

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

September 18, 2018

The Terrebonne Parish School Board met today at 6:00 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: Ms. Vicki Bonvillain, vice president; Mr. Roosevelt Thomas, Mr. Richard Jackson, Mrs. Debi Benoit, Mr. L. P. Bordelon, III, and Mr. Donald Duplantis.

ABSENT: Mr. Gregory Harding and Dr. Brenda Leroux Babin

Ms. Bonvillain led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Melda L. Bridges, retired school teacher; James J. Gauthreaux, retired school teacher, and Vickie L. Hotard, retired school paraprofessional, who recently passed away.

President DeHart recognized Mr. Nelson Kramer, Jr., former Terrebonne Parish School Board Member, who was in attendance at tonight's meeting.

Motion of Mr. Duplantis, seconded by Ms. Bonvillain, unanimously carried, the Board approved the minutes of School Board meetings of August 21, 2018, and September 4, 2018, as recorded.

Several announcements were made by President DeHart regarding upcoming meetings.

The following report of the Buildings, Food Service, and Transportation Committee meeting was presented to the Board with Mr. Jackson, chairman, presiding:

Dear Members of the Board:

The BUILDINGS, FOOD SERVICE, and TRANSPORTATION COMMITTEE met at 5:00 P.M. on Monday, September 10, 2018, in the Board Room of the School Board Office with the following members present: Mr. L. P. Bordelon, III, vice chairman, and Ms. Vicki Bonvillain, ad-hoc member. Mr. Richard Jackson, chairman, and Mr. Gregory Harding were absent. Also in attendance were Mr. Donald Duplantis, Mr. Roger Dale DeHart, Board president, Superintendent Philip Martin, and members of the staff.

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

Mrs. Monica Walther, MS, RD, LDN, Supervisor, Child Nutrition Program, addressed the Committee regarding authorization to advertise for six-month bids for Meats and Frozen Items, and Canned and Dry Goods for the 2019 spring school session.

RECOMMENDATION NO. 1

The Committee recommends that the Board authorize the Child Nutrition Department to proceed with the advertisement of six-month bids (January 1, 2019, through June 30, 2019), for Meats and Frozen Items, and Canned and Dry Goods for the 2019 spring school session.

Mrs. Walther addressed the Committee regarding authorization to advertise for (1) Child Nutrition Department Satellite Delivery Truck.

RECOMMENDATION NO. 2

The Committee recommends that the Board authorize the Child Nutrition Department to advertise for bids for one (1) Child Nutrition Satellite Delivery Truck, monies to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding authorization to advertise for Kitchen Equipment.

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize the Child Nutrition Department to advertise for bids for Kitchen Equipment, monies to be derived from the Child Nutrition Program Fund.

Superintendent Martin addressed the Committee regarding playground equipment at all elementary schools housing grades Pre-K through 3.

Ms. Bonvillain, seconded by Mr. Bordelon, offered the following motion:

RECOMMENDATION NO. 4

The Committee recommends that the Board authorize the Superintendent to proceed with purchasing playground equipment at all elementary schools housing grades Pre-K through 3.

Superintendent Martin addressed the Committee regarding an update of the new Electrical Building at Louis Miller Terrebonne Career and Technical High School.

Superintendent Martin addressed the Committee regarding construction updates of the new Southdown Elementary School (attached).

Mr. Sammy Poiencot, Plant Operations Manager, 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 5:19 P.M.

Respectfully submitted,

L. P. Bordelon, III, Vice Chairman

Vicki Bonvillain, Ad-hoc Member

SP/sn

Motion of Mr. Bordelon, seconded by Mrs. Benoit, unanimously carried, the Board authorized the Child Nutrition Department to proceed with the advertisement of six-month bids (January 1, 2019, through June 30, 2019), for Meats and Frozen Items, and Canned and Dry Goods for the 2019 spring school session.

Motion of Mr. DeHart, seconded by Mrs. Benoit, unanimously carried, the Board authorized the Child Nutrition Department to advertise for bids for one (1) Child Nutrition Satellite Delivery Truck, monies to be derived from the Child Nutrition Program Fund.

Motion of Mr. Duplantis, seconded by Mrs. Benoit, unanimously carried, the Board authorized the Child Nutrition Department to advertise for bids for Kitchen Equipment, monies to be derived from the Child Nutrition Program Fund.

Motion of Mr. Thomas, seconded by Ms. Bonvillain, unanimously carried, the Board authorized the Superintendent to proceed with purchasing playground equipment at all elementary schools housing grades Pre-K through 3.

The report of the Buildings, Food Service, and Transportation 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 at 5:00 P.M. on Monday, September 17, 2018, in the Board Room of the School Board Office with the following members present: Mr. Donald Duplantis, chairman, Mr. Roosevelt Thomas, vice chairman, and Mrs. 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.

Chairman Duplantis 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 renewal of Third Party Administration Services for the Group Health Plan (attached).

RECOMMENDATION NO. 1

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 Plan, effective January 1, 2019, through December 31, 2023, with an estimated annual cost of \$901,557.

Mr. Moore addressed the Committee regarding the renewal of Stop-Loss Reinsurance for Group Health Insurance (attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the proposal from HCC Insurance Co., for Stop-Loss Reinsurance for Group Health Insurance, with a specific deductible of \$425,000 per claim with a \$250,000 Tiered Split Fund with an estimated annual cost of \$662,877, effective January 1, 2019.

Mr. Moore addressed the Committee regarding the renewal of Group Term Life Insurance (attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the offer for Group Term Life Insurance from Companion Life Insurance Co., through Alford and Associates, effective October 1, 2018, and authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Moore addressed the Committee regarding the renewal of Disability Insurance.

RECOMMENDATION NO. 4

The Committee recommends that the Board accept the offer for Disability Insurance from Companion Life Insurance Co., through Alford and Associates, effective October 1, 2018, and authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Moore presented information on the Group Health Insurance premium schedule for 2019 (attached).

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding the approval to advertise for bids for a Catalog Contract on Material and Supplies for Teaching.

RECOMMENDATION NO. 5

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for a Catalog Contract on Material and Supplies for Teaching.

Mr. Constrantiche addressed the Committee regarding bids received for Hunting and Trapping privileges on Section 16 Lands.

RECOMMENDATION NO. 6

The Committee recommends that the Board accept the following highest bids received, meeting all specifications, for Hunting and Trapping privileges on Section 16 Lands for a five (5) year period beginning October 1, 2018, through September 30, 2023, and further, authorize the Board president to sign all necessary documents pertaining thereto:

Section 16, Township 17 South, Range 14 East Trey Adams 2409 West Camellia Dr. Thibodaux, LA 70301	\$ 9,075.00
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Section 16, Township 18 South, Range 17 East Chad J. Bonvillain 589 Bayou Dularge Rd. Houma, LA 70363	\$ 6,025.00
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Mr. Constrantiche addressed the Committee regarding the bid received for Commercial Surface Lease on Section 16 Lands.

RECOMMENDATION NO. 7

The Committee recommends that the Board accept the highest bid received, meeting all specifications, from Toby Voisin, 141 Wedgewood Ct., Houma, LA 70363, in the amount of \$6,575.00, for a Commercial Surface Lease on Section 16, Township 20 South, Range 16 East, for a ten (10) year period beginning October 1, 2018, through September 30, 2028, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding the Fiscal Year 2017/2018 Louisiana Compliance Questionnaire (attached).

RECOMMENDATION NO. 8

The Committee recommends that the Board adopt the following resolution in reference to the attached Louisiana Compliance Questionnaire for the 2017/2018 Fiscal Year:

RESOLUTION NO. _____

BE IT RESOLVED, That the Terrebonne Parish School Board, in connection with the June 30, 2018, audit, adopts the Louisiana Compliance Questionnaire for submission to LaPorte CPAs and Business Advisors, and confirms that the representations made therein are to the best of the Board's knowledge and belief, and

BE IT FURTHER RESOLVED, That Roger Dale DeHart, President of the Terrebonne Parish School Board, Philip Martin, Superintendent, and Rebecca Breaux, Chief Financial Officer, be authorized to sign said Questionnaire.

Superintendent Martin addressed the Committee regarding a one-time salary supplement for Fiscal Year 2018/2019.

RECOMMENDATION NO. 9

The Committee recommends that the Board approve a one-time salary supplement for Fiscal Year 2018/2019 for full-time employees in the amount of \$1,000 for instructional/professional employees, \$500 for non-instructional/support employees, and \$200 for part-time employees, for personnel employed as of September 19, 2018, monies to be derived from the salaries and benefits portion of the One Cent Sales Tax Fund or the respective funding sources for full-time and part-time employees not currently paid through the One Cent Sales Tax Fund, payable in October 2018.

Mrs. Breaux presented information on a Monthly Budget-to-Actual Comparison report (attached).

Mrs. Breaux presented an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of July 2018 are approximately 6.7% higher than July 2017.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, motion of Mr. Thomas, seconded by Mrs. Benoit, the meeting adjourned at 5:35 P.M.

Respectfully submitted,

Donald Duplantis, Chairman

Roosevelt Thomas, Vice Chairman

Debi Benoit

RB/bp

Motion of Mr. DeHart, seconded by Mr. Thomas, unanimously carried, the Board accepted the proposal from Gilsbar, Inc., for Third Party Administration Services, including plan administration, claims administration, PPO access, and

disease management for the Group Health Plan, effective January 1, 2019, through December 31, 2023, with an estimated annual cost of \$901,557.

Motion of Mr. Bordelon, seconded by Mr. Jackson, unanimously carried, the Board accepted the proposal from HCC Insurance Co., for Stop-Loss Reinsurance for Group Health Insurance, with a specific deductible of \$425,000 per claim with a \$250,000 Tiered Split Fund, at an estimated annual cost of \$662,877, effective January 1, 2019.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board accepted the offer for Group Term Life Insurance from Companion Life Insurance Co., through Alford and Associates, effective October 1, 2018, and authorized the Board president to sign all necessary documents pertaining thereto.

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board accepted the offer for Disability Insurance from Companion Life Insurance Co., through Alford and Associates, effective October 1, 2018, and authorized the Board president to sign all necessary documents pertaining thereto.

Motion of Mr. Bordelon, seconded by Mrs. Benoit, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for a Catalog Contract on Material and Supplies for Teaching.

Dr. Babin entered the meeting at this time and was present for the remainder of the proceedings.

Motion of Mr. Thomas, seconded by Mr. Bordelon, unanimously carried, the Board accepted the following highest bids received, meeting all specifications, for Hunting and Trapping privileges on Section 16 Lands for a five (5) year period beginning October 1, 2018, through September 30, 2023, and further, authorized the Board president to sign all necessary documents pertaining thereto:

Section 16, Township 17 South, Range 14 East Trey Adams 2409 West Camellia Dr. Thibodaux, LA 70301	\$ 9,075.00
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Section 16, Township 18 South, Range 17 East Chad J. Bonvillain 589 Bayou Dularge Rd. Houma, LA 70363	\$ 6,025.00
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Motion of Mr. DeHart, seconded by Mrs. Benoit, unanimously carried, the Board accepted the highest bid received, meeting all specifications, from Toby Voisin, 141 Wedgewood Ct., Houma, LA 70363, in the amount of \$6,575.00, for a Commercial Surface Lease on Section 16, Township 20 South, Range 16 East, for a ten (10) year period beginning October 1, 2018, through September 30, 2028, and further, authorized the Board president to sign all necessary documents pertaining thereto.

Motion of Mr. Bordelon, seconded by Mr. Jackson, unanimously carried, the Board adopted the following resolution relative to the Louisiana Compliance Questionnaire for the 2017/2018 Fiscal Year:

RESOLUTION NO. 1894

BE IT RESOLVED, That the Terrebonne Parish School Board, in connection with the June 30, 2018, audit, adopts the Louisiana Compliance Questionnaire for submission to LaPorte CPAs and Business Advisors, and confirms that the representations made therein are to the best of the Board's knowledge and belief, and

BE IT FURTHER RESOLVED, That Roger Dale DeHart, President of the Terrebonne Parish School Board, Philip Martin, Superintendent, and Rebecca Breaux, Chief Financial Officer, be authorized to sign said Questionnaire.

Motion of Mr. Thomas, unanimously seconded, unanimously carried, the Board approved a one-time salary supplement for Fiscal Year 2018/2019 for full-time employees in the amount of \$1,000 for instructional/professional employees, \$500 for non-instructional/support employees, and \$200 for part-time employees, for personnel employed as of September 19, 2018, monies to be derived from the salaries and benefits portion of the One Cent Sales Tax Fund or the respective funding sources for full-time and part-time employees not currently paid through the One Cent Sales Tax Fund, payable in October 2018.

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.

At this time, Superintendent Philip Martin presented the following personnel actions for the period of August 13, 2018, through September 7, 2018 [list of professional instructional and non-instructional/support personnel (appointments, resignations, retirements, and termination – [Information Only](#))]:

New Employees - Professional Instructional Personnel

Name	Position	Certification	Location	Effective Date
ALEXANDER, BESSIE	SECONDARY TEACHER	Degreed/Non-Certified	H L BOURGEOIS HIGH	08/16/18
BLANCHARD, STACY	SCH PSYCHOLOGIST9.5M	Certified	WEST PARK ANNEX SP ED	08/21/18
GAUTHREAUX, ALAINE	TALENTED TEACHER	Certified	SOUTH TERREBONNE HIGH	08/14/18
GRIFFIN, JUSTIN	ELEM 1-8 TEACHER	Degreed/Non-Certified	OAKLAWN JUNIOR HIGH	08/17/18
HUTCHINSON, MEGAN	ELEM 1-8 TEACHER	Degreed/Non-Certified	ACADIAN ELEMENTARY	08/15/18
KENNEDY, SIERRA	ECSE TEACHER	Certified	WEST PARK ANNEX SP ED	08/16/18
PARKER, TERRALYN	ELEM 1-8 TEACHER	Degreed/Non-Certified	VILLAGE EAST ELEMENTARY	08/17/18
PELLEGRIN, KORI	MM INCLUSION TCHR	Degreed/Non-Certified	MONTEGUT MIDDLE	08/14/18
THOMPSON, JEFFREY	MM RESOURCE/SC TCHR	Degreed/Non-Certified	H L BOURGEOIS HIGH	08/20/18

New Employees - Non-Instructional Personnel

Name	Position	Location	Effective Date
BEAUTY, TONJA	SPECIAL ED PARA	SCHOOL FOR EXCEPT CHILDREN	08/27/18
BOURGEOIS, DANETTE	SPECIAL ED PARA	MONTEGUT MIDDLE	08/23/18
CARTER, SHAMEKIA	BUS DRIVER REG ED	TRANSPORTATION	08/13/18
EVANS, BILLIE	SPECIAL ED PARA	SCHOOL FOR EXCEPT CHILDREN	08/27/18
GOODE, TRUDY	SPECIAL ED PARA	TERREBONNE HIGH	09/04/18
HUTCHINSON, ANNIE	SPECIAL ED PARA	HONDURAS ELEMENTARY	08/29/18
JOHNSON, DANIELLE	SPECIAL ED PARA	EVERGREEN JUNIOR HIGH	08/27/18
VOISIN, DAWN	SPECIAL ED PARA	DULARGE ELEMENTARY	08/24/18
WALKER, DIONE	SPECIAL ED PARA	CALDWELL MIDDLE	08/28/18

Resignations - Professional Instructional Personnel

Name	Position	Certification	Location	Term Code	Term Date
EYMARD, RIA	ELEM 1-8 TEACHER	Certified	HONDURAS ELEMENTARY	Resigned	08/24/18
HEIMS, BREIANNA	MM RESOURCE/SC TCHR	Certified	H L BOURGEOIS HIGH	Resigned	08/17/18
JOHNSON, TANYEAKE	ELEM 1-8 TEACHER	Certified	OAKSHIRE ELEMENTARY	Resigned	08/17/18
NAQUIN, CAITLIN	ELEM 1-8 TEACHER	Practitioner	VILLAGE EAST ELEMENTARY	Resigned	08/17/18
PHILLIPS, KIRISTIN	ELEM 1-8 TEACHER	Degreed/Non-Certified	EVERGREEN JUNIOR HIGH	Resigned	09/07/18

Resignations - Non-Instructional Personnel

Name	Position	Location	Term Code	Term Date
BILLIOT, NORBERT	LICENSED PLUMBER	MAINTENANCE	Resigned	09/07/18

Resignations - Non-Instructional Personnel (continued)

Name	Position	Location	Term Code	Term Date
HOWARD, ASIA	BUS DRIVER REG ED	TRANSPORTATION	Resigned	08/31/18
MCKINLEY, ALEXANDER	CUSTODIAN III-A 12M	GRAND CAILLOU ELEMENTARY	Terminated for Cause	08/24/18
MILES, TERINIKA	CUSTODIAN III-A 12M	VILLAGE EAST ELEMENTARY	Resigned	08/17/18

Retirements - Professional Instructional Personnel

Name	Position	Service Years	Location	Term Code	Term Date
GEIST, KAREN	ELEM 1-8 TEACHER	29.83 YEARS	GRAND CAILLOU ELEMENTARY	Service Retirement	08/30/18
MALBROUGH, RAMONA	MM INCLUSION TCHR	25.13 YEARS	OAKLAWN JUNIOR HIGH	Service Retirement	09/05/18

Retirements - Non-Instructional Personnel

Name	Position	Service Years	Location	Term Code	Term Date
GRANGER, JERRY	BUS DRIVER REG ED	10.12 YEARS	TRANSPORTATION	Service Retirement	09/05/18
GREGOIRE, DONNA	BUS DRIVER REG ED	12.99 YEARS	TRANSPORTATION	Disability Retirement	08/16/18

Motion of Ms. Bonvillain, seconded by Mr. Duplantis, unanimously carried, the Board approved a leave of absence without pay in accordance with Policy

(FILE: F-11.10) for Glen Williams, Custodian III-A at Broadmoor Elementary School, beginning September 10, 2018, through September 9, 2019 (medical).

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board voted to adjourn its meeting **(6:20 P.M.)**.

/s/ Philip Martin, Secretary

/s/ Roger Dale DeHart, President

RLB