

## PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

February 10, 2015

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. Roosevelt Thomas, President, presiding, and the following members present: Dr. Brenda Leroux Babin, Vice-President; Mr. Richard Jackson, Ms. Debi Benoit, Mr. L. P. Bordelon, III, Mr. Roger Dale DeHart, Mr. Donald Duplantis, and Ms. Vicki Bonvillain.

ABSENT: Mr. Gregory Harding

Dr. Babin led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Nell Ledet, retired School Food Service employee, who recently passed away.

At this time, President Thomas recognized members of Leadership Terrebonne and Ms. Stephanie Hebert, Houma-Terrebonne Chamber of Commerce Chairman, who were in attendance at tonight's meeting.

Motion of Ms. Benoit, seconded by Dr. Babin, unanimously carried, the Board approved the minutes of School Board Meeting of February 3, 2015, as recorded.

The following report of the Education and Policy Committee meeting was presented to the Board with Dr. Babin, Chairwoman, presiding:

Dear Members of the Board:

**The EDUCATION and POLICY COMMITTEE** met at 5:00 P.M. on Monday, February 2, 2015, in the Board Room of the School Board Office, with the following members present: Dr. Brenda Leroux Babin, Chairwoman, Mr. L. P. Bordelon, III, Vice-Chairman, and Mrs. Vicki Bonvillain. Also in attendance were Mr. Roosevelt Thomas, Board President, Mr. Donald Duplantis, Mr. Richard Jackson, Assistant Superintendent Carol Davis, and members of the staff.

Dr. Babin called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Dr. Babin presented revisions to policy FILE: B-8 Board Committees.

### **RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve, as presented, the following revised policy FILE: B-8 Board Committees:

**FILE: B-8**

## **BOARD COMMITTEES**

### **STANDING COMMITTEES**

The standing committees of the Board are comprised of a chairman and

vice-chairman (and other members as well) as appointed by the President of the Board. Standing committees of the Terrebonne Parish School Board are as follows:

1. Executive
2. Finance, Insurance, and Section 16 Lands
3. Buildings, Food Service, and Transportation
4. Education, Technology, and Policy

Reports of these committees will be presented, as designated by the agenda, as part of the regular Board meetings. The chairman/chairwoman of the committee reporting will preside over the Board for the duration of his/her committee's presentation. Any member of the Board, other than the chairperson presiding, may make a motion, second a motion, or call for a question during the course of each committee presentation at the Board meeting.

#### EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the President, Vice-President, and one (1) Board Member appointed by the President, whose appointment shall be subject to the approval of the Board. Members of the Executive Committee shall serve for a period of one year from the date of their appointment or until their successors are named. The appointed member of the Executive Committee may succeed themselves one time. The President shall be the chairman of the committee.

#### SPECIAL COMMITTEES

Committees composed of three (3) or more Board Members and known as *Special Committees* may be appointed by the President on authorization of the Board or may be elected by the Board. Administrative officers shall be eligible to serve as additional members of such committees.

The President shall name the chairman of each special committee; should he/she not do so, the members of the committee shall elect their chairman.

A majority of the committee membership shall constitute a quorum.

The duties of special committees shall be to study a problem or project as is assigned to them by the action of the Board, and to prepare recommendations, in writing, to the Board for its consideration and action. No special committee of the Board shall have authority to act on any question unless specifically empowered by the Board to do so. In case power to act is conferred, the committee shall report its action, in writing, to the Board at its next regular meeting. Special committees shall be automatically discharged upon acceptance of their final report by the Board unless otherwise specified by the Secretary-Treasurer and notice mailed to the members as soon as possible.

The public and news media shall be allowed to attend special committee meetings but not to participate or comment unless called upon by the chairman of the respective committee. The chairman shall also reserve the right to remove any person considered out of order.

Revised: December 2000

Revised: March 2001

Revised: April 2003

**Revised: February 2015**

Ref: La. Rev. Stat. Ann. §§17:55, 17:81; Board minutes, 12-14-82, 1-11-83, 11-15-83, 3-20-84, 1-14-86, 1-10-89, 1-16-90, 1-7-92, 12-19-00, 3-20-01, 1-7-03, 4-15-03.

Mrs. Davis presented information on Louisiana's nomination of Pointe-Aux-Chenes Elementary School as a National Blue Ribbon School (see attached).

After recognition and special congratulations, Mr. Bordelon, seconded by Mrs. Bonvillain, offered the following motion:

**RECOMMENDATION NO. 2**

**The Committee recommends** that the Letter of Recognition, nominating Pointe-Aux-Chenes Elementary School as a National Blue Ribbon School by the State of Louisiana, be spread across the minutes, as presented:

January 21, 2015

Ms. Sandra Sevin  
Pointe-Aux-Chenes Elementary School  
1236 Hwy 665  
Montegut, LA 70377

Dear Principal Sevin:

Congratulations! Pointe-Aux-Chenes Elementary School has been nominated by Louisiana to join the esteemed community of [National Blue Ribbon Schools](#).

National Blue Ribbon Schools are public and non-public elementary, middle, and high schools that are producing outstanding results for all students. They have demonstrated consistent excellence, and made progress in closing gaps in student achievement. The National Blue Ribbon Schools recognition program is part of a larger U. S. Department of Education effort to identify and disseminate knowledge about effective school leadership and promising instructional practices.

Your school was nominated as an **Exemplary Achievement Gap Closing Schools**. For more information about award criteria and eligibility, please visit the [U.S. Department of Education Eligibility and Criteria website](#).

Since its inception in 1982, the National Blue Ribbon Schools Program has recognized more than 7,000 *Great American Schools*. Each year, representatives of newly recognized schools gather for a ceremony in Washington, DC where their achievement is officially honored by the U.S. Department of Education. This prestigious award galvanizes school communities and generates inspiring school success stories for the media. It also draws professional and public interest and offers recipients new opportunities to share their hard-won knowledge in districts, states and beyond.

As one of 6 outstanding public schools nominated from Louisiana for the

National Blue Ribbon Schools award, I invite you to submit an application by **March 20, 2015**.

To complete your online application, you will need your school CODE and KEYWORD password. To create your account and log in: <http://www.nationalblueribbonschools.ed.gov>

If you need assistance in accessing or using the online system, please contact the NBRS Technical Assistance Team, by email: [contactus@nationalblueribbonschools.ed.gov](mailto:contactus@nationalblueribbonschools.ed.gov) or phone: 800-258-0802 or use our [Online Help Desk](#).

Your application **must be received by 5:00 pm (EST) on March 20, 2015**, to be eligible.

If you have any questions regarding responses to the application's narrative or data sections, please contact our [Technical Assistance Team](#).

In order to help you prepare the best application you can, the National Blue Ribbon Schools program is offering a tip sheet found [2015 NBRS Application Tip Sheet.pdf](#). The suggestions in the tip sheet will help you complete the narrative sections of the application. They provide a deeper explanation of what NBRS would like to see addressed for each question, as well as what have made applications from previously awarded schools stand out.

If you do not intend to apply, please notify your National Blue Ribbon Schools State Liaison by email as soon as possible <http://www2.ed.gov/programs/nclbbrs/contacts.html>.

Again, my sincere congratulations on your nomination! Thank you for demonstrating commitment to educational excellence for all children.

Sincerely,

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Aba Kumi, Director  
 National Blue Ribbon Schools Program  
 Office of Communications and Outreach  
 U.S. Department of Education  
 Phone: 202.401.1767  
 Email: [Aba.Kumi@ed.gov](mailto:Aba.Kumi@ed.gov)  
 Web: [www.ed.gov/nationalblueribbonschools](http://www.ed.gov/nationalblueribbonschools)  
 Follow National Blue Ribbon Schools on [Twitter](#)  
[NBRS Express Newsletter](#)

Mrs. Davis shared information on Louisiana State Legislature ACT No. 837 and ACT No. 677, relative to students' right to privacy concerning "personally identifiable information" (see attached).

Mrs. Peggy Marcel, Supervisor of Federal Programs, announced to the Committee that Gibson Elementary School has been selected as a Title I Distinguished School (see attached).

After recognition and special congratulations, Mr. Bordelon, seconded by Mrs. Bonvillain, offered the following motion:

**RECOMMENDATION NO. 3**

**The Committee recommends** that the Letter of Recognition from the Louisiana Department of Education, John White, State Superintendent of Education, selecting Gibson Elementary School as a National Title I Distinguished School, be spread across the minutes, as presented:  
December 19, 2014

Ms. Sharon Henry, Principal  
Gibson Elementary School  
6357 South Bayou Black Drive  
Gibson, LA 70356

RE: National Title I Distinguished School Recognition Program

Dear Ms. Henry:

The Louisiana Department of Education would like to congratulate **Gibson Elementary School** for being selected as a 2015 National Title I Distinguished School based on achievement gap closure. Since 1996, the National Title I Distinguished Schools Program has recognized Title I schools around the country for exceptional performance or closing the achievement gap between student groups. With only two schools selected per state each year as National Title I Distinguished Schools, this award is an especially prestigious honor. My hope is that your students will continue to advance through your efforts.

In the weeks to come, the National Title I Association will be contacting you on future events related to this award, including a ceremony, where you will be presented with a banner to recognize your efforts.

If you have any questions or need further information, please contact Noah Devine at [Noah.Devine@La.gov](mailto:Noah.Devine@La.gov) or Bernell Cook at [Bemell.Cook@la.gov](mailto:Bemell.Cook@la.gov).

As always, thank you for all you do for our children.

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John White  
State Superintendent of Education

JW:JB:nd

c: Philip Martin, Superintendent  
Noah Devine  
Bernell Cook

Mrs. Marcel presented information on Louisiana State Legislature ACT No. 3 relative to early childhood education. She briefly discussed the Pre-school Pilot Program for the 2015-2016 school session.

Mrs. Becky Breaux, Chief Financial Officer, presented revisions, according to recent legislation, to policy D-2.1 Debt Limitation (see attached).

**RECOMMENDATION NO. 4**

**The Committee recommends** that the Board approve, as presented, the following revised policy FILE: D-2.1 Debt Limitation:

**DEBT LIMITATION**

The Terrebonne Parish School Board may, as authorized by the Constitution and laws of the State, borrow money, incur debt, issue bonds, levy taxes, or pledge uncollected taxes or revenues, with the approval of the electorate and the consent of the State Bond Commission. Before incurring any form of debt whatsoever, the School Board is required by law to obtain the consent and approval of the State Bond Commission. The School Board may incur debt and issue bonds for the purposes of acquiring and/or improving lands, purchasing, erecting and/or improving school buildings, and/or for other purposes allowed by state law which, including the existing bonded debt of the School Board for all bonded purposes, may not exceed thirty-five per centum (35%) of the assessed valuation of all property as ascertained by the last assessment for the district.

Notification to the State Bond Commission shall be required by the School Board whenever the transfer of funds authorizing indebtedness or payment on outstanding indebtedness has not been made in a timely manner.

**RECORDKEEPING****The School Board shall continuously maintain:**

- 1. A list of all Louisiana municipal securities for which the School Board is the issuer or is obligated to repay;**
- 2. A copy of all continuing disclosure agreements relating to the securities to which the School Board is a party;**
- 3. If, pursuant to a continuing disclosure agreement in which the School Board is a party, the School Board shall be responsible for filing notices of charges in bond ratings, a list of current ratings for such securities, if any.**

**All records required to be kept by the School Board under state law shall be subject to inspection by the legislative auditor and/or the School Board's auditor.**

**Municipal securities shall mean bonds, notes, certificates, or other written obligations for the repayment of borrowed money, including obligations to refund any security, which are issued by the School Board.**

Revised: July 1998

**Revised: February 2015**

Ref: La. Rev. Stat. Ann. §§17:89, 17:1371, 18:1281, 18:1282, 18:1283, 18:1284, 18:1293, 39:471, 39:554, 39:562, 39:821, 39:1410.60, **39:1421, 39:1438**; Board minutes, 7-21-98.

Mrs. Breaux presented revisions, according to recent legislation, to policy FILE: D-3.3 Tax and Bond Elections and Sales (see attached).

**RECOMMENDATION NO. 5**

**The Committee recommends** that the Board approve, as presented, the

following revised policy FILE: D-3.3 Tax and Bond Elections and Sales:

**FILE: D-3.3**

**Cf: D-3.1**

## **TAX AND BOND ELECTIONS AND SALES**

### TAX AND BOND ELECTIONS

The Terrebonne Parish School Board shall call elections for the public to vote on tax or bond revenue issues. Every bond, tax, or other election at which a proposition or question is to be submitted to the voters shall be held only on one of the dates set forth by state law or upon proper application to and approval of the State Bond Commission on a date not provided by statute. The proposition placed on the ballot submitted to the voters in any bond election shall state the kinds and sources of revenues which shall be pledged to retire the bonds, should the proposition be successful.

Public notice of the date, time, and place of any meeting at which the School Board intends to levy, increase, or ~~renew, or continue~~ any ad valorem property tax or sales and use tax or authorize the calling of an election for submittal of such question to the voters shall be both published in the official journal of the School Board no more than sixty (60) days nor less than thirty (30) days before such public meeting and shall be announced to the public during the course of a public meeting no more than sixty (60) days nor less than thirty (30) days before such public meeting; **and notice of such meeting shall be written and hand-delivered or transmitted by email to each voting member of any governing authority of a political subdivision that is required to approve such a measure previously adopted by another governing authority and to each state senator and representative in whose district all or a portion of the political subdivision is located, no more than sixty (60) days nor less than thirty (30) days before such public meeting. Email delivery shall be made to the official email address of such voting members or legislators and to any other address provided, in writing, to the School Board by such a voting member or legislator.**

If such a meeting is postponed or cancelled, notice of any subsequent meeting to consider taking action regarding property or sales taxes shall be published in the School Board's official journal no less than ten (10) days before the subsequent meeting.

If consideration of or action upon the tax proposal is postponed, or if no action was taken regarding the tax proposal, then notice of any subsequent meeting to consider the tax proposal shall be published no less than ten (10) days before the subsequent meeting, unless the date, time, and place of the subsequent meeting was announced to the public during the meeting.

**If, at a meeting held in accordance with above provisions, the School Board adopts such a measure, the provisions shall not apply to a subsequent meeting if the only action taken at the subsequent meeting is one which results in a change to the previously adopted measure that reduces the rate or term of the tax in the measure, and thereby reduces the total amount of tax that would be collected under the measure, or substantially reduces the cost to the School Board of any bond or debt obligation to be incurred by the School Board.**

On the date and at the hour and place specified in the notice of election, the School Board, in public session, shall examine and canvass the returns and declare the result of the elections. The result shall be promulgated by one publication in the official journal of the School Board.

### SALE OF BONDS

If approved by the electorate, the School Board shall adopt a resolution providing for the issuance of school bonds within a particular bonding district. Said issuance of bonds shall prescribe the form and fix the maturities thereof, and provide for the payment of said bonds in principal and interest.

All bonds shall be advertised for sale on sealed bids, which advertisement shall be published at least once a week for three (3) weeks, the first publication to be made at least fifteen (15) days preceding the date fixed for the reception of bids. Advertisement shall be in the official journal of the governing authority at least fifteen (15) days before the date fixed for the reception of bids. Notice of sale shall also be published once a week for three (3) weeks preceding the date fixed for the reception of bids, either in a financial paper published in the city of New York or the city of Chicago, or in a newspaper of general circulation published in a city of the state of Louisiana having a population of not less than twenty thousand inhabitants, according to the last federal census.

The School Board may reject any and all bids. If the bonds are not sold pursuant to the advertisement, they may be sold by the School Board by private sale, within sixty (60) days after the date advertised for the reception of sealed bids, but no private sale shall be made at a price less than the highest bid which shall have been received. If not sold, the bonds shall be re-advertised in the manner prescribed above.

Revised: July 1998

Revised: August 2011

Revised: October 2013

**Revised: February 2015**

Ref: Constitution of Louisiana, Art. VI, Sec. 30, Sec. 33; La. Rev. Stat. Ann. §§18:1281, 18:1282, 18:1283, 18:1284, 18:1285, 18:1286, 18:1293, 39:570, 39:1421, 39:1422, 39:1423, 39:1424, 39:1424.1, 39:1425, 39:1426, 39:1427, 39:1428, 39:1429, 42:19.1; Board minutes, 7-21-98, 8-16-11, 10-15-13.

Mrs. Breaux presented revisions, according to recent legislation, to policy FILE: D-3.7 Investments (see attached).

### **RECOMMENDATION NO. 6**

**The Committee recommends** that the Board approve, as presented, the following revised policy FILE: D-3.7 Investments:

**FILE: D-3.7**

**Cf: D-4**

### **CASH MANAGEMENT AND INVESTMENTS**

**Strategies for proper cash management and investment of available funds shall be reviewed and evaluated on an annual basis to ensure that**

investment rules and guidelines expressed in this policy are being followed according to current statutory provisions. The monetary assets of the Terrebonne Parish School Board shall be held in trust by the fiduciary (fiduciaries) designated by the School Board. Cash management and the investment of funds shall be managed by the Superintendent and/or his/her designee.

### CASH MANAGEMENT

All aspects of cash management operations shall be designed to ensure the absolute safety and integrity of the School Board's financial assets.

Cash management activities shall be conducted in full compliance with prevailing local, state and federal regulations. Furthermore, such activities shall be designed to adhere to guidelines and standards promulgated by applicable professional organizations.

Operating within appropriately-established administrative and procedural parameters, the School Board shall aggressively pursue optimum financial rewards, while simultaneously controlling its related expenditures. Therefore, cash management functions which engender interaction with outside financial intermediaries shall be conducted in the best financial and administrative interests of the school system. In pursuit of these interests, the School Board shall utilize competitive bidding practices whenever practicable, affording no special financial advantage to any individual or corporate member of the financial or investment community.

The School Board shall authorize the Superintendent and staff to design and enforce written administrative regulations, guidelines, and procedures relating to a variety of cash management issues such as the eligibility or selection of various financial intermediaries, documentation and safekeeping requirements, philosophical and operational aspects of the investment function, and such other functional and administrative aspects of the cash management program, which necessitate standard setting, in pursuit of appropriate prudent, enhanced protection of assets or procedural improvements.

### DEPOSITORY BANK

Louisiana statutes require School Boards to select a fiscal agent for purposes of receiving or depositing funds of the School Board. The bank selected as fiscal agent shall be asked to enter into a fiscal agency contract or such other necessary instruments setting forth the duties, responsibilities, and agreements pertaining to said fiscal agency.

The fiscal agency bank, when selected, shall serve for a term as agreed to by the School Board and until its successor shall have been duly selected and qualified, and shall pledge approved securities, as provided for in the fiscal agency contract subject to the regulations under state law.

### PLEDGED SECURITIES

Funds on deposit shall be collateralized in an amount at all times equal to 100% by pledged "approved securities" in accordance with state law to adequately protect the funds of the School Board.

The School Board shall periodically monitor the amount of approved securities to assure that an amount not less than 100% on deposit with the

depository bank, less any applicable Federal Deposit Insurance Corporation (FDIC) insurance, is pledged.

The bank shall have the right and privilege of substituting approved securities only upon obtaining the prior written approval of the School Board. Such approval may be granted by facsimile transmission. The approved securities shall be valued at their market value.

### INVESTMENT OPTIONS

The Terrebonne Parish School Board, in accordance with statutory provisions, may invest any funds which are available for investment and are above the immediate cash requirements of the Board, from whatever source derived, in statutorily sanctioned investments, including the Louisiana Asset Management Pool (LAMP). Types of investments include, **but are not limited to**, Direct U.S. Treasury obligations, bonds, debentures, notes issued by or guaranteed by federal agencies; bonds, debentures, notes, or other evidence of indebtedness issued by the state of Louisiana **or any other state of the United States**, or any of its **the** political subdivisions **of any state, or by any domestic U.S. corporation**, with limited exceptions noted in La. Rev. Stat. Ann. §33:2955; or certificates, or time certificates of deposit in any bank domiciled or having a branch office in Louisiana or any other federally insured investment. ~~The interest earned on any such investment shall be credited to the fund from which the investment was made.~~

The School Board shall authorize its ~~President and~~ **the** Superintendent, as treasurer, **and/or his/her designee**, to invest any surplus funds in whatever type deposit that ~~will~~ **shall** offer the School Board the most favorable rates of interest.

Investments of the School Board shall be guided by the following:

1. Cash management and investment activities shall be conducted in a manner consistent with prudent business practices applied by governmental entities and shall be in compliance with applicable statutes.
2. Funds as determined by the chief financial officer to be in excess of immediate cash requirement shall be invested only in statutorily permitted obligations.
3. Appropriate emphasis in making any investment shall be in the following order:
  - A. To ensure safety of the principal amount.
  - B. To ensure liquidity of funds to meet all obligations of the School Board.
  - C. The yield of the investments.

In no event shall monies be considered available for investment unless and until such funds are determined by the Superintendent or chief financial officer, in the exercise of prudent judgment, to be in excess of the immediate cash requirements of the fund to which the monies are credited. As a criteria in making such a determination, any amount of money exceeding ten thousand dollars which is on demand deposit to the credit of the School Board, or to the credit of any fund and which is not required to meet an obligation for at least forty-five (45) days, or any

amount of money exceeding one hundred thousand dollars which is on demand to the credit of the School Board or to the credit of any fund and which is not required to meet an obligation for at least fifteen (15) days shall be construed available for investment.

### **Interest Earnings**

**The interest earned on any such investment shall be credited to the fund from which the investment was acquired or it may be applied to the payment of the principal and interest of the outstanding bonded indebtedness of that fund.**

### **LIQUIDATION OF INVESTMENTS**

**At any time that may be advisable, the School Board may cash or liquidate any of the investments authorized herein which are purchased for any particular fund. The proceeds of any such liquidation shall be credited to the fund from which the authorized investments were originally purchased.**

### **PROHIBITED TRANSACTIONS**

**The following arrangements are expressly prohibited:**

- 1. Any transactions not specifically authorized by this policy.**
- 2. The purchase of securities on margin.**
- 3. Direct purchases of single family or commercial mortgages.**
- 4. Purchases of foreign bonds.**
- 5. Collateralized mortgage obligations that have been stripped into interest only or principal only obligations.**
- 6. Inverse floaters, or structured notes. For purposes of this section, structured notes shall mean securities of U.S. Government agencies, instrumentalities, or government-sponsored enterprises which have been restructured, modified, and/or reissued by private entities.**

Revised: February 2010

**Revised: February 2015**

Ref: La. Rev. Stat. Ann. §§17:99, 33:2955, **39:1211, 39:1212, 39:1219, 39:1221, 39:1222, 39:1223, 39:1225, 39:1226**; Board minutes, 2-23-10.

Mrs. Breaux presented revisions, according to recent legislation, to policy FILE: D-7.4 Purchasing (see attached).

### **RECOMMENDATION NO. 7**

**The Committee recommends** that the Board approve, as presented, the following revised policy FILE: D-7.4 Purchasing:

**FILE: D-7.4**  
**Cf: B-16, D-6.1**  
**Cf: D-74a, D-7.4b**

## **PURCHASING**

All purchasing for the school system to be paid from Terrebonne Parish School Board funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the Terrebonne Parish School Board without action by the School Board except those items which is provided for in the regular budget. No obligations shall be incurred except those approved by the Superintendent of Schools or his authorized agent. Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service. The Terrebonne Parish School Board shall not be responsible for unauthorized purchases made by school personnel.

Each principal shall assure that purchases by the individual school shall be made in accordance with regulations and procedures developed by the Superintendent and staff.

No employee, officer or agent of the Terrebonne Parish School Board shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent would be involved. The Terrebonne Parish School Board's employees shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

### VENDORS

Vendors may set up an appointment to see the principal with written prior approval from the Superintendent/designee. The principal may present the information to the appropriate school staff member. If the school staff member wishes to set up an appointment with the vendor to discuss products offered, he or she may do so.

### FINANCING PURCHASES

The School Board may finance the purchase of equipment or other movable property to be used by the School Board by entering into an installment sale, lease, or similar agreement with any lender or other person. Such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions.

### **SCHOOL DISTRICT PURCHASING COOPERATIVE**

**The School Board, as a member, may participate in a school district purchasing cooperative for the purchase of services, materials, equipment, and supplies.**

**In accordance with solicitations, bids, or proposals put forth by the school district purchasing cooperative, the School Board may purchase services, equipment, materials, and supplies at the prices selected by the cooperative.**

### LOCAL PREFERENCE

All things being equal, purchases of school supplies, equipment, insurance, candy, soft drinks, etc., shall be made from dealers whose firms are located in the Parish of Terrebonne, both by individual schools and by the Terrebonne Parish School Board.

All things being equal, local firms shall be given preference in the awarding of contracts for construction or maintenance work. All firms awarded contracts to perform work for the Terrebonne Parish School Board shall be urged and encouraged to employ local labor, when possible.

#### SOLE SOURCE PROVIDER

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the State of Louisiana Office of State Purchasing's *Purchasing Rules and Regulations*.

#### USE OF STATE CONTRACT

If equipment, materials or supplies are available from a State of Louisiana Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board. The School Board may also *piggyback*, or purchase materials and supplies on valid contracts of other political subdivisions.

#### COMPETITIVE ONLINE SOLICITATION

The School Board may use a *reverse auction* or *competitive online solicitation process* on the Internet for the purchase of equipment, supplies, and other materials in lieu of the more formal bid process when the School Board's procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board.

Prior to the use of a competitive online solicitation process, the School Board may require that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.
2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.
3. The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet until the closing date and time.

5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.
6. All bids shall be posted electronically and updated on a real-time basis.
7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the School Board's best interest.
8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for purchases using a reverse auction or competitive online solicitation process shall be given as follows:

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.
2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

Revised: June 1998

Revised: November 1999

Revised: November 2001

Revised: December 2011

**Revised: February 2015**

Ref: La. Rev. Stat. Ann. §§33:4712.7, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 3-20-79, 4-21-79, 11-15-83, 10-9-84, 8-6-85, 11-18-86, 2-19-91, 7-7-98, 11-20-01, 12-20-11.

There being no further business to come before the **Education and Policy Committee**, the meeting adjourned at 5:50 P.M.

Respectfully submitted,

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Brenda Leroux Babin, Ph.D., Chairwoman

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L. P. Bordelon, III, Vice-Chairman

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Vicki Bonvillain

JB

Motion of Mr. Bordelon, seconded by Ms. Benoit, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised policy FILE: B-8 Board Committees.

Motion of Mr. Duplantis, unanimously seconded, unanimously carried, the Board acknowledged, as presented and outlined in the foregoing report, the

Letter of Recognition, nominating Pointe-aux-Chenes Elementary School as a National Blue Ribbon School by the State of Louisiana.

Motion of Mr. Jackson, unanimously seconded, unanimously carried, the Board acknowledged, as presented and outlined in the foregoing report, the Letter of Recognition from the Louisiana Department of Education, John White, State Superintendent of Education, selecting Gibson Elementary School as a National Title I Distinguished School.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised policy FILE: D-2.1 Debt Limitation.

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised policy FILE: D-3.3 Tax and Bond Elections and Sales.

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised policy FILE: D-3.7 Investments.

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised policy FILE: D-7.4 Purchasing.

The report of the Education and Policy Committee meeting was concluded, and President Thomas reassumed the Chair and presided for the remainder of the proceedings.

At this time, Superintendent Philip Martin and the Board recognized and presented a plaque to Gibson Elementary School for being named a National Title I Distinguished School by the Louisiana State Department of Education for Exceptional Student Achievement in 2014.

Ms. Sharon Henry, Principal, Gibson Elementary School, addressed the Board during the foregoing presentation.

Superintendent Martin and the Board then recognized and presented a plaque to Pointe-Aux-Chenes Elementary School for being named a 2015 National Blue Ribbon School Nominee by the State of Louisiana.

Ms. Sandra Sevin, Principal, Pointe-Aux-Chenes Elementary School, addressed the Board during the foregoing presentation.

Dr. Babin moved, seconded by Ms. Benoit, that the Board approve and ratify the 2015-2016 School Calendar with the school year beginning August 5, 2015 (for employees), August 10, 2015 (for students), and ending May 26, 2016, with the following holidays to be observed during the school session: Labor Day, September 7, 2015; Fall Break, October 9-12, 2015; Thanksgiving, November 23-27, 2015; Christmas, December 21, 2015 - January 1, 2016; students return on January 4, 2016; Dr. Martin Luther King's Birthday (observance), January 18, 2016; Mardi Gras, February 8-12, 2016; and Easter/Spring Break, March 25 - April 1, 2016 (Fall make-up days, **if needed**, will be October 9, October 12, and November 23, 2015; Winter make-up days, **if needed**, will be February 10, February 11, and February 12, 2016); students' last day will be May 25, 2016, and teachers' last day will be May 26, 2016.

A roll call vote having been called for on the foregoing motion, the vote

thereon was as follows:

**YEAS:** Mr. Thomas, Mr. Jackson, Ms. Benoit, Dr. Babin, Mr. Bordelon, Mr. DeHart, Mr. Duplantis, and Ms. Bonvillain

**NAYS:** None

**ABSENT:** Mr. Harding

President Thomas declared the foregoing motion carried.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Cloteal Williams, School Bus Driver in the Transportation Department, beginning March 6, 2015, through May 28, 2015 (medical).

At this time, Superintendent Martin presented the following personnel actions for the period of January 14, 2015, through February 4, 2015 [list of professional instructional and non-instructional/support personnel (contract renewals, appointments, resignations, termination, and retirements – Information Only)]:

**Contract Renewal – Professional Administrative Personnel**

Sandra Larose, Principal, Bourg Elementary - January 22, 2015 - January 21, 2017

Gerard Lotz, Assistant Principal, H. L. Bourgeois High - January 28, 2015 - January 27, 2017

**New Employees – Professional Instructional Personnel**

Cynthia Cunningham, 4<sup>th</sup> Grade Teacher, Practitioner, Coteau-Bayou Blue Elementary - Gervase Owens, Resigned, 01/14/15

Xochitl Boutte, English as 2<sup>nd</sup> Language Teacher, Degreed/Non-Certified, Ellender Memorial High - Vacant Position, 01/26/15

Colleen Cunningham, 8<sup>th</sup> Grade Teacher, Practitioner, Evergreen Junior High - Abbie Cortez, Resigned, 02/02/15

Lindsey Cannon, Kindergarten Teacher, Degreed/Non-Certified, Legion Park Elementary - Lynn Braud, Resigned, 01/21/15

Taronce Knight, 2<sup>nd</sup> Grade Teacher, Certified, Legion Park Elementary - Dameyel Welsch, Resigned, 01/20/15

Byron McPherson, Elementary PE Teacher, Certified, Legion Park Elementary - Devin Short, Contract Completed, 01/27/15

Robin D'Angelo, Mild Moderate-Inclusion, Certified, Oaklawn Junior High - Ramona Malbrough, Transferred, 02/02/15

**New Employees – Non-Instructional Personnel**

Sherri Marcel, Food Service Assistant Manager, Upper Little Caillou Elementary - Jackie Ledet, Transferred, 02/02/15

**Resignations – Professional Instructional Personnel**

Tajuana Cheatham, 8<sup>th</sup> Grade Teacher, Practitioner, Evergreen Junior High - Resigned, 01/27/15

Abbie Cortez, 8<sup>th</sup> Grade Teacher, Certified, Evergreen Junior High - Resigned, 02/02/15

Sarah May, Kindergarten Teacher, Certified, Acadian Elementary - Resigned, 01/16/15

Kristen Porche, Social Studies Teacher, Certified, H. L. Bourgeois High - Resigned, 01/16/15

Devin Short, Elementary PE Teacher, Degreed/Non-Certified, Legion Park Elementary - Contract Completed, 01/23/15

**Resignations – Non-Instructional Personnel**

Michael Nixon, Custodian III-A, Houma Junior High - Terminated, 01/14/15

Amy Percle, Bus Driver, Transportation Department - Resigned, 01/23/15

**Retirements – Instructional Personnel**

Martha Merlos, 2<sup>nd</sup> Grade Teacher, Bayou Black Elementary - Service Retirement, 31.26 Years, 01/28/15

**Retirements – Non-Instructional Personnel**

Debra Dupre, Special Ed Paraprofessional, Ellender Memorial High - Service Retirement, 22.27 Years, 01/20/15

At this time, Agenda Item 8. A. – “Matter pertaining to consideration of approval of resolution as it relates to removal of the implementation of CCSS and PARCC Testing in the Terrebonne Parish School System,” was withdrawn by Ms. Vicki Bonvillain. Ms. Bonvillain stated she would place this same topic on the March 3, 2015, Terrebonne Parish School Board Meeting Agenda.

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board voted to adjourn its meeting **(6:35 P.M.)**.

/s/ Philip Martin, Secretary

/s/ Roosevelt Thomas, President

RLB