugouts, fence, etc., are in safe conditions prior to August 1st of every year. The organization is responsible for notifying the Terrebonne Parish School District immediately of any unsafe conditions; provide the Terrebonne Parish School District with a written plan of action to correct the problems and a follow up inspection report assuring the area is safe, after corrections are made.

All new construction and improvements shall meet or exceed local, state and federal laws, rules, permitting and regulations.

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.

Revised: June 2003

Revised: February 2011

Revised: August 2011

Ref: Board minutes, 6-28-55, 7-15-58, 5-11-76, 3-18-80, 2-19-91, 7-19- 94, 6-17-03, 02-15-11, 08-16-11.

Superintendent Martin presented information from the State/District Comparison Reports of the Spring iLEAP/LEAP scores (attachments). He said one of the reports reflects a five (5) year trend and Terrebonne Parish's score of 71 remains higher than the state's average, but basically

the same as last year's data. He stated the overall progress district-wide was very strong and that this data is not the School/District Performance Scores, which comes out in the Fall.

Mrs. Lydia Alleman, Purchasing Agent/Grant Specialist, presented a Newspaper Committee Evaluation for a newspaper to serve as the official journal for Terrebonne Parish School Board for the 2013-2014 fiscal year (attachment). She said the Board attorney reviewed the bids and stated the "minimum basic qualifications have been met" regarding the lowest bidder.

RECOMMENDATION NO. 2

The Committee recommends that the Board approve *The Tri-Parish Times* as the official journal for the Terrebonne Parish School Board for the 2013-2014 fiscal year, subject to Board attorney review and approval.

Mr. Jack Moore, Risk Manager, presented changes to policy FILE: E-3.2a Special Use of School Buses. He said the biggest revision to the policy will transfer liability, in its entirety, to any "outside firm" wishing to use our buses; of not only the damages done to others, but also physical damages to the buses. He said the parties that take on the responsibility will have to be insured and financially able to take care of all liability.

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, revised policy FILE: E-3.2a Special Use of School Buses.

FILE: E-3.2a

SPECIAL USE OF SCHOOL BUSES

The Superintendent is directed to limit the use of the buses which are owned and operated by the School Board, which buses and the fuel they consume are exempt from the payment of all Federal Excise Taxes. Use of buses is limited to public school purposes and organized activities, which involve children of school age. Any exception to this rule shall be made only by the direct action of the Board upon receipt of written request by the organization three (3) days prior to regularly scheduled Board meetings and seven (7) days prior to the trip.

- A. All organizations, ~~including school sponsored or sanctioned organizations,~~ requesting the use of School Board owned buses will **shall:**
1. Assume the responsibilities for payment ~~to the School Board~~ of the driver's salary, **and** payment to the School Board a fee of ~~\$1.25~~ **\$1.75** per mile.
 2. **Such organizations shall assume all liabilities for operation of bus, including but not limited to, auto liability and physical damage of bus. Organizations shall execute a lease agreement for each use and shall provide insurance coverage satisfactory to the Risk Manager.**
 3. **Provide a Certificate of Insurance evidencing Automobile Liability coverage for the organization with; (1) minimum limits of \$1,000,000.00 per accident, (2) the Terrebonne Parish**

School Board named as an Additional Insured, and (3) physical damage coverage covering comprehensive and collision damages to the bus.

- B.** School-sponsored activities will pay \$.75 per mile and payment to the School Board the amount reimbursed to the driver for meals, lodging, parking fees, and toll fees. All fees will be charged to and from the domicile of the bus.

During the summer months, the Terrebonne Parish Parks and Recreation Board will assume the responsibilities above, with the exception that Terrebonne Parish Parks and Recreation Board will administer its own payroll.

EXTRA TRIPS

A. Assignment of Drivers/Substitutes

1. All regular bus drivers and substitute drivers may drive long or short extra trips. Drivers are to register for the long extra trip list or, the short extra trip list, or for both lists maintained for the area of their regular route. Drivers will register to drive extra trips at the beginning of each school year, at mid-term, and at the time they are hired as permanent drivers. Drivers/substitutes may remove their names from the lists at any time.
2. The Supervisor of Transportation or designee will place the names of drivers/substitutes who chose to participate in extra trips on the long trip list and/or the short trip list. All drivers/substitutes will be listed according to continuous seniority in the area in which he/she drives. Extra trips will be assigned on a rotational basis on each list with the most senior driver or substitute having the least amount of time worked within the given week. When necessary, the Supervisor of Transportation or designee has the authority to assign drivers to a trip regardless if said individual is on the trip list or not. In the event a driver/substitute refuses a trip, for any reason, said driver/substitute will lose his/her turn until his/her name comes up in the normal rotation.
3. Drivers who qualify:
 - a. Regular drivers and substitute drivers

All trips that occur between the hours of 9:00 A.M. - 2:00 P.M. and after 4:00 P.M.

All trips during morning or afternoon route time must be approved by the Superintendent and/or designee.

Substitute drivers will be considered, as needed, as determined by the Supervisor of Transportation.
 - b. Substitute drivers

All trips that occur during routes (6:00 A.M. - 9:00 A.M. and 2:00 P.M. - 4:00 P.M.) or any trips that are all day (includes overnight trips) and started during morning or

afternoon route times.

- c. In order to ensure equitable assignment of extra trips, the Supervisor of Transportation or designee will balance the number of trips offered based on the above criteria.
 - d. In the event a regular driver's hours worked in a work week exceed 40 hours, as a result of extra trips, the regular driver's compensation will be calculated for the work week in accordance with the provisions of the Fair Labor Standards Act and implementing regulations.
- B. Locations in or near Thibodaux and in or near Raceland will be considered short trips. All locations in Terrebonne Parish will be considered short trips.

Drivers/substitutes having to borrow another bus to make a trip must return the vehicle in the same condition it was taken. Drivers/substitutes driving extra trips will utilize spare buses.

C. Requisition and Reimbursement for Extra Trips

- 1. All trips will be by requisition through the Transportation Department.
- 2. Money for salaries and expenses will be made payable to the Terrebonne Parish School Board.
- 3. Trip Pay
 - a. Drivers/substitutes will be paid the Board established hourly rate for part-time positions.
 - b. Drivers/substitutes will be compensated from the time he/she boards the bus until the bus is parked at the conclusion of the trip.
 - c. On overnight trips, a driver/substitute will be paid \$10.00 per hour for actual time worked, with a minimum of 5 hours. A driver/substitute shall not be allowed to work more than 15 hours or drive more than 10 continuous hours in a 24 hour period.

Revised: May 2003

Revised: August 2003

Revised: August 2004

Revised: August 2005

Revised: September 2006

Revised: December 2010

Revised: June 2013

Ref: Board minutes, 6-17-86, 10-2-90, 11-5-91, 4-25-95, 6-3-03, 8-19-03, 8-3-04, 8-16-05, 9-19-06, 12-21-10.

There being no further business to come before the **Education and Policy Committee**, the meeting adjourned at 5:45 P.M.

Respectfully submitted,

Richard Jackson, Chairman

Donald Duplantis, Vice-Chairman

Dr. Brenda Leroux Babin

DC

Motion of Mr. Bordelon, seconded by Ms. Benoit, unanimously carried, the Board authorized staff to review and revise policy FILE: E-1.6 Use of School Facilities and report back to Committee.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board approved *The Tri-Parish Times* as the official journal for the Terrebonne Parish School Board for the 2013-2014 fiscal year, subject to Board attorney review and approval.

Mr. Miles Forrest, representing *The Courier*, addressed the Board regarding the foregoing motion.

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

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised policy FILE: E-3.2a Special Use of School Buses.

The report of the Education and Policy Committee meeting was concluded, and President DeHart reassumed the Chair.

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, May 20, 2013, with the following members present: Mr. Donald Duplantis, Chairman, Mr. Roosevelt Thomas, Vice-Chairman, and Ms. Debi Benoit. Also in attendance were Mr. Roger Dale DeHart, Board President, Mr. L. P. Bordelon, III, Superintendent Philip Martin, 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.

Mrs. Lydia Alleman, Purchasing Agent/Grant Specialist, presented to the Committee information regarding the donation of School Bus Unit #6.

Mr. Thomas, seconded by Mr. Duplantis, offered the following motion:

RECOMMENDATION NO. 1

The Committee recommends that the Board declare School Bus Unit #6, a 1991 Thomas Bus, VIN#1HVBBNEN9MH330807, as surplus, authorize administration to proceed with an Act of Donation to the Terrebonne

Parish Sheriff's Office, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mrs. Alleman presented to the Committee information regarding the Marsh Restoration Project (see attachment).

Mr. Al Levron, representing Terrebonne Parish Consolidated Government, addressed the Committee regarding the restoration project.

Ms. Benoit, seconded by Mr. Thomas, offered the following motion:

RECOMMENDATION NO. 2

The Committee recommends that the Board grant Terrebonne Parish Consolidated Government access to Section 16, Township 19 South, Range 16 East to perform a marsh restoration project, provided that necessary insurance and all other School Board policy requirements are met, all costs associated with said project are paid by Terrebonne Parish Consolidated Government, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Ms. Cherie Roger, representing the Louisiana State University Agricultural Center, addressed the Committee regarding a bus lease agreement (see attachment).

Mr. Thomas, seconded by Ms. Benoit, offered the following motion:

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize a bus lease agreement between Terrebonne Parish School Board and the Louisiana State University Agricultural Center, effective June 5, 2013, through June 30, 2013, to provide bus transportation for youth 4-H activities, providing buses shall run after normal operation hours on weekdays and on weekends, as needed, mileage reimbursement at a rate of \$1.25 per mile driven, provide bus drivers approved by Terrebonne Parish School Board, provided all necessary insurance requirements are met, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Len Fontaine, representing HUB International Gulf South, presented to the Committee information regarding the Patient Protection and Affordable Care Act (see attachment).

Superintendent Martin presented to the Committee information regarding Group Health Insurance Program projection (see attachment).

Mr. Jack Moore, Risk Manager, presented to the Committee information regarding the renewal of flood insurance (see attachment).

Ms. Benoit, seconded by Mr. Thomas, offered the following motion:

RECOMMENDATION NO. 4

The Committee recommends that the Board authorize the renewal of flood insurance with Ledet Agency, Inc., through Wright National Flood Insurance Company, as per the attached schedule including the "old" Grand Caillou Elementary School site with the National Flood Insurance

Program, effective July 1, 2013, with an estimated total annual premium for all locations of \$161,884.00.

Mrs. Rebecca Breaux, Supervisor of Finance and Statistics, presented to the Committee information regarding the Fiscal Agent Agreement with J. P. Morgan Chase Bank N.A. (see attachment).

Mr. Thomas, seconded by Ms. Benoit, offered the following motion:

RECOMMENDATION NO. 5

The Committee recommends that the Board accept the extension of the existing Fiscal Agent Agreement with J. P. Morgan Chase Bank N.A., for an additional three (3) years beginning July 1, 2013, and terminating June 30, 2016, and authorize the Board President to sign all necessary documents pertaining thereto.

Mrs. Breaux presented an update on the Sales Tax collections report (see attachment). She stated sales tax collections for the month of March 2013 are higher than March 2012.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, motion of Mr. Thomas, seconded by Ms. Benoit, the meeting adjourned at 5:55 P.M.

Respectfully submitted,

Donald Duplantis, Chairman

Roosevelt Thomas, Vice-Chairman

Debi Benoit

wcl

Motion of Mr. DeHart, seconded by Ms. Benoit, unanimously carried, the Board declared School Bus Unit #6, a 1991 Thomas Bus, VIN#1HVBBNEN9MH330807, as surplus, authorized administration to proceed with an Act of Donation to the Terrebonne Parish Sheriff's Office, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Badeaux, seconded by Mr. Bordelon, unanimously carried, the Board granted Terrebonne Parish Consolidated Government access to Section 16, Township 19 South, Range 16 East to perform a marsh restoration project, provided that necessary insurance and all other School Board policy requirements are met, all costs associated with said project are paid by Terrebonne Parish Consolidated Government, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Ms. Benoit, seconded by Mr. Jackson, unanimously carried, the Board authorized a bus lease agreement between Terrebonne Parish School Board and the Louisiana State University Agricultural Center, effective June 5, 2013, through June 30, 2013, to provide bus transportation for youth 4-H activities, providing buses shall run after normal operation hours on weekdays and on weekends, as needed, mileage reimbursement at a rate of \$1.25 per mile driven, provide bus drivers approved by Terrebonne Parish School Board,

provided all necessary insurance requirements are met, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Jackson, seconded by Mr. Bordelon, with the exception of Ms. Benoit who objected, the Board authorized the renewal of flood insurance with Ledet Agency, Inc., through Wright National Flood Insurance Company, as per the attached schedule including the "old" Grand Caillou Elementary School site with the National Flood Insurance Program, effective July 1, 2013, with an estimated total annual premium for all locations of \$161,884.00.

Mr. Jack Moore, Risk Manager, addressed the Board regarding the foregoing motion.

Motion of Mr. Thomas, seconded by Mr. DeHart, unanimously carried, the Board accepted the extension of the existing Fiscal Agent Agreement with J. P. Morgan Chase Bank N.A., for an additional three (3) years beginning July 1, 2013, and terminating June 30, 2016, and authorized the Board President to sign all necessary documents pertaining thereto.

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

The Executive Committee report was presented to the Board.

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

Dear Members of the Board:

The **Executive Committee** met at 4:30 P.M. on Tuesday, May 21, 2013, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, President, and Mr. Hayes J. Badeaux. Mr. Richard Jackson, Vice-President, was absent. Others in attendance were Superintendent Philip Martin and Mrs. Rebecca Breaux.

The meeting began with an 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).

The **Executive Committee** addressed member concerns.

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

Respectfully submitted,

Roger Dale DeHart, President

Hayes J. Badeaux

wcl

The report of the Executive Committee meeting 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. Thomas, 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 5:00 P.M. on Tuesday, May 21, 2013, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, President, and Mr. Hayes J. Badeaux. Mr. Richard Jackson, Secretary/Treasurer, was absent. Others in attendance were Superintendent Philip Martin and Mrs. Rebecca Breaux.

The **Board of Directors** received the April 2013 financial statement (see attachment).

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

Respectfully submitted,

Roger Dale DeHart, President

Hayes J. Badeaux

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

Motion of Mr. Jackson, seconded by Mr. Duplantis, unanimously carried, the Board approved a request to allow Rochelle Walker, Curriculum Specialist/Integration Specialist, Central Office, and Dianna Perkins, Literacy Instructional Coach, Ellender Memorial High School, to attend the Talking Points Conference in Louisville, Kentucky, June 19-21, 2013 (Wednesday-Friday), in accordance with Policy (FILE: F-11.2), expenses to be borne by Bill and Melinda Gates Foundation.

Motion of Mr. DeHart, seconded by Dr. Babin, unanimously carried, the Board voted to adjourn its meeting **(7:35 P.M.)**.

/s/ Philip Martin, Secretary

/s/ Roger Dale DeHart, President

RLB