

**TERREBONNE PARISH SCHOOL BOARD
201 STADIUM DRIVE
HOUMA, LOUISIANA 70360**

School Board Meeting – October 6, 2015

Order of Business

6:00 P.M.

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes of School Board Meeting of September 15, 2015

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of September 15, 2015, as recorded.

6. Announcements

10/08

5:00 ERC

6:00 Parent Representative Committee

10/12

5:00 Buildings, Food Service, & Transportation Committee

10/19

6:30 Finance, Insurance, & Section 16 Lands Committee
(NOTE: TIME CHANGE FOR THIS COMMITTEE MEETING DATE ONLY)

10/20

5:30 Executive Committee

Board of Directors, Terrebonne Construction Company, Inc. (immediately following Executive Committee)

6:00 Regular School Board Meeting

7. Citizen Concern

A. Wanda R. Triggs – Children's Services, Rights, and Funding Issues, or Distribution of Funding Issues at SEC, Transparency

8. Board Committee Meeting Reports

A. Education, Technology, and Policy Committee (See Attached Committee Report of September 14, 2015, Meeting)

B. Buildings, Food Service, and Transportation Committee (See Attached Committee Report of September 21, 2015, Meeting)

C. Finance, Insurance, and Section 16 Lands Committee (See Attached Committee Report of September 28, 2015, Meeting)

D. Executive Committee (See Attached Committee Report of September 15, 2015, Meeting)

E. Board of Directors of Terrebonne Construction Company, Inc. (See Attached Committee Report of September 15, 2015, Meeting)

9. Superintendent's Agenda

A. Agenda Items

- (1) Resolution in Observance of School Bus Safety Week, October 19-23, 2015

RECOMMENDATION: That the Board approve the following resolution recognizing October 19-23, 2015, as School Bus Safety Week:

RESOLUTION

Whereas Louisiana parish and city systems provide free transportation for students each school day;

Whereas the citizens of this state recognize the efforts and dedication of the administrators, teachers, school bus drivers, and other employees who make the school systems operational on a daily basis;

Whereas all officials of public and non-public schools strive for the efficient and safe transportation of all students; and

Whereas the State of Louisiana, the Department of Education, and the Office of School and Community Support recognize the commendable efforts displayed by all involved in the school transportation program; now, therefore, be it

Resolved, that the Terrebonne Parish School Board does hereby proclaim the week of October 19-23, 2015, as "School Bus Safety Week;" and be it further

Resolved, that copies of this resolution be forwarded to all Terrebonne Parish public schools and office buildings.

- (2) Resolution in Observance of the Month of October 2015 as National Anti-Bullying Month

RECOMMENDATION: That the Board approve the following resolution in observance of the month of October 2015 as National Anti-Bullying Month:

RESOLUTION

Whereas school bullying has become an increasingly significant problem in the United States;

Whereas almost thirty percent of the youth in the United States are estimated to be involved in bullying each year, either as a bully or as a victim;

Whereas an estimated one hundred sixty thousand students in kindergarten through twelfth grade miss school every day to a fear of being bullied;

Whereas bullying can take many forms, including verbal, physical, and most recently in cyberspace, and can happen in many places on and off school grounds;

Whereas it is important for Terrebonne Parish School District administrators to be aware of bullying, and to encourage discussion of the problem as a school system; and

Whereas the Terrebonne Parish School District is united in its desire to educate and encourage positive behaviors and to eliminate bullying behaviors; now, therefore, be it

Resolved, that the Terrebonne Parish School District hereby proclaims its unified commitment to the education and prevention of bullying within our communities and schools, exploring solutions to the problem, including cyber-bullying, and offering support in raising awareness and recognizing the month of October 2015 as National Anti-Bullying Month in Terrebonne Parish Public Schools; and be it further

Resolved, that copies of this resolution be forwarded to all Terrebonne Parish public schools and office buildings.

(3) Personnel Section

(a) Personnel Announcements and Introductions
(Information Only)

- 1) Principal, East Houma Elementary School –
Melanie Wallis
- 2) Principal, Elysian Fields Middle School –
Markita Grant

(b) Leave of Absence

- 1) Family and Medical Leave

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Bonnie Prosperie, Teacher at East Houma Elementary School, beginning October 5, 2015, through January 20, 2016 (family).

(4) Parent Appeal for Student Readmission (Executive Session)

(a) Readmission of Student #136016

10. Adjournment

Philip Martin, Superintendent
Terrebonne Parish School Board
P. O. Box 5097
Houma, Louisiana 70361
985-876-7400

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Philip Martin, Superintendent, Terrebonne Parish School Board, at 985-876-7400, Ext. 233, describing the assistance that is necessary.

RLB

**TERREBONNE PARISH SCHOOL BOARD
201 STADIUM DRIVE
HOUMA, LOUISIANA 70360**

October 6, 2015

Dear Members of the Board:

The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE met at 5:00 P.M. on Monday, September 14, 2015, in the Board Room of the School Board Office, with the following members present: Mr. L. P. Bordelon, III, Vice-Chairman, and Mrs. Vicki Bonvillain. Dr. Brenda Leroux Babin, Chairwoman, was absent. Also in attendance were Mr. Roosevelt Thomas, Board President, Superintendent Philip Martin, 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.

Dr. Myra Austin, District Assessment and Accountability Administrator, presented information from the 2014-2015 District End-of-Course Assessments, and the LEAP/iLEAP Science and Social Studies Summary Reports (see attached).

Ms. Kim Vauclin, Supervisor of Child Welfare and Attendance, presented information on the 2015-2016 Student Enrollment, as of September 14, 2015 (see attached).

Mrs. Stacy Solet, Supervisor of Elementary/Middle Education, presented information on Comcast's "Cookies and Computers" Program. The Program will donate computers, book bags, notebooks, and cookies to Legion Park and Southdown Elementary Schools. Comcast will offer discounted computers and internet/cable services to any family meeting Comcast's criteria. Mrs. Solet stated the Program was offered last year and was a great success (see attached).

Ms. Arlanda Williams, Councilwoman, Terrebonne Parish Consolidated Government (TPCG), stated TPCG is donating \$25,000.00 towards the purchase of computers for two (2) Head Start Programs in Terrebonne Parish.

Mr. Devlin Aubert, Supervisor of Transportation, presented recent legislative revisions to policy FILE: E-3.2 School Bus Scheduling and Routing (see attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, the following revisions to policy FILE: E-3.2 School Bus Scheduling and Routing:

FILE: E-3.2
Cf: E-3.2a

SCHOOL BUS SCHEDULING AND ROUTING

The Terrebonne Parish School Board shall provide school bus transportation for all students living more than one (1) mile from the school that they are assigned to attend. Students living within one (1) mile of the school may be allowed to ride a school bus when the School Board determines that conditions exist to warrant such transportation. Other students may be provided with school bus transportation in accordance with regulations of the Louisiana Department of Education.

A reasonable time shall be established for each route and the bus driver shall be expected to adhere to this schedule. By the same token, students shall be expected to be at their respective bus stop when the bus arrives. Once a bus route has been established, the bus driver shall not alter or change assigned routes without order of the Superintendent or **his/her** designee. Any bus driver who feels a road is unsafe or dangerous shall report such dangerous condition to the Superintendent or **his/her** designee, and the bus driver may be allowed not to travel the road with the prior approval of the Supervisor

of Transportation, until the Superintendent or his/her designee determines said road is safe or improved, or the situation has been rectified.

The Terrebonne Parish School Board shall require that a bus driver not be made to transport more students than allowed by the laws of the State of Louisiana. An extra trip or run shall be any trip or run other than the bus driver's regularly assigned route. The bus driver may volunteer for extra trips or a run by notifying the Supervisor of Transportation at the bus driver's pre-school meeting. Extra trips and runs shall be offered on a rotating schedule based on seniority.

BUS STOPS

1. At the start of each school year, school bus drivers shall establish bus stops for the year. Bus stops will be adjusted during the first ten (10) days as school attendance stabilizes.
2. Any bus stop established during the ten-day (10) period shall remain without change for the remainder of the school year, unless approval for a change of bus stop is obtained from the Supervisor of Transportation or his/her assistant. The Superintendent shall be notified of any such change.

ACTIVITY BUS ROUTES

The Supervisor of Transportation is authorized to establish activity bus routes to serve the junior and senior high school students who are engaged in extracurricular activities. These routes will be established and removed according to surveys of needs conducted in the schools. The following principles will govern the operation of the activity routes:

1. No route will be established or maintained unless it will serve a minimum of twenty (20) students.
2. No students living less than five (5) miles from the school will be transported.

LOADING AND UNLOADING OF STUDENTS

The loading and unloading of students onto and from school buses being utilized to transport students shall be conditional on the following:

1. Bus drivers shall be prohibited from loading or unloading students, at school, while the bus is in a traffic lane of any type of street as defined in state law and require that students be loaded or unloaded on a shoulder, in a school parking lot, or at other appropriate off-road location, at the school, as determined by the School Board. This requirement shall not apply if the shoulder of a municipal road is the only available alternative and the municipality has not made the shoulder available by designating that area for loading and unloading students during designated school zone hours.
2. Bus drivers shall be prohibited from loading or unloading students, at or near their homes, while the bus is in a traffic lane of any type of street as defined by state law and it shall be required that students be loaded or unloaded on a shoulder, unless the School Board determines the unloading on a shoulder is less safe for the student. However, if there is no shoulder, or if the shoulder is determined to be less safe, a bus driver may load and unload a student, while the bus is in a lane of traffic, but only if the bus is in the lane farthest to the right side of the road so that there is not a lane of traffic between the bus and the right-side curb or other edge of the road.
3. Bus drivers shall be prohibited from loading or unloading a student in a location on a divided highway such that a student, in order to walk between the bus and his/her home or school, would be required to cross a roadway of the highway on which traffic is not controlled by the visual signals on the school bus.

Street or highway means the entire width between the boundary lines of every way or place of whatever nature publicly maintained and open to the use of the public for the purpose of vehicular travel, including bridges, causeways, tunnels, and ferries.

Revised: July 2007

Revised: September 2010

Revised: September 2015

Ref: La. Rev. Stat. Ann. §§17:158, **32:1**; Board minutes, 11-18-86, 7-17-07, 9-21-10.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 5:24 P.M.

Respectfully submitted,

L. P. Bordelon, III, Vice-Chairman

Vicki Bonvillain

JB

**TERREBONNE PARISH SCHOOL BOARD
201 STADIUM DRIVE
HOUMA, LOUISIANA 70360**

October 6, 2015

Dear Members of the Board:

The Buildings, Food Service, and Transportation Committee met at 5:00 P.M. on Monday, September 21, 2015, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, Chairman, and Mr. Roger Dale DeHart. Mr. Richard Jackson, Vice-Chairman was absent. Also in attendance were Mr. Roosevelt Thomas, Board President, Mr. L. P. Bordelon, III, Mr. Donald Duplantis, Superintendent Philip Martin, and members of the staff.

Chairman Harding called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mr. David Boudreaux, President of Vandebilt Catholic High School, addressed the Committee regarding a Bus Lease Agreement between Vandebilt Catholic High School and the Terrebonne Parish School Board.

RECOMMENDATION NO. 1

The Committee recommends that the Board enter into a Bus Lease Agreement between Vandebilt Catholic High School and the Terrebonne Parish School Board for the use of buses for extracurricular activities for the 2015-2016 school year and authorize the Board President to sign all necessary documents pertaining thereto.

Mrs. Monica Walther, Supervisor, Child Nutrition Program, addressed the Committee regarding permission to advertise for bids for Kitchen Equipment for the 2015-2016 school year.

RECOMMENDATION NO. 2

The Committee recommends that the Board authorize the Child Nutrition Department to proceed with the advertisement for bids for Kitchen Equipment for the 2015-2016 school year.

Mrs. Carolyn Champagne, Purchasing Agent, addressed the Committee regarding proposals received for architectural, electrical and mechanical engineering services.

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the proposal from Burk-Kleinpeter, Inc., 4176 Canal Street, New Orleans, LA 70119, and 1538 Polk Street, Houma, LA 70360, add to the pool of mechanical and electrical engineering firms through which future mechanical and electrical engineering service projects may be awarded through individual contracts, upon compliance and acceptance of the School Board's current fee schedule, for a contract time period from July 1, 2015, through June 30, 2017, subject to Board Attorney review, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Donald Chamberlain, Plant Operations Manager, addressed the Committee regarding an update on the Broadmoor Elementary School Re-Roofing Project.

Mrs. Shelley Olivier, AIA, NCARB, Project Architect, The Merlin Group, Ltd., addressed the Committee regarding an update on the Grand Caillou Elementary School Chiller Replacement Project.

Mr. Andy Positerry, II, AIA, NCARB, LEED AP, Duplantis Design Group, PC, addressed the Committee regarding an update on the Track and Tennis Court Repair Project for the four (4) high schools.

Superintendent Martin addressed the Committee regarding an update on the Southdown Elementary School Rebuilding Project.

Mr. Chamberlain addressed the Committee regarding maintenance updates.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:28 P.M.

Respectfully submitted,

Gregory Harding, Chairman

Roger Dale DeHart

SN

**TERREBONNE PARISH SCHOOL BOARD
201 STADIUM DRIVE
HOUMA, LOUISIANA 70360**

October 6, 2015

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, September 28, 2015, with the following members present: Ms. Debi Benoit, Chairwoman, Mr. Roosevelt Thomas, Vice-Chairman, and Mr. Donald Duplantis. Also in attendance were Mr. L. P. Bordelon, III, Mr. Roger Dale DeHart, and members of the staff.

Chairwoman Benoit called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mr. Jack Moore, Risk Manager, addressed the Committee regarding the Group Health Reinsurance renewal for 2016 (see attached).

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

RECOMMENDATION NO. 1

The Committee recommends that the Board accept the renewal proposal from HCC Insurance Co., for Stop-Loss Reinsurance for Group Health, with a specific deductible of \$425,000.00 per claim (\$1,000,000.00 for any laser claim), with a \$250,000.00 Tiered Split Fund, for an estimated annual cost of \$585,555.00, effective January 1, 2016.

Mr. Moore addressed the Committee regarding Third Party Administration Services for the 2016 Group Health and Dental Plans (see attached).

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

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the proposal from Gilsbar, Inc., for Third Party Administration Services, including plan administration, claims administration, PPO access, and disease management for the Group Health and Dental Plans, effective January 1, 2016, through December 31, 2018.

Mr. Moore presented an update regarding Group Health, Life, and Dental Premium Rates for 2016 (see attached).

Mr. Moore presented an update regarding the Group Health Actuarial Report (see attached).

Ms. Carolyn Champagne, Purchasing Agent, addressed the Committee regarding Surplus Items and Sale (see attached).

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

RECOMMENDATION NO. 3

The Committee recommends that the Board declare as surplus certain outdated, unserviceable, and/or broken items, as per attached list, and authorize that these items be sold at a future surplus sale.

Ms. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding the surplus property (Honduras/Walgreens Property) located at 1505 East Tunnel Blvd., Houma, LA 70363 (see attached).

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

RECOMMENDATION NO. 4

The Committee recommends that the Board declare property located at 1505 East Tunnel Blvd., Houma, LA 70363 (Honduras/Walgreens Property) as surplus and authorize the advertisement for bids for the sale of the property.

Ms. Breaux presented an update on the Sales Tax collections report (see attached). She stated sales tax collections for the month of July 2015 are approximately 15% lower than July 2014.

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

Respectfully submitted,

Debi Benoit, Chairwoman

Roosevelt Thomas, Vice-Chairman

Donald Duplantis

MH

**TERREBONNE PARISH SCHOOL BOARD
201 STADIUM DRIVE
HOUMA, LOUISIANA 70360**

October 6, 2015

Dear Members of the Board:

The **Executive Committee** met at 5:30 P.M. on Tuesday, September 15, 2015, in the Board Room of the School Board Office with the following members present: Mr. Roosevelt Thomas, President, Dr. Brenda Leroux Babin, Vice-President, and Ms. Debi Benoit. Others in attendance were Superintendent Philip Martin and Ms. 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,

Roosevelt Thomas, President

Brenda Leroux Babin, Ph.D., Vice-President

Debi Benoit

MH

TERREBONNE CONSTRUCTION COMPANY, INC.
201 STADIUM DRIVE
HOUMA, LOUISIANA 70360

October 6, 2015

Dear Members of the School Board:

The **Board of Directors of Terrebonne Construction Company, Inc.** met immediately following the Executive Committee meeting on Tuesday, September 15, 2015, in the Board Room of the School Board Office with the following members present: Mr. Roosevelt Thomas, President, Dr. Brenda Leroux Babin, Secretary/Treasurer, and Ms. Debi Benoit. Others in attendance were Superintendent Philip Martin and Ms. Rebecca Breaux.

The **Board of Directors** received the August 2015 financial statement (see attachment).

The **Board of Directors** allowed the Superintendent and/or his designee to lease 252 Barrow Street to Dominique Blanchard, DBA, M-Power, for a monthly lease of five hundred (\$500.00) dollars for a period of one (1) year, commencing September 1, 2015, and terminating August 31, 2016, with three (3) one-year options to renew contract at the end of each said period, must provide in advance a five hundred (\$500.00) dollar security deposit, required insurance, and all utilities are tenant's responsibility, and further, authorized the Board 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,

Roosevelt Thomas, President

Brenda Leroux Babin, Ph.D., Secretary/Treasurer

Debi Benoit

MH