

TERREBONNE PARISH SCHOOL BOARD  
201 STADIUM DRIVE  
HOUMA, LOUISIANA 70360

School Board Meeting – May 17, 2016

Order of Business

**6:00 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Recognition and Announcements

A. Special Recognition of:

- Liz Diaz, Evergreen Junior High School Student - 1<sup>st</sup> Place Winner in her Respective Category at the 2016 Louisiana State Science and Engineering Fair Recently held in Baton Rouge, LA
- Gabrielle White and Adeline Martin, South Terrebonne High School Students – 1<sup>st</sup> and 2<sup>nd</sup> Place Winners at the District Level, and Represented Terrebonne Parish School District at the International Science and Engineering Fair in Phoenix, Arizona

B. Announcements

**5/16-20** Educational Bosses' Week

**5/18**

7:00 Ellender Memorial High School Graduation (Houma-

Terrebonne Civic Center)

**5/19**

7:00 H. L. Bourgeois High School Graduation (Houma-  
Terrebonne Civic Center)

**5/23**

5:00 Education, Technology, & Policy Committee

7:00 South Terrebonne High School Graduation (Houma-  
Terrebonne Civic Center)

**5/24**

7:00 Terrebonne High School Graduation (Houma-  
Terrebonne Civic Center)

**5/25**

Last Day for Students

**5/26**

Last Day for Teachers/Records Day

**6/07**

6:00 Regular School Board Meeting

6. Citizen Concern

A. Priscilla Boudreaux – Gratitude and Thanks for Terrebonne High  
School Baseball Field

7. Board Committee Meeting Reports

A. Buildings, Food Service, and Transportation Committee (See  
Attached Committee Report of May 9, 2016, Meeting)

B. Finance, Insurance, and Section 16 Lands Committee (See  
Attached Committee Agenda for May 16, 2016, Meeting)

C. Board of Directors, Terrebonne Construction Company, Inc. (See  
Attached Committee Agenda for May 17, 2016, Meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) Personnel Section

(a) 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 Tonya Hearn, Educational Facilitator at West Park Annex, beginning May 30, 2016, through June 7, 2016 (family).

(b) Personnel Actions for Period of April 13, 2016, through May 11, 2016 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]

9. Individual School Board Member

A. Mr. Roger Dale DeHart – Reschedule Special School Board Meeting of June 28, 2016 (Policy FILE: C-3.6, Superintendent Evaluation), to July 19, 2016, at 6:00 P.M., with the Regular School Board Meeting to immediately follow the Special School Board Meeting; and further, Reschedule the Agenda Deadline from Noon Wednesday, June 22, 2016, to Noon Wednesday, July 13, 2016

**RECOMMENDATION:** That the Board waive Policy FILE: C-3.6, Superintendent Evaluation, and reschedule the Special School Board Meeting of June 28, 2016, to July 19, 2016, at 6:00 P.M., with the Regular School Board Meeting to immediately follow the Special School Board Meeting; and further, reschedule the agenda deadline from noon Wednesday, June 22, 2016, to noon Wednesday, July 13, 2016.

B. Mr. Roger Dale DeHart – Reschedule School Board Meeting of June 21, 2016, to June 28, 2016 (Due to SkillsUSA National Conference in Louisville, Kentucky, June 20-25, 2016), and

Reschedule the Agenda Deadline from Noon Wednesday, June 15, 2016, to Noon Wednesday, June 22, 2016

**RECOMMENDATION:** That the Board reschedule the School Board Meeting of June 21, 2016, to June 28, 2016 (Due to SkillsUSA National Conference in Louisville, Kentucky, June 20-25, 2016), and reschedule the agenda deadline from noon Wednesday, June 15, 2016, to noon Wednesday, June 22, 2016.

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

RLB

**TERREBONNE**  
**Parish School District**  
201 Stadium Drive, Houma, LA 70360

May 17, 2016

Dear Members of the Board:

**The Buildings, Food Service, and Transportation Committee** met at 5:00 P.M. on Monday, May 9, 2016, in the Board Room of the School Board Office with the following members present: Mr. L. P. Bordelon, III, Chairman, Mr. Roger Dale DeHart, Vice-Chairman, and Mr. Gregory Harding. Also in attendance were Mr. Richard Jackson, Mr. Donald Duplantis, Mr. Roosevelt Thomas, Mrs. Vicki Bonvillain, Superintendent Philip Martin, and members of the staff.

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

Mr. Andy Positerry, II, AIA, NCARB, LEED AP, Duplantis Design Group, PC, addressed the Committee regarding an update of the Acadian Elementary School Re-Roofing Project (attached).

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board award the Acadian Elementary School Re-Roofing Project to the lowest responsible bidder, meeting all specifications, Edward J. Laperouse Metal Works, Inc., for a total base bid of \$276,122.00, subject to timely receipt of all required post-bid documentation, monies to be derived from the One-Cent Sales Tax Fund; and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Walt Medley, Project Manager, All South Consulting Engineers, LLC, addressed the Committee regarding the Southdown Elementary School Demolition.

## **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board declare the apparent low bidder for the demolition of Southdown Elementary School, Construction Management Enterprises, LLC, as non-responsive for failure to provide required documentation as per Louisiana Bid Law; reject the bid from Construction Management Enterprises, LLC, and accept the lowest responsible bid, meeting all specifications, from D. H. Griffin of Texas, Inc., 8690 Lambright Road, Houston, Texas 77075, in the amount of \$324,629.00, subject to the timely receipt of all required post-bid documentations, pending Board Attorney review and approval; and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Merlin Lirette, AIA, CEF, The Merlin Group, Ltd., addressed the Committee regarding the Schematic Design Drawings for Southdown Elementary School.

## **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board accept the Schematic Design Drawings for Southdown Elementary School, as presented.

Mr. Jack Moore, Risk Manager, addressed the Committee regarding the Bus Lease Agreement between the Diocese of Houma-Thibodaux and the Terrebonne Parish School Board (attached).

## **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board enter into a Bus Lease Agreement between the Diocese of Houma-Thibodaux and the Terrebonne Parish School Board beginning June 1, 2016, through May 30, 2017, for bus usage, provided buses shall run during normal operating hours on weekdays, as needed, mileage reimbursement at a rate of \$1.75 per mile driven, provide and pay bus drivers approved by Terrebonne Parish School Board, provided all necessary insurance requirements are met; and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Moore addressed the Committee regarding the Bus Lease Agreement

between Bayouland YMCA and Terrebonne Parish School Board (attached).

#### **RECOMMENDATION NO. 5**

**The Committee recommends** that the Board enter into a Bus Lease Agreement between Bayouland YMCA and Terrebonne Parish School Board beginning June 1, 2016, through August 30, 2016, for bus usage for the Summer Camp Program, provided buses shall run during normal operating hours on weekdays, as needed, mileage reimbursement at a rate of \$1.75 per mile driven, provide and pay bus drivers approved by Terrebonne Parish School Board, provided all necessary insurance requirements are met; and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mrs. Monica Walther, MS, RD, LDN, Supervisor of Child Nutrition, addressed the Committee regarding the acceptance of bids received on Fruit Juice for the 2016-2017 school session (attached).

#### **RECOMMENDATION NO. 6**

**The Committee recommends** that the Board accept the lowest bid received, meeting all specifications, on Fruit Juice for the 2016-2017 school session from Lacassagne's, Inc., Baton Rouge, LA, in the amount of \$167,655.00, funds to be derived from the Child Nutrition Fund.

Mrs. Walther addressed the Committee regarding the acceptance of bids received on Meat and Frozen Items for the 2016-2017 Fall session (attached).

#### **RECOMMENDATION NO. 7**

**The Committee recommends** that the Board accept the lowest bids received, meeting all specifications, on Meat and Frozen Items for the 2016-2017 Fall session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$624,614.71; and F. Christiana & Company, Inc., Marrero, LA, in the amount of \$51,591.01, funds to be derived from the Child Nutrition Fund.

Mrs. Walther addressed the Committee regarding the acceptance of bids received on Milk and Milk Products for the 2016-2017 school session (attached).

**RECOMMENDATION NO. 8**

**The Committee recommends** that the Board accept the lowest bid received, meeting all specifications, on Milk and Milk Products for the 2016-2017 school session from LaFleur Dairy Products, Inc., Houma, LA (see below), funds to be derived from the Child Nutrition Fund.

Brown's Milk, Fat Free Skim	\$0.2447/8 oz. carton
Brown's Milk, Low Fat 1%	\$0.2447/8 oz. carton
Brown's Skim, Chocolate	\$0.2447/8 oz. carton
Brown's Skim, Strawberry	\$0.2447/8 oz. carton
Brown's Milk, 1% Fat	\$0.4400/8 oz. carton

Mrs. Walther addressed the Committee regarding the acceptance of bids received on Fresh Fruits and Vegetables for the 2016-2017 school session (attached).

**RECOMMENDATION NO. 9**

**The Committee recommends** that the Board accept the lowest bid received, meeting all specifications, on Fresh Fruit and Vegetables for the 2016-2017 school session from Capitol City Produce, Baton Rouge, LA, in the amount of \$49,000.00, funds to be derived from the Child Nutrition Fund.

Mrs. Walther addressed the Committee regarding the acceptance of bids received on Canned and Dry Goods for the 2016-2017 Fall session (attached).

**RECOMMENDATION NO. 10**

**The Committee recommends** that the Board accept the lowest bids received, meeting all specifications, on Canned and Dry Goods for the 2016-2017 Fall session from Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$258,535.29; Lacassagne's, Inc., Jefferson, LA, in the amount



of \$20,006.50; and F. Christiana & Company, Inc., Marrero, LA, in the amount of \$24,866.80, funds to be derived from the Child Nutrition Fund.

Mrs. Walther addressed the Committee regarding the acceptance of bids received on Linen Service for the 2016-2017 school session (attached).

### **RECOMMENDATION NO. 11**

**The Committee recommends** that the Board accept the lowest bid received, meeting all specifications, on Linen Service for the 2016-2017 school session from Cintas Corporation, Thibodaux, LA, in the amount of \$14,100.00, funds to be derived from the Child Nutrition Fund.

Mrs. Walther addressed the Committee regarding the acceptance of bids received on Supplies and Disposables for the 2016-2017 school session (attached).

### **RECOMMENDATION NO. 12**

**The Committee recommends** that the Board accept the lowest bids received, meeting all specifications, on Supplies and Disposables for the 2016-2017 school session from Calico Industries, Inc., Annapolis Junction MD, in the amount of \$9,901.40; Cintas Corporation, Thibodaux, LA, in the amount of \$24,416.00; Daxwell, LLC, Houston, TX, in the amount of \$32,982.00; Economical Janitorial & Paper Supplies, LLC, New Orleans, LA, in the amount of \$165,237.59; Interboro Packaging Corporation, Montgomery, NY, in the amount of \$2,802.00; Pon Food Corporation, Ponchatoula, LA, in the amount of \$4,869.43, and Schneider Paper Products, Inc., Baton Rouge, LA, in the amount of \$3,788.75, funds to be derived from the Child Nutrition Fund.

Mrs. Walther addressed the Committee regarding the acceptance of bids received on Concentrated Detergents for the 2016-2017 school session with the option to renew for an additional two (2) years (attached).

### **RECOMMENDATION NO. 13**

**The Committee recommends** that the Board accept the lowest bid received, meeting all specifications, on Concentrated Detergents for the

2016-2017 school session from SFSPac, Division of PortionPac Chemical Corp., in the amount of \$32,875.00, with the option to renew for an additional two (2) years, funds to be derived from the Child Nutrition Fund.

Mrs. Carolyn Champagne, Purchasing Agent, addressed the Committee regarding the authorization to advertise for Pest and Rodent Control Services.

#### **RECOMMENDATION NO. 14**

**The Committee recommends** that the Board authorize the Purchasing Department to proceed with the advertisement of bids for Pest and Rodent Control Services.

Mrs. Champagne addressed the Committee regarding the acceptance to continue the service contract with S.T.A.T. Waste Stream Services, Inc. (attached).

#### **RECOMMENDATION NO. 15**

**The Committee recommends** that the Board continue the service contract with S.T.A.T. Waste Stream Services, Inc., under the same terms and conditions as the current contract, for five (5) years beginning July 1, 2016, through June 30, 2021; and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Donald Chamberlain, 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 5:40 P.M.

Respectfully submitted,

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L. P. Bordelon, III, Chairman

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Roger Dale DeHart, Vice-Chairman

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Gregory Harding

SN

# TERREBONNE

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## Parish School District

201 Stadium Drive, Houma, LA 70360

### FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE

Monday, May 16, 2016

5:00 P.M.

Central Office Board Room

### AGENDA

1. Invocation and Pledge of Allegiance to the Flag
2. Matter bearing upon the Official Journal for the 2016/2017 Fiscal Year - **(Proposed Recommendation)** - Carolyn Champagne, Purchasing Agent

**The Committee recommends** that the Board select *The Courier* to serve as the Official Journal for Terrebonne Parish School Board, at current rates, from July 1, 2016, to June 30, 2017.

3. Matter bearing upon presentation of Group Health Plan Analysis, January 1, 2016, to April 30, 2016 - **(Information)** - Len Fontaine, Senior Vice-President, Employee Benefit Specialist
4. Matter bearing upon Excess Workers' Compensation Insurance renewal - **(Proposed Recommendation)** - Jack Moore, Risk Manager

**The Committee recommends** that the Board accept the renewal proposal for Excess Workers' Compensation Insurance from Safety National Casualty Corporation (Risk Services of Louisiana, LLC, Broker of Record), with \$500,000.00 Self-Insured Retention and a minimum annual premium in the amount of \$77,625.00, a decrease of \$2,356.00 from the prior year premium, effective July 1, 2016, through July 1, 2018.

5. Matter bearing upon Flood Insurance renewal - **(Proposed Recommendation)** - Jack Moore, Risk Manager

**The Committee recommends** that the Board authorize the renewal of Flood Insurance through Wright National Flood Insurance Company (Ledet Agency, Inc., Broker of Record), with an estimated annual premium in the amount of \$131,313.00, an increase of \$8,765.00 from the prior year premium, effective July 1, 2016.

6. Matter bearing upon Boiler and Machinery Insurance renewal - **(Proposed Recommendation)** - Jack Moore, Risk Manager

**The Committee recommends** that the Board accept the renewal proposal for Boiler and Machinery Insurance from Travelers Insurance Company (Arthur J. Gallagher of Louisiana, Inc., Broker of Record), with an annual premium in the amount of \$14,897.00, an increase of \$391.00 from the prior year premium, subject to a \$2,500.00 deductible, effective July 1, 2016.

7. Matter bearing upon Receipt of Proposed Operating Budgets for Fiscal Year 2016/2017 and establishing a Public Hearing - **(Proposed Recommendation)** - Philip Martin, Superintendent

**The Committee recommends** that the Board receive the Proposed Operating Budgets for the General Operating Fund, Child Nutrition Program Fund, One Cent Sales Tax Fund, ½ Cent Sales Tax Fund, ¾ Cent Sales Tax Fund, and various Special Revenue Funds for the 2016/2017 Fiscal Year and establish a Public Hearing on the same: Tuesday, June 14, 2016, at 6:00 P.M. in the Board Room of the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, LA 70360.

8. Matter bearing upon bid results for Fiscal Agent Banking Services - **(Proposed Recommendation)** - Rebecca Breaux, Chief Financial Officer

**The Committee recommends** that the Board accept the bid for Fiscal Agent Banking Services from JP Morgan Chase Bank, N.A. for a three (3) year contract, beginning July 1, 2016, and terminating June 30,

2019, with an option to renew for an additional three (3) years; authorize the Superintendent and/or his designee to complete the contract documents; and further, authorize the Board President to sign all necessary documents pertaining thereto.

9. Matter bearing upon 2016 Millages - **(Proposed Recommendation)** - Rebecca Breaux, Chief Financial Officer

**The Committee recommends** that the Board allow the administration to advertise, as per the necessary notices, in order to consider and levy the 2016 Millages and establish a Public Hearing on the same: Tuesday, July 5, 2016, at 6:00 P.M. in the Board Room of the Terrebonne Parish School Board Office, located at 201 Stadium Drive, Houma, LA 70360.

10. Matter bearing upon Sales Tax collections update - **(Information)** - Rebecca Breaux, Chief Financial Officer
11. Adjournment

#### **COMMITTEE MEMBERS**

Donald Duplantis, Chairman  
Roosevelt Thomas, Vice-Chairman  
Brenda Leroux Babin, Ph.D.

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Rebecca Breaux  
Chief Financial Officer

RB/mh

c: Board Members  
Superintendent and Staff  
Schools and ERC Members  
Mr. C. Berwick Duval, II, Legal Counsel  
Ms. Sandy Holloway, BESE, District 3  
Mr. Lee Bloch; Bloch, Briggs & Associates  
Mr. Michael J. Veazey; Veazey & Associates  
Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, LTD.  
The Courier, The Times, Charter Communications, KFOL/KJUN-HTV10

Radio Stations, KCIL/KJIN/KXOR  
Houma-Terrebonne Chamber of Commerce  
Presidents...TAE, TPA, A+PEL, Bus Drivers' Association, Food Service Association  
Insurance Agents of Record

# TERREBONNE

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## Parish School District

201 Stadium Drive, Houma, LA 70360

### **BOARD OF DIRECTORS**

**Tuesday, May 17, 2016**

**Immediately Following the 5:30 P.M. Executive Committee  
Central Office Board Room**

### **AGENDA**

1. Financial and Operational Reports and matters pertaining thereto - **(Information)** - Rebecca Breaux, Chief Financial Officer
2. Matter bearing upon bid results for the sale of Terrebonne Construction Company Property - **(Proposed Recommendation)** - Rebecca Breaux, Chief Financial Officer

That the **Board of Directors** accept the highest bid received, meeting all specifications, for the sale of Terrebonne Construction Company Property located at 240 and 240R Barrow Street, Houma, LA 70360, from HTV10 (Folse Productions, Inc.), as represented by Mr. Martin Folse, 7938 Main Street, Houma, LA 70360, in the amount of \$250,000.00, pending Board Attorney review and approval, re-advertise Terrebonne Construction Company Property located at 623 and 625 Belanger Street, Houma, LA 70360, and 244, 248, 250A, 252, and 252A Barrow Street due to no bids received; and further, authorize the Board President and/or Superintendent to sign all necessary documents pertaining thereto; proceeds to be deposited in the Building Fund.

3. Adjournment

### **BOARD OF DIRECTORS**

Roger Dale DeHart, President



L. P. Bordelon, III, Secretary-Treasurer  
Vicki Bonvillain

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Rebecca Breaux  
Chief Financial Officer

RB/mh

c: Board Members  
Superintendent and Staff  
Schools and ERC Members  
Mr. C. Berwick Duval, II, Legal Counsel  
Ms. Sandy Holloway, BESE, District 3  
The Courier, The Times, Charter Communications, KFOL/KJUN-HTV, Radio Stations,  
KCIL/KJIN/KXOR  
Houma-Terrebonne Chamber of Commerce  
Presidents...TAE, TPA, A+PEL, Bus Drivers' Association, Food Service Association