

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

School Board Meeting – November 4, 2020

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 October 6, 2020

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of October 6, 2020, as recorded.

6. Recognitions and Announcements
 - A. Special Recognition and Appreciation of Support given to Public Education in Terrebonne Parish

Announcements

11/11 Veterans' Day

11/12

5:00 ERC (Employee Representative Committee – Virtual Meeting)

11/16-20 American Education Week

11/17

5:00 Finance, Insurance, & Section 16 Lands Committee

Executive Committee
Education, Technology, & Policy Committee
Buildings, Food Service, & Transportation Committee

11/23-27 Thanksgiving Holidays

12/01

6:00 Regular School Board Meeting

7. Board Committee Meeting Reports

- A. Buildings, Food Service, & Transportation Committee (see attached Committee Report of October 20, 2020, Meeting)
- B. Finance, Insurance, & Section 16 Lands Committee (see attached Committee Report of October 20, 2020, Meeting)
- C. Executive Committee (see attached Committee Report of October 20, 2020, Meeting)
- D. Education, Technology, & Policy Committee (See attached Committee Report of October 20, 2020, Meeting)

8. Superintendent's Agenda

A. Information Items

- (1) American Education Week: November 16-20, 2020

American Education Week will be observed on November 16-20, 2020, in Terrebonne Parish Schools. This special week focuses attention on the importance of education and all that it stands for. Annually, the week preceding the week of Thanksgiving is proclaimed American Education Week.

- (2) Educational Support Personnel Day: November 18, 2020

Educational Support Personnel Day will be observed in

Terrebonne Parish Schools on November 18, 2020. Annually, the Wednesday in American Education Week is designated as a special day to honor the many contributions of school support employees. School districts, parents, and students will pay tribute to school support personnel on this annual observance of Educational Support Personnel Day.

B. Agenda Items

(1) Personnel Section

(a) Leaves 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 April Chauvin, Librarian at Acadian Elementary School, beginning October 30, 2020, through February 24, 2021 (medical).

2) Leave Without Pay

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Tonya Lagarde, School Bus Operator in the Transportation Department, beginning October 8, 2020, through December 31, 2020 (medical).

(b) Personnel Actions for Period of September 28, 2020 – October 23, 2020 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]

9. Individual School Board Members

A. Mrs. Debi Benoit – Reschedule Agenda Deadline for School Board Meeting of December 1, 2020

RECOMMENDATION: That the Board reschedule the agenda

deadline for the School Board Meeting of December 1, 2020, from noon Wednesday, November 25, 2020, to noon Thursday, November 19, 2020 (due to Thanksgiving Holidays).

B. Mrs. Debi Benoit – Reschedule Agenda Deadline for School Board Meeting of January 5, 2021

RECOMMENDATION: That the Board reschedule the agenda deadline for the School Board Meeting of January 5, 2021, from noon Wednesday, December 30, 2020, to noon Thursday, December 17, 2020 (due to Christmas Holidays).

C. Mr. Clyde Hamner - Legislative Update

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. 860-233, describing the assistance that is necessary.

RLB

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

November 4, 2020

Dear Members of the Board

The **Buildings, Food Service, and Transportation Committee** met at 5:00 P.M. on Tuesday, October 20, 2020, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, chairman, Mr. Dane Voisin, vice chairman, and Mr. Roger Dale DeHart. Also in attendance were Mrs. Debi Benoit, Board president, Mrs. Stacy Solet, Board vice president, Dr. MayBelle Trahan, Mr. Clyde Hamner, 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. Ron Thibodaux, Track and Field Coach at Terrebonne High School, addressed the Committee regarding use of Terrebonne High School, Ellender Memorial High School, and South Terrebonne High School tracks.

RECOMMENDATION NO. 1

The Committee recommends that the Board grant the request of U.D.P. Track Club, L3C, to waive Policy FILE: E-1.6 Use of Facilities, relative to the usage fee for Terrebonne High School, Ellender Memorial High School, and South Terrebonne High School tracks for the 2020-2021 track and field season for practices only (October 2020 through October 2021) from 5:00 P.M. to 7:00 P.M., on weekdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met, and approval is obtained from the school's principal.

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding a construction update of the Mulberry Elementary School addition (attached).

Mr. Matthew Ford entered the meeting at this time.

Superintendent Martin addressed the Committee regarding surplus property located at 5440 North Bayou Black Drive, Gibson, Louisiana 70356.

RECOMMENDATION NO. 2

The Committee recommends that the Board declare property located at 5440 North Bayou Black Drive, Gibson, Louisiana 70356, as surplus, authorize the Superintendent to have the property appraised, authorize the sale or lease of said property in accordance with applicable laws, all transactions subject to Board attorney review and approval; and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Sammy Poiencot, Plant Operations Manager, addressed the Committee regarding maintenance updates (attached).

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:15 P.M.

Respectfully submitted,

Gregory Harding, Chairman

Dane Voisin, Vice Chairman

Roger Dale DeHart

SP/sn

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

November 4, 2020

Dear Members of the Board:

The **Finance, Insurance, and Section 16 Lands Committee** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee meeting on Tuesday, October 20, 2020, in the Board Room of the School Board Office with the following members present: Mr. Clyde Hamner, chairman, and Mrs. Stacy Solet. Mr. Michael LaGarde, vice chairman, was absent. Also in attendance were Mrs. Debi Benoit, president, Mr. Dane Voisin, Dr. MayBelle Trahan, Mr. Roger Dale DeHart, Mr. Matthew Ford, Mr. Gregory Harding, Superintendent Philip Martin, and members of the staff.

Chairman Hamner called the meeting to order.

Mr. Curtis Constrantiche, Risk Manager, addressed the Committee regarding the renewal of Stop-Loss Reinsurance for Group Health Insurance (attached).

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 \$450,000 per claim with \$250,000 Tiered Split Fund for an estimated annual cost of \$523,631, effective January 1, 2021, through December 31, 2021.

Chairman Hamner asked for an update on the RDS discount applied to retirees' premiums as it relates to the new UnitedHealthcare Medicare Advantage Plan.

Mrs. Rebecca Breaux, Chief Financial Officer, 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 August 2020 are approximately 11.6% lower than August 2019.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 5:35 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Stacy Solet

RB/bp

**TERREBONNE PARISH SCHOOL BOARD
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November 4, 2020

Dear Members of the Board:

The **Education, Technology, and Policy Committee** met on Tuesday, October 20, 2020, immediately following the 5:00 p.m. Buildings, Food Service, and Transportation Committee; Finance, Insurance, and Section 16 Lands Committee; and the Executive Committee in the Board Room of the School Board Office with the following members present: Dr. MayBelle Trahan, chairwoman, Mr. Matthew Ford, vice chairman, and Mrs. Debi Benoit. Also in attendance were Mrs. Stacy Solet, Board vice president, Mr. Gregory Harding, Mr. Clyde Hamner, Mr. Roger Dale DeHart, Mr. Dane Voisin, Superintendent Philip Martin, and members of the staff.

Chairwoman Trahan called the meeting to order.

Mrs. Mary Aucoin, Supervisor of Special Education, presented information on Special Education (SPED) scores. She stated that Terrebonne Parish School District has a 65% graduation rate for students with disabilities. She also stated that the district dropout rate for students with disabilities improved from 22.4% in 2018 to 7.9% in 2019.

Mr. Ford presented information on a school uniform policy survey for Terrebonne Parish School District employees, staff, students, parents and/or guardians.

Mr. Ford presented information on consideration of returning to the 4x4 block-scheduling program for all high schools.

Dr. Trahan presented a revision to policy FILE: C-3.6 Superintendent Evaluation.

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, revised policy FILE: C-3.6 Superintendent Evaluation.

FILE: C-3.6

SUPERINTENDENT EVALUATION

In accordance with the efficient management of the school system, the Terrebonne Parish School Board recognizes its responsibility to carefully and objectively perform an evaluation of the chief executive officer and educational leader of the Terrebonne Parish School Board, the Superintendent. Therefore, any evaluation of the Superintendent shall be conducted as follows:

1. The Superintendent shall be evaluated on an annual basis in accordance with the dictates of the Louisiana Accountability Program and as an assessment of the Superintendent's performance objectives/specific targets contained in his/her contract. The annual evaluation shall occur at a Committee meeting of the Board as a whole on the fourth (4th) Tuesday of the month of June each year.
2. In an open meeting, the Superintendent shall present a report, in the form of opening remarks, on the status of his/her goal and objectives and *Professional Growth Plan* for the year being evaluated.
3. In accordance with state law and because all remarks and discussions will pertain to either the character, professional competence, or physical or mental health of the Superintendent, any such discussion during the evaluation process shall be held in executive session, provided, however, that the Superintendent may require such discussion be held in an open meeting.
4. Prior to the Committee meeting of the whole, each School Board Member shall be required to complete an *Observation*

Evaluation of the Superintendent of Schools form, such format as to be approved by the School Board, and submit a copy of the Form to the President of the Board and a copy to the Superintendent.

- a. The President shall prepare a compilation of all of the forms submitted into a single evaluation document and furnish each Board Member with a copy of the compilation.
- b. Said compilation, in the form of a single evaluation document, shall constitute, upon approval of a *majority vote of the Board*, the evaluation of the Superintendent for that year. Said document shall be placed in the Superintendent's personnel file and shall become a part of that file.

Revised: August 2012

Revised: November 2020

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, 17:3881, 17:3882, 17:3883, 17:3884;
Board minutes, 08-21-12, **11-4-20**.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 6:23 P.M.

Respectfully submitted,

MayBelle Trahan, Ed.D., Chairwoman

Matthew Ford, Vice Chairman

Debi Benoit

ABO/jb

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

November 4, 2020

Dear Members of the Board:

The **Executive Committee** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee, and the Finance, Insurance, and Section 16 Lands Committee meetings on Tuesday, October 20, 2020, in the Board Room of the School Board Office with the following members present: Mrs. Debi Benoit, president, and Mrs. Stacy Solet, vice president. Mr. Michael LaGarde was absent. Also in attendance were Mr. Dane Voisin, Dr. MayBelle Trahan, Mr. Roger Dale DeHart, Mr. Matthew Ford, Mr. Clyde Hamner, Mr. Gregory Harding, Superintendent Philip Martin, and Mrs. Rebecca Breaux.

Board president Benoit called the meeting to order.

The Executive Committee examined and authorized payment of invoices for the current month (including supplemental payroll and travel expenses).

There were no Committee member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 5:40 P.M.

Respectfully submitted,

Debi Benoit, President

Stacy Solet, Vice President

RB/bp