

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

**School Board Meeting - January 8, 2013**

**Order of Business**

**7:00 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes of School Board Meeting of December 4, 2012

**RECOMMENDATION:** That the Board approve the minutes of School Board Meeting of December 4, 2012, as recorded.

6. Election of Board Officers
  1. President
  2. Vice-President
7. Board Committee Meeting Reports
  - A. Executive Committee (See Attached Committee Agenda and Report)
  - B. Board of Directors of Terrebonne Construction Company, Inc. (See Attached Committee Agenda and Report)
8. Superintendent's Agenda

A. Agenda Item

(1) Banking and Investment Resolution

The President of the Terrebonne Parish School Board and the Superintendent of Schools are the parties authorized to jointly exercise signature authority over Board-demand deposit accounts. Whenever there is a change in the President and/or the Superintendent, the Board must grant the new officer(s) signatory power by adopting the pertinent resolution and providing new signature documents to its fiscal depositories.

**RECOMMENDATION:** That the Board adopt the following Banking and Investment Resolution:

**RESOLUTION**

**WHEREAS,** In a regular session of the Terrebonne Parish School Board held on January 8, 2013, the Board, by viva voce vote, elected \_\_\_\_\_ to serve as President of the Terrebonne Parish School Board for the one-year term beginning this date, and

**WHEREAS,** In a regular session of the Terrebonne Parish School Board held on January 20, 2009, the Board, by viva voce vote, appointed Mr. Philip Martin to serve as Superintendent and Secretary-Treasurer of the Terrebonne Parish School Board beginning January 20, 2009, and

**WHEREAS,** Mr. Philip Martin, on January 20, 2009, upon furnishing bond as required by law, did assume the office and functions of Superintendent and Secretary-Treasurer of the Terrebonne Parish School Board, and

**WHEREAS,** On January 8, 2013, \_\_\_\_\_, upon furnishing bond as required by law, did assume the office and functions of President of the Terrebonne Parish School Board, now

**BE IT RESOLVED,** That copies of this resolution, certified by the

Secretary of the Terrebonne Parish School Board, be furnished to any and all interested parties, including fiscal depositories, directing and authorizing said institutions to grant full faith and credit to the acts and signatures of Mr. Philip Martin as Superintendent and Secretary-Treasurer of the Terrebonne Parish School Board and \_\_\_\_\_ as President of the Terrebonne Parish School Board, and

**BE IT FURTHER RESOLVED**, That all fiscal depositories are directed and authorized to honor negotiable instruments drawn upon the accounts of the Terrebonne Parish School Board bearing the facsimile signature of Mr. Philip Martin and Mr. L. P. Bordelon, III until such time as a signature plate bearing the facsimile signatures of both \_\_\_\_\_ and Mr. Philip Martin is procured and placed into service, and

**BE IT FURTHER RESOLVED**, That the Superintendent, Executive Director of Finance, Supervisor of Finance, or the duly authorized subordinate employee of each or any of the foregoing appointed officers be and is authorized to individually conduct and transact the business of purchasing, redeeming, or reinvesting certificates of deposit and other types of interest-bearing investments, as well as pledging matters and wire transfers relating thereto, and

**BE IT FURTHER RESOLVED**, That the Superintendent, Executive Director of Finance, Supervisor of Finance, or the duly authorized subordinate employee of each or any of the foregoing appointed officers be and is authorized and directed to accept physical custody of such interest-bearing investments and monetary returns on same in the name and on behalf of the Terrebonne Parish School Board, and

**BE IT FURTHER RESOLVED**, That said Superintendent, Executive Director of Finance, and Supervisor of Finance be and are authorized to release any safekeeping receipt and/or security pledged to the Terrebonne Parish School Board provided that each release will bear the signatures of at least two of the above authorized individuals.

(2) Personnel Section

(a) Personnel Announcement and Introduction  
(Information Only)

1) Principal, H. L. Bourgeois High School –  
Matthew Hodson

(b) Leaves of Absence

1) Leave Without Pay

**RECOMMENDATION:** That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Stacey Duet, Teacher at West Park Elementary School, beginning January 9, 2013, through May 23, 2013 (personal).

2) Family and Medical Leave

**RECOMMENDATION:** That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for April Adams, Teacher at Broadmoor Elementary School, beginning April 26, 2013, through May 23, 2013 (medical).

(3) Parent Appeal for Readmission of Student #109071  
(Executive Session)

9. Announcements

**1/07**

5:00 Education & Policy Committee

**1/10**

5:00 ERC

**1/12**

6:00 “Teenager of the Year Recognition” – American Legion

**1/14**

5:00 Buildings, Food Service, & Transportation Committee

**1/15**

6:00 Executive Committee  
6:30 Board of Directors, Terrebonne Construction  
Company, Inc.  
7:00 Regular School Board Meeting

10. Adjournment

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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. 220, describing the assistance that is necessary.**

RLB

TERREBONNE PARISH SCHOOL BOARD  
201 STADIUM DRIVE  
HOUMA, LOUISIANA 70360

MEMORANDUM

**DATE:** December 13, 2012

**TO:** Members of the Executive Committee

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Please be advised that **President L. P. Bordelon, III** has scheduled a meeting of the **Executive Committee**, for **Tuesday, December 18, 2012, at 6:00 P.M.** in the **Board Conference Room** of the School Board Office, 201 Stadium Drive, Houma, Louisiana.

Agenda Attachment  
HH:mh

c: Philip Martin, Superintendent  
Mr. Clayton Lovell, Legal Counsel  
Board Members  
Staff Members  
Presidents...TAE, TPA, TPE, Bus Drivers' Assn., Food Service Assn.  
Ms. Lottie Beebe, BESE, District 3  
The Courier  
Radio Stations: KCIL/KJIN/KXOR  
Charter Communications  
HTV

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Harris Henry,  
Executive Director of Finance  
& Auxiliary Services

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

**A G E N D A**

**EXECUTIVE COMMITTEE**

**December 18, 2012**

**6:00 P.M.**

1. Invocation and Pledge of Allegiance to the Flag
2. Examination of invoices for the current month (including supplemental payroll and travel expenses)
3. Committee member concerns
4. Adjournment

**EXECUTIVE COMMITTEE MEMBERS**

**L. P. Bordelon, III, President  
Roger Dale DeHart, Vice-President  
Donald Duplantis**

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

January 8, 2013

Dear Members of the Board:

The **Executive Committee** met at 6:00 P.M. on Tuesday, December 18, 2012, in the Board Conference Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, Vice-President, and Mr. Donald Duplantis. Mr. L. P. Bordelon, III, President, was absent. Others in attendance were Superintendent Philip Martin, Mr. Harris Henry, 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,

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Roger Dale DeHart, Vice-President

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Donald Duplantis

MH



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

MEMORANDUM

DATE: December 13, 2012

TO: Members of the Board of Directors

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Please be advised that a meeting has been scheduled of the Board of Directors of Terrebonne Construction Company, Inc. for **Tuesday, December 18, 2012**, at **6:30 P.M.** in the **Board Conference Room** of the School Board Office, 201 Stadium Drive, Houma, Louisiana.

Agenda Attachment

HH:mh

c: Philip Martin, Superintendent  
Mr. Clayton Lovell, Legal Counsel  
Board Members  
Staff Members  
Presidents...TAE, TPA, TPE, Bus Drivers' Assn., Food Service Assn.  
Ms. Lottie Beebe, BESE, District 3  
The Courier  
Radio Stations: KCIL/KJIN/KXOR  
Charter Communications  
HTV

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Harris Henry,  
Executive Director of Finance  
& Auxiliary Services

**TERREBONNE CONSTRUCTION COMPANY, INC.  
201 STADIUM DRIVE  
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**A G E N D A**

**BOARD OF DIRECTORS**

**December 18, 2012**

**6:30 P.M.**

1. Financial and operational reports and matters pertaining thereto
2. Matter bearing upon renewal of Property and General Liability Insurance from USI Southwest ~ **{Recommendation}** ~ Harris Henry, Executive Director of Finance & Auxiliary Services

**Proposed Recommendation** – That the **Board of Directors** approve the renewal of Property and General Liability Insurance from USI Southwest for the period of January 10, 2013, through January 10, 2014, at an estimated cost of \$8,176.70, with selection of exclusion/rejection of Terrorism Insurance Coverage along with Wind/Hail Coverage, and authorize the Board President to sign all necessary documents pertaining thereto.

3. Matter bearing upon Lanaux & Felger, CPAs, to continue their services of preparing annual tax forms ~ **{Recommendation}** ~ Harris Henry, Executive Director of Finance & Auxiliary Services

**Proposed Recommendation** – That the **Board of Directors** continue to engage Lanaux & Felger to prepare the required tax return forms for Fiscal Years 2012 and 2013 at a fee of \$575.00 per year, and authorize the Board President to sign all necessary documents pertaining thereto.

4. Adjournment

**BOARD OF DIRECTORS**

**L. P. Bordelon, III, President**  
**Roger Dale DeHart, Secretary-Treasurer**  
**Donald Duplantis**

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

January 8, 2013

Dear Members of the School Board:

The **Board of Directors of Terrebonne Construction Company, Inc.** met at 6:30 P.M. on Tuesday, December 18, 2012, in the Board Conference Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, Secretary/Treasurer, and Mr. Donald Duplantis. Mr. L. P. Bordelon, III, President, was absent. Others in attendance were Superintendent Philip Martin, Mr. Harris Henry, and Mrs. Rebecca Breaux.

The **Board of Directors** received the November 2012 financial statement (attachment).

The **Board of Directors** approved the renewal of Property and General Liability Insurance from USI Southwest for the period of January 10, 2013, through January 10, 2014, at an estimated cost of \$8,176.70, with selection of exclusion/rejection of Terrorism Insurance Coverage along with Wind/Hail Coverage, and authorized the Board President to sign all necessary documents pertaining thereto (see attached).

The **Board of Directors** voted to engage the firm of Lanaux & Felger to prepare the required tax returns' forms for Fiscal Years 2012 and 2013, at a fee of \$575.00 per year, and 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,

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Roger Dale DeHart, Secretary/Treasurer

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Donald Duplantis