

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

School Board Meeting – May 7, 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 April 2, 2019

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of April 2, 2019, as recorded.

6. Awards, Commendations, Recognitions, and Announcements
 - A. 8th Grade Students Representing Terrebonne Parish in the 2018-2019 Students of the Year Program invited to Tonight's Meeting for Introduction and to receive a Certificate are:

Evergreen Junior High School	Deborah Baudoin
Grand Caillou Middle School	Mariah Parfait
Houma Junior High School	Cadence Luquette
Lacache Middle School	Julia Thibodaux
Montegut Middle School	Emily Frazier
Oaklawn Junior High School	Ezrah Rodriguez
 - B. Terrebonne Parish (2018-2019) 8th Grade Student of the Year – Cadence Luquette, Houma Junior High School

C. 12th Grade Students Representing Terrebonne Parish in the 2018-2019 Students of the Year Program invited to Tonight's Meeting for Introduction and to receive a Certificate are:

H. L. Bourgeois High School	Hayden Kidder
Ellender Memorial High School	Dermonte Johnson
South Terrebonne High School	Cody Arceneaux
Terrebonne High School	Allison Picou

D. Terrebonne Parish (2018-2019) 12th Grade Student of the Year – Allison Picou, Terrebonne High School

Announcements:

5/06-10 Teacher Appreciation Week

5/08

7:00 Indian Education Graduates' Recognition (Houma Municipal Auditorium)

5/11 TFAE 5K Run for Excellence

5/13-17 Educational Bosses' Week

5/15

7:00 Adult Education Graduation (Houma-Terrebonne Civic Center)

5/20

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

5/21

4:30 Education, Technology, & Policy Committee
Buildings, Food Service, & Transportation Committee
Finance, Insurance, & Section 16 Lands Committee
(Time Change Pending Board Approval on May 7, 2019)

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

5/22

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

5/23

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

Last Day of School for Students

5/24

Last Day of School for Teachers/Records Day

6/04

5:30 Executive Committee

6:00 Regular School Board Meeting

6/05

6:00 Public Hearing on 2019-2020 Proposed Budget

7. Board Committee Meeting Reports

A. Finance, Insurance, and Section 16 Lands Committee (See Attached Committee Report of April 23, 2019, Meeting)

B. Education, Technology, and Policy Committee (See Attached Committee Report of April 23, 2019, Meeting)

C. Buildings, Food Service, and Transportation Committee (See Attached Committee Report of April 23, 2019, Meeting)

D. Executive Committee (See Attached Committee Report of April 2, 2019, Meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) Personnel Section

(a) Leave 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 Katelyn Waguespack, teacher at Village East Elementary School, beginning April 24, 2019, through May 24, 2019 (family).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Debra Williams, school food service technician at Broadmoor Elementary School, beginning April 24, 2019, through May 27, 2019 (medical).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Tonya Lagarde, school bus operator in the Transportation Department, beginning May 6, 2019, through May 24, 2019 (medical).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Jena Schexnayder, speech therapist at Acadian Elementary School, beginning May 13, 2019, through May 24, 2019 (family).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Mary Lejeune, teacher at Evergreen Jr. High School, beginning May 16, 2019, through May 24, 2019 (medical).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Lesa Feazel, teacher at Mulberry Elementary School, beginning May 17, 2019, through May 24, 2019 (family).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Teresa Myles,

satellite facilitator at Honduras Elementary School, beginning May 22, 2019, through May 27, 2019 (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 Ron Cox, school bus operator in the Transportation Department, beginning May 6, 2019, through May 5, 2020 (personal)

(b) Personnel Actions for Period of March 25, 2019 – April 26, 2019 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]

(2) Matter Pertaining to Adoption of Resolution Regarding Sales and Use Tax Collection and Administration

RECOMMENDATION: That the Board adopt the following resolution regarding Sales and Use Tax Collection and Administration:

RESOLUTION

WHEREAS the Article VII, Section 3 of the Louisiana Constitution provides that local sales and use taxes are to be collected by a single collector in each parish;

WHEREAS Article VII, Section 3 also provides for the use of a parish commission or one of the local political subdivisions to serve as the single parish collector of local sales and use taxes;

WHEREAS the authority to “collect” local sales and use taxes has been determined by the Courts to include the authority to administer the collection, including making decisions as to when to audit persons or businesses thought to be unlawfully evading taxation or, in some cases, collecting sales taxes on transactions and failing to fully remit them to the local collector;

WHEREAS School Boards serve as the single parish collector of local sales and use taxes in over thirty (30) parishes;

WHEREAS pre-filed in the 2019 Regular Session is HB 57, which proposes to amend the LA Constitution to allow the Legislature to repeal the authority of

local governments to control the collection of local sales taxes and place that authority with the State, a concept often referred to as State Central Collection;

WHEREAS State Central Collection would have the State taking possession of local tax revenues, withholding an administrative fee, then disbursing the balance down to the School Board or other local taxing authority;

WHEREAS State Central Collection poses too great a risk that local education tax dollars will not be promptly disbursed or that the administrative fee withheld by the State may become a means of resolving State fiscal issues;

WHEREAS repealing or diminishing the Constitutional authority for local collection of local sales and use taxes will impair the ability of those local collectors to perform the necessary function of auditing vendors to ensure compliance with the legal obligation to collect and remit local sales taxes; and

WHEREAS given the vital role that the proper, effective, and efficient collection of local sales and use taxes plays in the operation of school districts and the education of children, the Louisiana School Boards Association has always fought any efforts to repeal, reduce, or constrain the authority of the local collector to collect local sales and use taxes, regardless of who has offered the proposal; now, therefore, be it

RESOLVED, that the Terrebonne Parish School Board, by action of its duly elected governing authority, does hereby urge and request the Louisiana Legislature, and in particular, the Legislative Delegation of Terrebonne Parish to oppose HB 57 and any other Legislative effort to reject any proposal to repeal or impair local sales and use taxes; and be it further

RESOLVED, that the Terrebonne Parish School Board, by action of its duly elected governing authority, does hereby urge and request the Louisiana Legislature, and in particular, the Legislative Delegation of Terrebonne Parish to reject any proposal that repeals, reduces, or constrains the authority of the local collector to collect local sales and use taxes; and finally

BE IT RESOLVED, that a copy of this resolution be provided to each member of the Legislative Delegation of Terrebonne Parish, and the Governor of the State of Louisiana.

(3) Matter Pertaining to Facility Plan (Information)

(4) Parent Appeal for Student #136088 Readmission
(Executive Session)

9. Individual School Board Members

- A. Mrs. Debi Benoit – Matter Pertaining to Time Change for Board Committee Meetings on Tuesday, May 21, 2019

RECOMMENDATION: That the Board approve the change in meeting time, from 5:00 P.M. to 4:30 P.M., for Committee Meetings to be held on Tuesday, May 21, 2019, due to H. L. Bourgeois High School's Graduation.

- B. Mr. Clyde Hamner – Legislative Update

10. Adjournment

Philip Martin, Superintendent
Terrebonne Parish School Board
201 Stadium Drive/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 BOARD
201 STADIUM DRIVE
HOUMA, LOUISIANA 70360**

May 7, 2019

Dear Members of the Board:

The FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE met at 5:00 P.M. on Tuesday, April 23, 2019, in the Board Room of the School Board Office with the following members present: Mr. Clyde Hamner, chairman; Mr. Michael LaGarde, vice chairman, and Mrs. Stacy Solet. Also in attendance were Mrs. Debi Benoit, Board president; Mr. Matthew Ford, Dr. MayBelle Trahan, Mr. Roger Dale DeHart, Mr. Dane Voisin, Mr. Gregory Harding, Superintendent Philip Martin, and members of the staff.

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

The Committee deviated from the regular order of the agenda to address Agenda Item #5 as it relates to the Group Health Plan Claims Report 1st Quarter 2019.

Mr. Len Fontaine, Senior Vice President, Hub International, presented information on Group Health Plan Claims Report 1st Quarter 2019 (attached).

The Committee returned to the regular order of the agenda.

Mr. Jack Moore, Risk Manager, addressed the Committee regarding Cyber Liability Insurance (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board accept a proposal for Cyber Liability Insurance from Lloyd's of London (USI, Broker of Record), with an annual premium of \$12,829.45, subject to a \$25,000.00 deductible,

effective May 8, 2019.

Mr. Moore addressed the Committee regarding Excess Casualty Insurance (attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the renewal offer for Excess Casualty Insurance renewal from Berkley Insurance Company (Arthur J. Gallagher of Louisiana, Inc., Broker of Record) covering Automobile Liability, General Liability, Errors and Omissions Liability, and Nurse's Professional Liability with limits of \$1,000,000.00 per occurrence with a \$3,000,000.00 General Aggregate limit for General Liability, \$1,000,000.00 per accident for Auto Liability, and \$1,000,000.00 per claim for Errors and Omissions and Nurse's Professional Liability, subject to \$300,000.00 Self-Insured Retention with an annual premium of \$155,343.00, rejecting Uninsured/Underinsured Motorist Liability, effective July 1, 2019, through July 1, 2020, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Moore addressed the Committee regarding Boiler and Machinery Insurance renewal (attached).

RECOMMENDATION NO. 3

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 of \$12,490.00, subject to a \$2,500.00 deductible, effective July 1, 2019.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding bid results for White Duplicator Paper and White and Colored Card Stock.

RECOMMENDATION NO. 4

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, for Category #1 White and Colored

Card Stock from Interstate Business Solutions, 1635 Higdon Ferry Rd. #C 142, Hot Springs, AR 71913; Category #2 White Duplicator Paper from Economical Janitorial and Paper Supplies, LLC, P.O. Box 23607, New Orleans, LA 70183; and Category #3 Colored Duplicator Paper from Contract Paper Group, Inc., 1519 Boettler Road, Suite B, Uniontown, OH 44685; for a period of twelve (12) months, from July 1, 2019, through June 30, 2020, with an option to renew for two (2) additional twelve (12) month periods under the same terms and conditions, upon mutual agreement between the parties.

Mr. Constrantiche addressed the Committee regarding bids received for Section 16, Township 19 South, Range 19 East for Oil, Gas, and Mineral Lease.

RECOMMENDATION NO. 5

The Committee recommends that the Board adopt the following resolution accepting the bid for Oil, Gas, and Mineral Lease for Section 16, Township 19 South, Range 19 East from Fort Apache Energy, Inc., 116 Ranch Dr., Boerne, TX 78015, and further, authorize the Board president and/or Superintendent to sign all necessary documents pertaining thereto:

RESOLUTION

WHEREAS, the Terrebonne Parish School Board jointly owns property in Section 16, Township 19 South, Range 19 East (Montegut area) with Lafourche Parish School Board; and

WHEREAS, Lafourche Parish School Board, by resolution, has authorized Terrebonne Parish School Board to advertise, award, and execute a lease on its behalf; and

WHEREAS, the Terrebonne Parish School Board, after receipt of a nomination for the property, advertised for a mineral lease and received a partial bid for the northeast quarter of the section; and

WHEREAS, Fort Apache Energy, Inc. has submitted a bid providing for a bonus of \$70,740.00 or \$450.00 per acre, with annual rentals of \$70,740.00, and royalties of 25% for the minerals provided for under the lease; and

WHEREAS, the afore-described bid provides for the following acreage to be leased: All interest owned by the Lafourche and Terrebonne Parish School Boards and not under mineral lease, being more fully described as follows: the Northeast quarter of Section 16, Township 19 South, Range 19 East, Terrebonne and Lafourche Parishes, Louisiana, less and except 2.80 acres, more or less, being the navigable beds and bottoms of Bayou Pointe-Aux-Chenes, described as Montegut area property. Said partial parcel of land is estimated to contain 157.20 acres, more or less, as shown in a plat on file in the Terrebonne Parish School Board's offices, as provided by the applicant. Ownership of the property is divided as follows: Terrebonne Parish School Board (99.84%); Lafourche Parish School Board (.16%); and

WHEREAS, the Terrebonne Parish School Board has reviewed the bid and voted to accept the bid, subject to the approval of the State Mineral Board; now, therefore,

BE IT RESOLVED, that the Terrebonne Parish School Board does hereby authorize its President and/or Superintendent to execute the mineral lease in favor of Fort Apache Energy, Inc.

Mr. Constrantiche addressed the Committee regarding bids received for Hunting and Trapping privileges on Section 16 Lands.

RECOMMENDATION NO. 6

The Committee recommends that the Board accept the following highest bids received, meeting all specifications, for Hunting and Trapping privileges on Section 16 Lands for a five (5) year period, beginning June 1, 2019, through May 31, 2024, allow the Purchasing Department to re-advertise those sections where no bid was received and those sections in which leases were surrendered, and further, authorize the Board president to sign all necessary documents pertaining thereto:

Section 16, Township 18 South, Range 14 East David Robichaux 206 Industrial Ave. C Houma, LA 70363	\$ 5,100.00
Section 16, Township 19 South, Range 14 East Ryan Crawford 274 Harvest Court	\$12,101.01

Thibodaux, LA 70302

Section 16, Township 19 South, Range 15 East \$ 5,740.00
Diversified Marine Services, LLC
C/O Robert Boudreaux, Jr.
4536 Hwy. 56
Chauvin, LA 70344

Section 16, Township 20 South, Range 14 East \$ 3,655.55
Deep South Marine Specialties, LLC
C/O Robert Boudreaux, Sr.
265 Company Canal Rd.
Bourg, LA 70343

Mr. Harding presented information on payroll dates.

Mr. LaGarde, seconded by Mrs. Solet, offered the following motion:

RECOMMENDATION NO. 7

The Committee recommends that the Board authorize the Superintendent to investigate the possibility of paying employees twice per month.

Mr. Hamner addressed the Committee regarding a district Facilities Master Plan.

RECOMMENDATION NO. 8

The Committee recommends that the Board and the Superintendent develop a strategic, long-term Facilities Master Plan, to include financial and demographic data, for current and/or future facility construction.

Agenda Item #11 – Matter bearing upon suspension of expenditures on construction of new facilities was pulled from the agenda.

Mrs. Judy Martin, Chief Accountant, presented information on a Monthly Budget-to-Actual Comparison report (attached).

Mrs. Martin presented an update on the Sales Tax collections report

(attached). She stated that sales tax collections for the month of February 2019 are approximately 2.67% higher than February 2018.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 6:10 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Michael LaGarde, Vice Chairman

Stacy Solet

RB/bp

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

May 7, 2019

Dear Members of the Board:

The EDUCATION, TECHNOLOGY, AND POLICY COMMITTEE met immediately following the 5:00 P.M. Finance, Insurance, and Section 16 Lands Committee on Tuesday, April 23, 2019, 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 Mr. Michael LaGarde, Mr. Gregory Harding, Mrs. Stacy Solet, Board 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 Pledge of Allegiance to the Flag.

Mr. Bubba Orgeron, Assistant Superintendent, introduced Dr. Gary Wiltz, MD, Chief Executive Officer, Teche Action Board, Inc., and his staff. Mrs. Elmira Walker, MSN, RN-C, presented information pertaining to School-Based Health Clinics (attached). Dr. Wiltz stated that school-based health centers provide the following services for every child (based on School Board plan choice): Well-child exams and sports physicals, sick child visits, dental health, childhood chronic disease management and care, immunizations, HIV testing and counseling, mental health & social services, health education and nutrition counseling, STD/HIV/AIDS prevention, social skills development, relationships based on self-esteem, mutual respect, asthma, allergies, bronchitis, diabetes, one-on-one patient education for preventative care, group/targeted education at the center, family and community health education, and support for comprehensive health education in the school classroom.

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

RECOMMENDATION NO. 1

The Committee recommends that the Board authorize the Superintendent to develop a decisive proposal between Teche Action Clinic and the Terrebonne Parish School Board, as it relates to school-based health centers.

Dr. Kristine Strickland, Houma-Terrebonne Chamber of Commerce Education Committee, presented a list of thirteen (13) objectives that are recognized and supported by their Education Committee (attached). Mr. Chad Hebert, President, Houma-Terrebonne Chamber of Commerce, stated that it is a pleasure to work cooperatively with the Terrebonne Parish School Board and its staff to support, develop, and implement these initiatives that will enhance educational opportunities for all students in the Parish.

Mr. Nathan Cotten, STEM Curriculum Specialist, presented information on the 43rd Annual Terrebonne Science and Engineering Fair that was held at the Houma Municipal Auditorium on January 15, 2019 (attached). He stated ninety-eight (98) students in Grades 6-12 from ten (10) Terrebonne Parish schools competed in the Fair. In addition, twenty-seven (27) students who placed Grand Prize, Grand Prize Runner-up, and 1st Place qualified to participate in the State Science and Engineering Fair held at Louisiana State University during March 18-20, 2019; and two (2) students qualified to participate in the International Science and Engineering Fair to be held in Phoenix, Arizona on May 13-17, 2019.

Mrs. Lacie Oliver, Social Studies Curriculum Specialist, presented information on the 2019 Social Studies Fair that was held on January 19, 2019, at Nicholls State University (attached). Students from eight (8) parishes (Ascension, St. James, Assumption, St. John the Baptist, Lafourche, St. Charles, St. Mary, and Terrebonne) participated in this year's Fair. She stated that Terrebonne Parish had two (2) winners in Division I, Grades 4-5; five (5) winners in Division II, Grades 6-8; and three (3) winners in Division III, Grades 9-12.

Mr. Cotten presented information on the National World War II (WWII) Museum's LEGO Robotics Competition that was held on April 6, 2019, at

the Academy of Our Lady in New Orleans, LA (attached). He stated Coteau-Bayou Blue (CBB) Elementary, Lacache Middle, Mulberry Elementary, and Oakshire Elementary Schools competed in the event. Mr. Cotten proudly said that Lacache Middle had placed 1st overall and Coteau-Bayou Blue had placed 2nd overall. He stated all four teams qualified to compete in the finals to be held on May 11, 2019, at the National WWII Museum in New Orleans, LA.

Mr. Mark Torbert, Supervisor of Secondary Education, presented information regarding results of the 2019 Louisiana Music Educators' Association District VII Instrumental Large Ensemble Performance Assessment held at Hahnville High School, Boutte, LA during March 25-28, 2019 (attached). He stated that H. L. Bourgeois High School's Concert Band and Symphonic Winds, directed by Mr. Micheal Aucoin, and Terrebonne High School's Symphonic Band, directed by Mr. Vaughn Luquette, received all ones (1) and a Sweepstakes rating. Recognition was given to Ellender Memorial High School's Concert Band and Symphonic Band, Evergreen Jr. High School's Concert Band, Grand Caillou Middle School's Symphonic Band, Houma Jr. High School's Symphonic Band, Lacache/Montegut Middle Schools' Combined Band, Mulberry Elementary School's 6th Grade Band, Oaklawn Jr. High School's Concert Band, South Terrebonne High School's Concert Band, and Terrebonne High School's Cadet Band for their participation in the festival.

Mr. Torbert presented information regarding results of the 2019 Louisiana Music Educators' Association District VII Choral Large Ensemble Performance Assessment held at H. L. Bourgeois High School during March 18-19, 2019 (attached). He stated that H. L. Bourgeois High School's Treble Choir and Concert Choir, directed by Mr. Andy Messina, received all ones (1) and a Sweepstakes rating. Recognition was given to Ellender Memorial High School's Concert Choir, Houma Jr. High School's Treble Choir, South Terrebonne High School's Concert Choir, and Terrebonne High School's Mixed Choir and Women's Choir for their participation in the festival.

Mr. Torbert presented information regarding results of the 2019 Louisiana SkillsUSA Championships held during April 3-4, 2019, which was hosted by Terrebonne Parish School District's Louis Miller Terrebonne Career and Technical High School (TCT) and Lafourche Parish School District's Career

Magnet Center (attached). He said that eighteen (18) Terrebonne Parish students earned medals at the competition with five (5) being gold medals; and three (3) students were selected by the Louisiana Skills Board of Directors as state officers and will be voting delegates at the National Leadership and Skills Conference in Louisville, Kentucky, June 24-28, 2019.

Mr. Orgeron presented information pertaining to the Computer Numerical Control (CNC) Agreement with Fletcher Community College (attached). He said starting with the 2019-2020 school session that 10th graders will be eligible to receive credentials toward a Machine Tools Technology Technical Diploma in the field of CNC, otherwise known as Machinist. The program will ensure that students will come out of high school work-ready in a high demand, high wage field.

Dr. Trahan presented recommended changes to policy File: B-8 Board Committees.

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, 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

Revised: April 2019

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, 2-10-15, **5-7-19**.

Dr. Trahan presented recommended changes to policy File: B-12 Board Meeting Procedures.

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, revised policy File: B-12 Board Meeting Procedures:

FILE: B-12
Cf: B-4, B-12.8

BOARD MEETING PROCEDURES

It is the desire of the School Board that meetings shall be formal enough for orderly procedure, but informal enough to be natural, to encourage free discussion, and to promote group thinking and action. In matters of procedures not covered by law, Board policy, or the State Board of Elementary and Secondary Education, meetings of the Board shall be governed by Robert's Rules of Order, Newly Revised. The President shall

be entitled to discuss and vote on all matters before the Board.

The President of the Board, or, in his absence, the Vice-President, shall conduct all meetings. In the absence of both, the Superintendent shall preside until the Board elects an acting chairman.

TRANSACTIONS OF BUSINESS

Discussions

The presiding officer shall recognize members of the Board who wish to be heard in the order that he deems advisable. No member of the Board shall speak without having first been recognized. Any member, however, who feels that he is being unfairly treated may appeal to the Board to be heard immediately. Such appeal may be made at any time, without prior recognition by the Chair, and shall be voted on immediately. Upon a favorable majority vote of the entire Board, he shall be heard prior to the transaction of any other business.

Limitations

Each Board member shall be given an opportunity to express without interruption, his views on the motion last made. The time a member may have to speak on a subject may be set by the ~~President~~ **Presiding Officer** or a consensus of the Board, whenever deemed necessary. The ~~President~~ **Presiding Officer** may also stop any discussion which does not apply to the motion last made. The Board shall suspend the procedures under which it conducts its meetings upon approval of a two-thirds majority of the Board's membership.

Members of the ~~Public participation~~ **who wish to present any matter of concern** in Board meetings shall be prohibited except **only do so** upon written request in accordance with Board policy, and then only upon approval of the Board. The President of the Board shall have complete authority to remove any person(s) who willfully disrupts a meeting to the extent that orderly conduct of the meeting cannot be maintained.

Motions

A motion is out of order while another motion is being discussed, unless it is a substitute motion or an amendment to the motion under consideration. Exceptions are the motion to adjourn, motion to table a previous motion, motion to refer the motion being discussed and the motion to vote immediately (on the previous question); these motions are always in order.

A copy of all motions shall be carefully recorded. The names of those who make motions, those who second them, and those who vote "yeas" and "nays" shall be recorded.

Revised: January 2019

Revised: April 2019

Ref: La. Rev. Stat. Ann §§17:81, 42:5.1; Board minutes, 2-5-19, **5-7-19**.

Dr. Trahan presented recommended changes to policy File: B-12.8 Public Participation.

RECOMMENDATION NO. 4

The Committee recommends, with the exception of Mr. Ford who objected, that the Board approve, as presented, revised policy File: B-12.8 Public Participation:

FILE: B-12.8
Cf: B-11.5, B-12
Cf: B-12.2, E-1.2b

PUBLIC PARTICIPATION

It is the policy of the Terrebonne Parish School Board to conduct all meetings in full view of and with welcomed participation by the public. However, the Board reserves the right to recess into or call executive sessions for discussing matters as provided by law. At no time shall actions be taken or resolutions made during executive sessions.

The Terrebonne Parish School Board may seek the advice and counsel of citizens in planning and operating the schools through committee service. Meetings of the Terrebonne Parish School Board shall be open to the public. All citizen communications to the Board shall be addressed to the Terrebonne Parish School Board.

To facilitate the conduct of its meetings, ~~citizens~~ **members of the public** who wish to present any matter of concern ~~to the schools~~ at a Board meeting must give a minimum of five (5) days written notice to the Superintendent and said notice shall include the subject to be discussed. (Items to be placed on the agenda for Tuesday night meetings must be submitted by noon on Wednesday prior to the meetings).

The President shall allot a visitor not more than ~~five (5)~~ **three (3)** minutes to speak before the Board, unless the time is increased or decreased by a majority vote of the Board.

SPEAKING ON AGENDA ITEMS

The quality of the Terrebonne Parish Public School System depends in part on the efforts of citizens and their School Board working together in a constructive manner to provide educational programs to meet the needs of students and the community.

The Board's policy is to be open and accessible to all individual citizens who wish to express interest in and concerns for the schools. A public comment period shall be held before any vote is taken on an agenda item. The comment period shall precede **debate on** each agenda item.

Members of the public who wish to speak on agenda items at a Board meeting may do so by:

1. As each item on the agenda is announced, and prior to addressing an agenda item before any vote, the President/Chairperson shall call for comments from the audience. Those persons wishing to speak shall be recognized by the Board President/Chairperson. Any person so recognized to speak on an agenda item shall be allotted a maximum of ~~five (5)~~ **three (3)** minutes.

2. When an individual has been recognized to speak on an agenda item, that individual shall limit his/her comments to matters that are strictly relevant to that agenda item. The President/Chairperson reserves the right to stop any comments when deemed necessary.

3. In the event that the Board should add an item to its agenda after the Board meeting begins, the Board President shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given an opportunity to address the Board on each agenda item added. The Board shall delay deliberations on that agenda item until such time as all interested members of the public have had an opportunity to speak.

Revised: April 1996

Revised: September 1997

Revised: November 2008

Revised: April 2019

Ref: La. Rev. Stat. Ann. §§17:81, 42:5, 42:5.1; Board minutes, 6-19-84, 2-21-95, 4-23-96, 9-16-97, 11-18-08, **5-7-19**.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 7:51 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**

May 7, 2019

Dear Members of the Board:

The **BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE** met immediately following the 5:00 P.M. Finance, Insurance, and Section 16 Lands Committee; and the Education, Technology, and Policy Committee on Tuesday, April 23, 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, Board president; Mrs. Stacy Solet, Board vice president; Dr. MayBelle Trahan, Mr. Clyde Hamner, Mr. Michael LaGarde, Mr. Matthew Ford, Superintendent Philip Martin, and members of the staff.

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

Mr. Jack Moore, Risk Manager, addressed the Committee regarding a Bus Lease Agreement between Bayouland YMCA and the Terrebonne Parish School Board (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board enter into a Bus Lease Agreement between Bayouland YMCA and the Terrebonne Parish School Board for bus usage for the Summer Camp Program, effective May 30, 2019, to August 3, 2019, provided buses shall run during normal operation hours on weekdays and on weekends, 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 a Bus Lease agreement between South Louisiana Wetlands Discovery Center and the Terrebonne Parish School Board (attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board enter into a Bus Lease Agreement between South Louisiana Wetlands Discovery Center and the Terrebonne Parish School Board, effective June 3, 2019, to June 22, 2019, provided buses shall run after normal operating hours on weekdays and on weekends, 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. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding surplus vehicles located in the Child Nutrition Department.

RECOMMENDATION NO. 3

The Committee recommends that the Board declare as surplus two (2) Food Service delivery trucks and one (1) Food Service van, authorize the administration to engage a qualified auctioneer for sale of said vehicles at public auction, or to dispose of surplus vehicles by any other legally allowable method, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Sammy Poiencot, Plant Operations Manager, addressed the Committee regarding auditorium seating at South Terrebonne and Terrebonne High Schools.

RECOMMENDATION NO. 4

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 renovation of the Terrebonne High School and South Terrebonne High

School auditoriums, establish a project budget of \$762,776.00, monies to be derived from 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. Devlin Aubert, Supervisor of Transportation, addressed the Committee regarding replacement of four (4) special education lift buses.

RECOMMENDATION NO. 5

The Committee recommends that the Board authorize First Student to provide four (4) special education replacement lift buses.

Mr. Aubert addressed the Committee regarding surplus vehicles located in the Transportation Department.

RECOMMENDATION NO. 6

The Committee recommends that the Board declare as surplus four (4) special education lift buses, authorize the administration to engage a qualified auctioneer for sale of said vehicles at public auction, or to dispose of surplus vehicles by any other legally allowable method, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Constrantiche addressed the Committee regarding acceptance of bid received for the Bourg Elementary School Split A/C units (attached).

RECOMMENDATION NO. 7

The Committee recommends that the Board award the Mini-Split air conditioning units for Bourg Elementary School to the lowest responsible bidder, meeting all specifications, Commercial & Industrial Sales, 600 Time Saver Ave., Harahan, LA 70123, for a total base bid of \$39,617.00, subject to timely receipt of all required post-bid documentation, monies to be derived from the Building Fund, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Constrantiche addressed the Committee regarding acceptance of bid for Boiler Replacements at Terrebonne High School and Broadmoor Elementary School, and Air Handler Replacement at Ellender Memorial High School (attached).

RECOMMENDATION NO. 8

The Committee recommends that the Board award the Boiler Replacements at Terrebonne High School and Broadmoor Elementary School, and Air Handler Replacement at Ellender Memorial High School to the lowest responsible bidder, meeting all specifications, Volute, Inc., for a total base bid of \$255,700.00, subject to timely receipt of all required post-bid documentation, monies to be derived from the Building Fund, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Marco Juarez, P.E., Design Civil Engineer, Civil and Environmental Consulting Engineers, addressed the Committee regarding a construction update of artificial turf installation at Terrebonne and South Terrebonne High School Stadiums.

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

Mr. Lirette addressed the Committee regarding a construction update of the new Southdown Elementary School (attached).

Ms. Margie Scoby, Concerned Citizen, addressed the Committee regarding West Park Elementary School.

Mr. Voisin, seconded by Mr. DeHart, offered the following motion:

RECOMMENDATION NO. 9

The Committee recommends that the Board authorize the Superintendent to install a plaque at A. D. Martin Jr. West Park Special Education and Federal Center honoring Nolan Douglas, Connie Boykin, Doris Brown, and

Jerome Boykin, who were the first African-Americans to integrate Terrebonne Parish Schools.

Mr. DeHart addressed the Committee regarding a list of property or buildings for possible sale.

Mr. DeHart, seconded by Mr. Voisin, offered the following motion:

RECOMMENDATION NO. 10

The Committee recommends that the Board authorize Superintendent Martin to report back to the next Committee meeting with a list of buildings and property for possible sale.

Mr. DeHart addressed the Committee regarding use of the Fletcher Technical Community College building.

Agenda Item #16 - Matter bearing upon additional classrooms needed at Grand Caillou Middle School was pulled from the agenda.

Mr. Poiencot 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 8:45 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**

May 7, 2019

Dear Members of the Board:

The EXECUTIVE COMMITTEE met at 5:30 P.M. on Tuesday, April 2, 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. Dane Voisin, Dr. MayBelle Trahan, and Superintendent Philip Martin.

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).

There were no Committee member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 5:38 P.M.

Respectfully submitted,

Debi Benoit, President

Stacy Solet, Vice President

RB/bp