

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

School Board Meeting – December 3, 2019

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 November 5, 2019

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of November 5, 2019, as recorded.

6. Announcements

12/12

5:00 ERC (Employee Representative Committee)

6:00 PRC (Parent Representative Committee)

12/17

5:00 Buildings, Food Service, & Transportation Committee
Finance, Insurance, & Section 16 Lands Committee
Executive Committee
Education, Technology, & Policy Committee

12/23-1/03 Christmas Holidays

1/06 Students Return to School

1/07

6:00 Regular School Board Meeting

7. Board Committee Meeting Reports
 - A. Education, Technology, & Policy Committee (See attached Committee Report of November 19, 2019, Meeting)
 - B. Buildings, Food Service, & Transportation Committee (See attached Committee Report of November 19, 2019, Meeting)
 - C. Finance, Insurance, & Section 16 Lands Committee (See attached Committee Report of November 19, 2019, Meeting)
 - D. Executive Committee (See attached Committee Report of November 19, 2019, Meeting)

8. Superintendent's Agenda
 - A. Information Items
 - (1) Announcement of Public Meeting - Notice is hereby given that at its meeting to be held on Tuesday, January 7, 2020, at 6:00 p.m. at the Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, the Parish School Board of the Parish of Terrebonne, State of Louisiana, plans to consider adopting a resolution ordering and calling an election to be held in Consolidated School District No. 1 of the Parish of Terrebonne, State of Louisiana, to authorize the renewal of an ad valorem tax therein.
 - (2) Matter pertaining to recent grievance relative to planning and duty
 - B. Agenda Items
 - (1) Personnel Section

- (a) Personnel Actions for Period of October 28, 2019, through November 15, 2019 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]
- (b) Leaves of Absence
 - 1) Family and Medical Leaves

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Emily Blouin, Secretary II at West Park Annex - Special Education Department, beginning November 20, 2019, through January 6, 2020 (family).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Zipporah Landry, Teacher at Upper Little Caillou Elementary School, beginning November 1, 2019, through the end of the 2019-2020 school session, on an intermittent basis (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 Debra Williams, School Food Service Technician at Broadmoor Elementary School, beginning October 18, 2019, through October 17, 2020 (medical).

9. Individual School Board Member

- A. Mrs. Debi Benoit – End of Year Review for 2019

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**

December 3, 2019

Dear Members of the Board:

The **EDUCATION, TECHNOLOGY, AND POLICY COMMITTEE** met on Tuesday, November 19, 2019, at 5:00 P.M. 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, vice president; 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. The meeting began with the invocation and the Pledge of Allegiance to the Flag.

Ms. Caitlin Hunter, Chevron Community Engagement Specialist, Corporate Affairs, presented information on the partnership between the Terrebonne Parish School District and Chevron. Chevron has been partners with the district since 2013 and has contributed more than \$280,000, including a \$25,000 check delivered at this meeting. Monies donated go toward STEM initiatives such as LEGO robotics and digital microscopes, equipment for Advanced Placement courses, and teacher professional development. The district is very grateful for their partnership with Chevron and appreciates all they do for students and teachers.

Mr. Gregory Harding entered the meeting at this time.

Mr. Nathan Cotten, STEM Curriculum Specialist, presented information on the Louisiana Closest to the Coast FIRST LEGO League Tournament that was held on Saturday, November 9, 2019, in the recreation center on the Nicholls State University campus. Thirteen (13) Teams from the bayou region were judged on robot design, core values, research project, and

robot performance. He stated that five (5) Terrebonne Parish teams have qualified to participate at the state level in January, including Broadmoor Elementary School's Bayou Bots, Legion Park Elementary School's Legendary Lions with NRG, Oakshire Elementary School's Robocubs and Bearbots, and Lacache Middle School's Pelican Bots. Upper Little Caillou Elementary School's Starbots came in as alternate #1 (attached). The Committee expressed congratulations to all teams that participated.

Ms. Katie Portier, Executive Director, Terrebonne Foundation for Academic Excellence (TFAE), presented information regarding the New Teacher, Bayou Board of REALTORS Journey to Careers, and Innovative Ed-Venture Grants (attached). She stated that seventy-five (75) New Teacher, ten (10) Innovative Ed-Venture, and three (3) Bayou Board of REALTORS Grants, amounting to over \$77,000, were awarded to eighty-six (86) teachers at twenty-six (26) schools within the district. The Committee expressed their gratitude for the generous opportunities afforded to our schools, teachers, and students through TFAE.

Mr. Mark Torbert, Supervisor of Secondary Education, presented information on the 30th Annual Louisiana Showcase of Marching Bands State Championship held at University of Louisiana Lafayette (ULL) Cajun Field on Saturday, November 9, 2019 (attached). He stated H. L. Bourgeois High School Band, directed by Tyler Wiggins, placed 7th; and Terrebonne High School Band, directed by Vaughn Luquette, placed 9th overall. Terrebonne High School Band also received Best Solo of the day. The Committee expressed congratulations to our four high school bands for their participation in the competition.

Mr. Bubba Orgeron, Assistant Superintendent, presented information on the district's School Performance Scores (SPS) for 2019. He stated Terrebonne Parish School District increased its score by 1.3 points overall, with a rating of a "B" school district, according to the standards provided by the state (attached).

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 5:36 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**

December 3, 2019

Dear Members of the Board:

The **BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE** met immediately following the 5:00 P.M. Education, Technology, and Policy Committee on Tuesday, November 19, 2019, 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, president; Mrs. Stacy Solet, vice president; Dr. MayBelle Trahan, Mr. Clyde Hamner, Mr. Matthew Ford, Superintendent Philip Martin, and members of the staff.

Chairman Harding called the meeting to order.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding renewal of a Lease Agreement with Lamar Advertising, Inc.

RECOMMENDATION NO. 1

The Committee recommends that the Board grant Lamar Advertising, Inc. a fifteen (15) year Lease Agreement extension for the two outside advertising signs located on TPSB Transportation Department property, effective December 1, 2019, through November 30, 2034, at the annual rate of \$15,000.00 per year for both signs, all other terms and conditions of the original Lease Agreement to remain the same, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Monica Walther, MS, RD, LDN, Supervisor, Child Nutrition Department, addressed the Committee regarding acceptance of bids received on Meat and Frozen Items for the 2019-2020 Spring session (attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Meats and Frozen Items for the 2019-2020 Spring session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$161,885.63; F. Christiana & Company, Inc., Marrero, LA, in the amount of \$24,125.28; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$24,537.00; and Pon Food Corporation, Ponchatoula, LA, in the amount of \$290,476.81, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding bids received on Canned and Dry Goods for the 2019-2020 Spring session (attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Canned and Dry Goods for the 2019-2020 Spring session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$196,182.07; Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$73,561.60; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$10,470.00; and Pon Food Corporation, Ponchatoula, LA, in the amount of \$91,908.63, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding authorization to advertise for bids for one (1) Freezer Truck.

RECOMMENDATION NO. 4

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

Chairman Harding addressed the Committee regarding one (1) surplus portable classroom building at Andrew Price.

RECOMMENDATION NO. 5

The Committee recommends that the Board declare as surplus one (1) portable classroom building located at Andrew Price and authorize the Purchasing Department to advertise for bids.

Mr. Stevie Smith, All South Consulting Engineers, LLC, addressed the Committee regarding substantial completion of Elementary Playground Equipment (attached).

RECOMMENDATION NO. 6

The Committee recommends that the Board ratify a change order for the Playground Equipment Installation project to increase the contract time by 15 calendar days, from October 29, 2019, to November 13, 2019, subject to the punch list; upon completion of the punch list, final inspection, and receipt of the lien-free certificate, authorize the release of retainage; and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding a construction update of South Terrebonne and Terrebonne High Schools' Auditorium Renovations Project.

Mr. Sammy Poiencot, Plant Operations Manager, addressed the Committee regarding the Mulberry Elementary School addition.

RECOMMENDATION NO. 7

The Committee recommends that the Board approve a "NOTICE TO PROCEED" (as per contractual agreement) to Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., to proceed with plans and specifications for the addition of a classroom wing at Mulberry Elementary School, establish a project budget of \$13,378,873.00, monies to be derived from the proceeds of Limited Tax Revenue Bonds, Series 2019, and the Building Fund, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee

prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Lirette addressed the Committee regarding a construction update of the Mulberry Elementary School addition.

Superintendent Martin addressed the Committee regarding an update of the Facility Strategic Task Force.

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 6:00 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**

December 3, 2019

Dear Members of the Board:

The **FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE** met immediately following the 5:00 P.M. Education, Technology, and Policy Committee; and the Buildings, Food Service, and Transportation Committee meetings on Tuesday, November 19, 2019, 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. Matthew Ford, Mr. Roger Dale DeHart, Superintendent Philip Martin, and members of the staff.

Chairman Hamner called the meeting to order.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding the renewal of the Catalog Contract for Material and Supplies for Teaching.

RECOMMENDATION NO. 1

The Committee recommends that the Board renew the Catalog Contract for Material and Supplies for Teaching with School Specialty, Inc., dba Frey Scientific, LLC, W6316 Design Drive, Greenville, WI 54942, for a period of one year, beginning February 1, 2020, and ending January 31, 2021, under the same terms and conditions.

Mrs. Rebecca Breaux, Chief Financial Officer, presented the 2019/2020 original budget for the Special Revenue Fund.

RECOMMENDATION NO. 2

The Committee recommends that the Board adopt the following 2019/2020 original budget for the Special Revenue Fund:

**Special Revenue Fund
Original Budget
2019/2020 Fiscal Year**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
210	ESSA TITLE I Striving Readers Comprehensive Literacy Program			
	Current Year	\$0	119,000	\$119,000
	Prior Year	<u>0</u>	<u>18,725</u>	<u>18,725</u>
	TOTAL	\$0	137,725	\$137,725

Mrs. Breaux presented the 2019/2020 revised budgets for the Special Revenue Funds.

RECOMMENDATION NO. 3

The Committee recommends that the Board adopt the following 2019/2020 revised budgets for the Special Revenue Funds:

**Special Revenue Funds
Revised Budgets
2019/2020 Fiscal Year**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
240	US DEPARTMENT OF HEALTH AND HUMAN SERVICES BLOCK GRANT Early Childhood Program-TANF Federal - Jobs for	\$2,096,777	0	\$2,096,777

	America's Graduates – TANF	<u>70,726</u>	<u>(3,570)</u>	<u>67,156</u>
	TOTAL	\$2,167,503	(3,570)	\$2,163,933
	EXPENDITURES			
	Early Childhood Program-TANF	2,096,777	0	2,096,777
	Federal-Jobs for America's Graduates-TANF Prior Year	0	5,300	5,300
	Federal –Jobs for America's Graduates-TANF Current Year	<u>70,726</u>	<u>(3,570)</u>	<u>67,156</u>
	TOTAL	\$2,167,503	1,730	\$2,169,233
	EXCESS (DEFICIENCY) OF REVENUE	0	(5,300)	(5,300)
	BEGINNING FUND BALANCE	0	5,300	5,300
	ENDING FUND BALANCE	\$0	0	\$0
280	US DEPARTMENT OF HEALTH AND HUMAN SERVICES Early Childhood Community Network Lead Agency Fed Infant CLASS Support	\$32,319	(1)	\$32,318
	TOTAL	<u>32,319</u>	<u>16,356</u>	<u>16,356</u>
		\$32,319	16,355	\$48,674
290	ESSA TITLE I - REDESIGN School Redesign Grant			
	Current Year	\$531,228	0	\$531,228
	Prior Year	<u>0</u>	<u>119,911</u>	<u>119,911</u>

	TOTAL	\$531,228	119,911	\$651,139
410	ESSA TITLE VII – INDIAN EDUCATION			
	Current Year	\$419,099	0	\$419,099
	NYCP Current Year	662,951	412	663,363
	NYCP Prior Year	<u>104,608</u>	<u>(412)</u>	<u>104,196</u>
	TOTAL	\$1,186,658	0	\$1,186,658
490	LCTCS FEDERAL ADULT EDUCATION			
	Basic Current Year	\$438,112	0	\$438,112
	Prior Year	36,268	0	36,268
	English Lang./Civics Current Year	30,335	0	30,335
	Federal Leadership Award Current Year	<u>2,545</u>	<u>(2,545)</u>	<u>0</u>
	TOTAL	\$507,260	(2545)	\$504,715
	<u>FUND NUMBER</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
142	MFP LEVEL 4 FUNDING REVENUE			
	Supplemental Course Allocation MFP	\$429,579	0	\$429,579
	Career Development Funds	264,859	(32,844)	232,015
	Career Development Funds – JAG	<u>29,274</u>	<u>3,570</u>	<u>32,844</u>
	TOTAL	\$723,712	(29,274)	\$694,438
	EXPENDITURES			
	Supplemental Course Allocation MFP	559,579	(19,793)	539,786
	Career Development			

Funds	314,859	89,907	404,766
Career Development Funds-JAG	<u>29,274</u>	<u>3,570</u>	<u>32,844</u>
TOTAL	\$903,712	73,684	\$977,396

EXCESS (DEFICIENCY) OF REVENUE	(180,000)	(102,958)	(282,958)
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BEGINNING FUND BALANCE	180,000	102,958	282,958
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ENDING FUND BALANCE	\$0	0	\$0
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520	EARLY CHILDHOOD COMMUNITY NETWORK LEAD AGENCY - STATE FUNDS			
	Lead Agency	\$27,531	(1)	\$27,530
	Infant CLASS Kellogg FDTN	<u>0</u>	<u>2,444</u>	<u>2,444</u>
	TOTAL	\$27,531	2,443	\$29,974

<u>FUND NUMBER</u>	<u>LOCAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
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460	MISCELLANEOUS GRANTS REVENUE			
	Chevron – Basic Grant	\$0	25,000	\$25,000
	Conoco Phillips Project Lead the Way- Chevron/John Deere	0	0	0
	TOTAL	<u>0</u>	<u>0</u>	<u>0</u>
		\$0	25,000	\$25,000

EXPENDITURES				
Chevron-Basic Grant	\$2,726	25,000	\$27,726	
Conoco Phillips	563	0	563	

Project Lead the Way- Chevron/John Deere	73,808	0	73,808
TOTAL	\$77,097	25,000	\$102,097
EXCESS (DEFICIENCY) OF REVENUE	(77,097)	0	(77,097)
BEGINNING FUND BALANCE	77,097	0	77,097
ENDING FUND BALANCE	\$0	0	\$0

Mrs. Breaux presented the 2019 Consolidated Drive report.

RECOMMENDATION NO. 4

The Committee recommends that the Board approve the 2019 Consolidated Drive collection of \$9,543.98, to be distributed equally to the following list of participating organizations, as per Board action of July 3, 2012, and further, authorize the distribution of the Consolidated Drive collections:

1. American Red Cross
2. CASA of Terrebonne (Court Appointed Special Advocates)
3. Louis Infant's Crisis Center
4. MacDonell United Methodist Children's Services
5. Marine Toys for Tots Foundation
6. The Haven

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 September 2019 are approximately 9% higher than September 2018.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 6:07 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Stacy Solet

RB/bp

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

December 3, 2019

Dear Members of the Board:

The **EXECUTIVE COMMITTEE** met immediately following the 5:00 P.M. Education, Technology, and Policy Committee; the Buildings, Food Service, and Transportation Committee; and the Finance, Insurance, and Section 16 Lands Committee meetings on Tuesday, November 19, 2019, 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. Matthew Ford, Mr. Clyde Hamner, Mr. Roger Dale DeHart, Mr. Dane Voisin, Dr. MayBelle Trahan, 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 6:15 P.M.

Respectfully submitted,

Debi Benoit, President

Stacy Solet, Vice President

RB/bp