

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

April 2, 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, Mr. Gregory Harding, Ms. Debi Benoit, Mr. L. P. Bordelon, III, Mr. Donald Duplantis, and Mr. Hayes J. Badeaux.

ABSENT: Dr. Brenda Leroux Babin

Mr. Jackson led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

At the hour of seven o'clock (7:00 P.M.), pursuant to its official notices, the Board ceased accepting and opened bids received for an Oil, Gas, and Mineral Lease on Section 16, Township 20 South, Range 13 East.

Ms. Lydia Alleman, Purchasing Agent/Grant Specialist, opened the bid received from Theophilus Oil, Gas, & Land Services, LLC.

President DeHart then appointed an in-house committee consisting of Mr. Donald Duplantis, Chairman, Finance, Insurance, and Section 16 Lands Committee; Ms. Lydia Alleman, Purchasing Agent/Grant Specialist, and Mr. Clayton "Sonny" Lovell, Board Attorney, to evaluate the bid received from Theophilus Oil, Gas, & Land Services, LLC for an Oil, Gas, and Mineral Lease on Section 16, Township 20 South, Range 13 East and report back to the Board, with a recommendation, later in the meeting.

At this time, President DeHart gave introductions and Superintendent Philip Martin presented a plaque to three of Terrebonne Parish's 2012-2013 Students of the Year: Hannah Robert, fifth grader at Lacache Middle School, Elementary School Level Student of the Year; Hannah Weatherall, eighth grader at Montegut Middle School, Middle/Junior High School Level Student of the Year, and Cole Bergeron, twelfth grader at Terrebonne High School, High School Level Student of the Year. These students all competed for regional honors.

The Board deviated from the regular order of the agenda.

At this time, the Board received a recommendation from the in-house committee (appointed earlier in tonight's meeting) who reviewed the bid received from Theophilus Oil, Gas, and Land Services, LLC.

Motion of Mr. Thomas, seconded by Mr. Bordelon, unanimously carried, the Board accepted the bid received meeting all specifications from Theophilus Oil, Gas, and Land Services, LLC for an oil, gas, and mineral lease on Section 16, Township 20 South, Range 13 East for 183 acres in the amount of \$431.00 per acre, totaling \$78,873.00 initial consideration and a ten percent (10%) fee in the amount of \$7,887.30, with royalty to be 25.5 percent, subject to review by the Board's oil and gas consultant, the Board Attorney, and approval by the State Mineral Board, and further, authorized the Board President and Superintendent to sign any necessary documents pertaining thereto.

The Board returned to the regular order of the agenda.

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, March 18, 2013, with the following members present: Mr. Donald Duplantis, Chairman, Mr. Roosevelt Thomas, Vice-Chairman, and Mrs. Debi Benoit. Also in attendance were 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.

Mr. Len Fontaine, Terrebonne Parish School Board's Group Health Plan Broker, presented to the Committee information on Group Health Claims Statistics (see attached).

Mrs. Lydia Alleman, Purchasing Agent/Grant Specialist, addressed the Committee requesting approval to authorize the Purchasing Department to advertise for bids for Auxiliary Materials, Supplies, Equipment, and Services.

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

RECOMMENDATION NO. 1

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for Auxiliary Materials, Supplies, Equipment, and Services for the 2013-2014 school year.

Mrs. Alleman addressed the Committee concerning bids received for an Office Supply Catalog Contract (see attached).

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

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the lowest priced bid for an Office Supply Catalog Contract, submitted by Stire Office World, whose address is 1060 West Tunnel Blvd., Houma, LA 70360, for a twelve-month (12) period, from July 1, 2013, until June 30, 2014, with the option to renew for one (1) additional year, under the same terms and conditions upon mutual agreement between the School Board and Stire Office World; and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mrs. Rebecca Breaux, Supervisor of Finance & Statistics, addressed the Committee concerning the 2012/2013 revised budget for the General Operating Fund.

Mrs. Benoit, seconded by Mr. Duplantis, offered the following motion:

RECOMMENDATION NO. 3

The Committee recommends that the Board adopt the following 2012/2013 revised budget for the General Operating Fund:

General Operating Fund
Revised Budget
2012/2013 Fiscal Year
March 2013

Revenues and Other Sources of Funds

Local Sources	\$ 17,438,289
State Sources	86,706,966
Other Sources	15,028,550
TOTAL	\$119,173,805

Expenditures and Other Uses of Funds

Salaries	\$ 64,371,238
Employee Benefits	40,352,253
Purchased Services	4,604,353
Supplies	4,873,260
Property	21,000
Debt Service and Miscellaneous	143,795
Other Uses of Funds	6,421,502
TOTAL	\$120,787,401

Excess of Revenues or (Expenditures) (1,613,596)

Fund Balance
Beginning \$ 9,057,843

Ending Fund Balance
Assigned (Retirement Rate Increases) \$ 1,600,000
Unassigned 5,844,247
Total Ending Fund Balance \$ 7,444,247
6.2%

Mrs. Breaux addressed the Committee concerning the 2012/2013 revised budget for the One Cent Sales Tax Fund.

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

RECOMMENDATION NO. 4

The Committee recommends that the Board adopt the following 2012/2013 revised budget for the One Cent Sales Tax Fund:

One (1) Cent Sales Tax Fund (1996)
Revised Operating Budget
2012/2013 Fiscal Year
March 2013

Revised
Budget
March 2013

Revenue

Local - Sales Tax	\$23,435,709
- Interest	57,000
TOTAL	<u>\$23,492,709</u>
Expenditures and Other Uses	
Compensation & Employee Benefits	\$15,474,173
Technology	584,331
Building Improvements	43,626
Debt Service	142,000
Transfer Out	9,206,098
TOTAL	<u>\$25,450,228</u>
Excess of Revenue	(1,957,519)
Fund Balance	
Beginning	\$ 4,782,034
Ending Fund Balance	
Restricted for:	
Salaries & Benefits	\$ 2,706,603
Construction, Technology, Buildings	117,912
Ending Fund Balance	<u>\$ 2,824,515</u>

Mrs. Breaux addressed the Committee concerning the 2012/2013 revised budget for the $\frac{3}{4}$ Cent Sales Tax Fund.

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

RECOMMENDATION NO. 5

The Committee recommends that the Board adopt the following 2012/2013 revised budget for the $\frac{3}{4}$ Cent Sales Tax Fund:

3/4 Cent Sales Tax Fund (1976)
Revised Budget
2012/2013 Fiscal Year
March 2013

Revenues and Other Sources of Funds	
Local - Sales Tax	\$17,576,782
- Interest	14,000
- Top Gains Rewards	84,539
TOTAL	<u>\$17,675,321</u>
Expenditures and Other Uses of Funds	
Purchased Services	\$ 1,688,192
Supplies	4,048,977
Property	533,000
Debt Service & Miscellaneous	30,225
Other Uses of Funds	15,439,481
TOTAL	<u>\$21,206,875</u>

Excess of Revenues or (Expenditures)	(3,531,554)
Fund Balance	
Beginning	<u>\$ 7,155,713</u>
Ending Fund Balance	
Restricted	
Instructional Programs	\$ 2,768,237
Committed	
Band Uniforms	<u>322,922</u>
Total Ending Fund Balance	\$ 3,091,159

Mrs. Breaux addressed the Committee concerning the 2012/2013 revised budget for the Child Nutrition Program Fund.

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

RECOMMENDATION NO. 6

The Committee recommends that the Board adopt the following 2012/2013 revised budget for the Child Nutrition Program Fund:

Child Nutrition Program
Revised Budget
2012/2013 Fiscal Year
March 2013

Revenues and Other Sources of Funds

Local Sources	\$1,510,416
State Sources	321,761
Federal Sources	7,028,954
Other Sources	<u>402,306</u>
TOTAL	\$9,263,437

Expenditures and Other Uses of Funds

Salaries	\$2,643,101
Employee Benefits	1,833,185
Supplies	477,672
Food Costs	3,536,270
Other Operating Expenses	<u>812,521</u>
TOTAL	\$9,302,749

Excess of Revenue or (Expenditures)	(39,312)
Fund Balance	
Beginning	\$ 754,944
Ending	
Non-spendable	<u>\$ 715,632</u>

Mrs. Breaux addressed the Committee concerning the 2012/2013 revised budget for the Building Fund.

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

RECOMMENDATION NO. 7

The Committee recommends that the Board adopt the following 2012/2013 revised budget for the Building Fund:

Building Fund Revised Budget 2012/2013 Fiscal Year <u>March 2013</u>		<u>REVISED BUDGET</u>
REVENUES AND OTHER FINANCING SOURCES:		
Revenue		
Interest and Investment Income	\$	1,200.00
State of Louisiana-Community Development Block Grant		441,396.00
TOTAL REVENUES AND OTHER FINANCING SOURCES	\$	442,596.00
APPROPRIATIONS:		
Cash Management Fees on Investments	\$	500.00
Relocation of Portables		9,356.38
Boiler - Houma Jr. High School		150,000.00
Elevator/Lift - South Terrebonne High School		414,517.40
Cooling Tower - Ellender Memorial High School		153,695.50
Stadium Lights - South Terrebonne High School		66,297.89
Gym Partition - Evergreen Jr. High School		14,239.63
Gym Partition - Houma Jr. High School		15,000.00
PA System - All Schools (ALLOTMENT)		4,871.00
Exterior Door Replacement (ALLOTMENT)		265,140.84
TOTAL APPROPRIATIONS	\$	1,093,618.64
EXCESS OF APPROPRIATIONS OVER REVENUES AND TRANSFERS IN		(651,022.64)
FUND BALANCE		
Beginning	\$	929,882.13
Ending - Assigned for Future Projects	\$	278,859.49

Mrs. Breaux addressed the Committee concerning the 2012/2013 revised budget for the Capital Projects Fund – QSCB Series 2012.

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

RECOMMENDATION NO. 8

The Committee recommends that the Board adopt the following 2012/2013 revised budget for the Capital Projects Fund – QSCB Series 2012:

Capital Projects Fund - QSCB Series 2012
Revised Budget
2012/2013 Fiscal Year
March 2013

REVENUES & OTHER SOURCES OF FUNDS

Interest	\$ 8,000
Transfer from One Cent Sales Tax Fund	<u>3,766,527</u>
Total Revenues & Other Sources of Funds	\$3,774,527

EXPENDITURES

Financial Audit Fees	\$ 1,325
New School Construction – Grand Caillou Middle School	<u>9,164,098</u>
Total Expenditures	\$9,165,423

Excess of (Expenditures) (5,390,896)

Fund Balance

Beginning \$5,396,071

Ending - Restricted for Capital Projects \$ 5,175

Mrs. Breaux addressed the Committee concerning the 2012/2013 revised budgets for the Special Revenue Funds.

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

RECOMMENDATION NO. 9

The Committee recommends that the Board adopt the following 2012/2013 revised budgets for the Special Revenue Funds:

Special Revenue Funds
Revised Budgets
2012/2013 Fiscal Year
March 2013

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
220	NCLB-TITLE I	\$6,745,899	\$180,257	\$6,926,156
240	U. S. DEPARTMENT OF HEALTH AND HUMAN RESOURCES-TANF BLOCK GRANT			
	-Early Childhood Program-TANF	\$1,095,280	\$198,156	\$1,293,436
	-Strategies to Empower People Program (STEP)	6,131	0	6,131
	-Federal-Jobs for America's Graduates (JAG #1)-TANF	50,000	0	50,000
	Graduates (JAG #2)-TANF	50,000	0	50,000

	Graduates (JAG #3)-TANF	<u>50,000</u>	<u>0</u>	<u>50,000</u>
	TOTAL	\$1,251,411	\$198,156	\$1,449,567
261	ARRA – Race to the Top	\$ 436,566	\$ 624	\$ 437,190
310	NCLB-TITLE III -Current Year	\$ 81,870	\$ 5,162	\$ 87,032
370	NCLB-TITLE II PART A EISENHOWER Act -Staff Development	\$1,330,604	\$ 60,546	\$1,391,150
	NCLB-TITLE II PART B NCLB-SCHOOL LEADERSHIP PROGRAM -Current Year 4	\$ 589,103	0	\$ 589,103
	-Prior Year 3	<u>87,870</u>	<u>0</u>	<u>87,870</u>
	TOTAL	\$2,007,577	\$ 60,546	\$2,068,123
420	U. S. DEPARTMENT OF HEALTH AND HUMAN RESOURCES- CDBG -La. Jason Stem Project	\$ 1,688	0	\$ 1,688
	-Early Childhood Program	<u>2,729,461</u>	<u>4,000</u>	<u>2,733,461</u>
	TOTAL	\$2,731,149	\$ 4,000	\$2,735,149
490	LCTCS FEDERAL ADULT EDUCATION -Basic-Current Year	\$ 259,191	0	\$ 259,191
	-Basic-Prior Year	18,066	0	18,066
	-English Lang. /Civics Cur. Yr.	30,525	0	30,525
	-Eng. Lang./Civics-Prior Year	1,359	0	1,359
	-Family Literacy-Current Year	40,588	0	40,588
	-Family Literacy-Prior Year	2,417	0	2,417
	-Federal Leadership Award	0	20,000	20,000
	-Work-Ready U-Prior Year	<u>14,164</u>	<u>0</u>	<u>14,164</u>
	TOTAL	\$ 366,310	\$ 20,000	\$ 386,310
590	FEDERAL VOCATIONAL ED. -Current Year	\$ 226,867	\$ 34,209	\$ 261,076
750	NCLB-IDEA B -St. James-PBIS	\$4,402,341	\$320,118	\$4,722,459
	-High Risk Pool	5,000	0	5,000
		<u>310,002</u>	<u>0</u>	<u>310,002</u>
		\$4,717,343	\$320,118	\$5,037,461
760	NCLB-IDEA Pre-school	\$ 136,898	\$ 9,981	\$ 146,879
510	EDUCATION EXCELLENCE REVENUE	\$ 325,000	0	\$ 325,000
	EXPENDITURES	\$ 499,518	(123,062)	\$ 376,456
	EXCESS (DEFICIENCY) OF REVENUE	(174,518)	\$ 123,062	(51,456)
	FUND BAL: BEGINNING	\$ 302,050	(133,508)	\$ 168,542
	ENDING FUND BALANCE	\$ 127,532	(10,446)	\$ 117,086
550	THE CECIL J. PICARD			

	LA 4 EARLY CHILDHOOD PROGRAM			
	-State	\$ 442,108	(203,007)	\$ 239,101
660	Extended School Year	\$ 74,647	\$ 5,407	\$ 80,054
680	LCTCS ADULT EDUCATION STATE BASIC GRANT	\$ 206,438	0	\$ 206,438
	-Testing	0	\$ 4,000	4,000
	TOTAL	\$ 206,438	\$ 4,000	\$ 210,438
740	STATE TEXTBOOKS REVENUE:			
	-¾ Cent-Textbooks	\$ 572,615	\$850,000	\$1,422,615
	-Non-Public Textbooks	95,476	0	95,476
	-Lost/Damaged Books	1,000	0	1,000
	TOTAL	\$ 669,091	\$850,000	\$1,519,091
	EXPENDITURES:			
	-Textbooks	\$ 2,017,995	\$850,000	\$2,867,995
	-Non-Public Textbooks	95,476	0	95,476
	TOTAL	\$ 2,113,471	\$850,000	\$2,963,471
	EXCESS (DEFICIENCY) OF REVENUE	(1,444,380)	0	(1,444,380)
	FUND BALANCE BEGINNING	\$ 1,816,739	0	\$ 1,816,739
	ENDING FUND BALANCE	\$ 372,359	0	\$ 372,359

Mrs. Breaux addressed the Committee concerning the Fiscal Agent Bank negotiations.

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

RECOMMENDATION NO. 10

The Committee recommends that the Board allow administration to negotiate with JPMorgan Chase Bank, N.A. for an additional three-year (3) contract; should the negotiations prove not to be in the best interest of the School System, allow administration to develop an "RFP" and solicit for a new Fiscal Agent Bank.

Mr. Harris Henry, Executive Director of Finance & Auxiliary Services, updated the Committee on the Sales Tax collections report. He stated sales tax collections for the month of January 2013 are higher than January 2011 (see attached).

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 5:57 P.M.

Respectfully submitted,

Donald Duplantis, Chairman

Roosevelt Thomas, Vice-Chairman

Debi Benoit

MH

Motion of Mr. Badeaux, seconded by Mr. Jackson, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for Auxiliary Materials, Supplies, Equipment, and Services for the 2013-2014 school year.

Motion of Mr. DeHart, seconded by Mr. Thomas, unanimously carried, the Board accepted the lowest priced bid for an Office Supply Catalog Contract, submitted by Stire Office World, whose address is 1060 West Tunnel Blvd., Houma, LA 70360, for a twelve-month (12) period, from July 1, 2013, until June 30, 2014, with the option to renew for one (1) additional year, under the same terms and conditions upon mutual agreement between the School Board and Stire Office World; 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 adopted the 2012-2013 revised budget for the General Operating Fund, as presented and outlined in the foregoing report.

Motion of Mr. Bordelon, seconded by Mr. Jackson, unanimously carried, the Board adopted the 2012-2013 revised budget for the One Cent Sales Tax Fund, as presented and outlined in the foregoing report.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board adopted the 2012-2013 revised budget for the ¾ Cent Sales Tax Fund, as presented and outlined in the foregoing report.

Motion of Mr. Thomas, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2012-2013 revised budget for the Child Nutrition Program Fund, as presented and outlined in the foregoing report.

Motion of Mr. Bordelon, seconded by Mr. Badeaux, unanimously carried, the Board adopted the 2012-2013 revised budget for the Building Fund, as presented and outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Bordelon, unanimously carried, the Board adopted the 2012-2013 revised budget for the Capital Projects Fund – QSCB Series 2012, as presented and outlined in the foregoing report.

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2012-2013 revised budgets for the Special Revenue Funds, as presented and outlined in the foregoing report.

Motion of Mr. Thomas, seconded by Mr. DeHart, unanimously carried, the Board allowed administration to negotiate with JPMorgan Chase Bank, N.A. for an additional three-year (3) contract; should the negotiations prove not to be in the best interest of the School System, allow administration to develop an "RFP" and solicit for a new Fiscal Agent Bank.

Ms. Rebecca Breaux, Supervisor of Finance and Statistics, addressed the Board regarding the foregoing motion.

The Finance, Insurance, and Section 16 Lands Committee report 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. Bordelon, seconded by Mr. Duplantis, unanimously carried, the Board received the following Executive Committee report in its entirety:

Dear Members of the Board:

The **Executive Committee** met at 6:00 P.M. on Tuesday, March 19, 2013, in the Board Conference Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, President, Mr. Richard Jackson, Vice-President, and Mr. Hayes J. Badeaux. 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,

Roger Dale DeHart, President

Richard Jackson, Vice-President

Hayes J. Badeaux

MH

The Executive Committee report 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. Duplantis, 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 6:30 P.M. on Tuesday, March 19, 2013, in the Board Conference Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, President, Mr. Richard Jackson, Secretary/Treasurer, and Mr. Hayes J. Badeaux. Others in attendance were Superintendent Philip Martin, Mr. Harris Henry, and Mrs. Rebecca Breaux.

The **Board of Directors** received the February 2013 financial statement (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

Richard Jackson, Secretary/Treasurer

Hayes J. Badeaux

MH

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

Motion of Mr. Jackson, unanimously seconded, unanimously carried, the Board approved the following resolution recognizing April 22-26, 2013, as Secretaries' Week and April 24, 2013, as Secretaries' Day:

RESOLUTION

WHEREAS, April 22-26, 2013, has been proclaimed as Secretaries' Week; and

WHEREAS, Wednesday, April 24, 2013, has been designated as Secretaries' Day; and

WHEREAS, School and department secretaries are responsive to the well-being of students, professional personnel, support personnel, parents, and the community; and

WHEREAS, The Terrebonne Parish School Board wishes to publicly recognize the contributions that school and department secretaries make to the educational process in our district; now

THEREFORE, BE IT RESOLVED, That the Terrebonne Parish School Board hereby recognizes the week of April 22-26, 2013, as Secretaries' Week and April 24, 2013, as Secretaries' Day and expresses deep appreciation to the secretaries for their unselfish service to schools, departments, and the community; and

BE IT FURTHER RESOLVED, That copies of this resolution be forwarded to all Terrebonne Parish public schools and office buildings.

Motion of Mr. Badeaux, seconded by Mr. Duplantis, unanimously carried, the Board voted to adjourn its meeting **(7:30 P.M.)**.

/s/ Philip Martin, Secretary

/s/ Roger Dale DeHart, President

RLB