

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

November 4, 2020

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 Mrs. Debi Benoit, president, presiding, and the following members present: Mrs. Stacy V. Solet, vice president; Mr. Gregory Harding, Mr. Matthew J. Ford, Mr. Clyde F. Hamner, Mr. Roger Dale DeHart, Dr. MayBelle N. Trahan, and Mr. Dane Voisin.

ABSENT: Mr. Michael T. LaGarde

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

A moment of silence was observed in memory of Gayle L. Fonseca, retired school teacher, and Laura M. Naquin, retired school bus operator, who recently passed away.

Motion of Mrs. Solet, seconded by Dr. Trahan, unanimously carried, the Board approved the minutes of School Board Meeting of October 6, 2020, as recorded.

At this time, President Benoit, on behalf of the Board, and Superintendent Philip Martin acknowledged the following individuals, who were in attendance at tonight's meeting, and gave special recognition of appreciation of the support given to Public Education in Terrebonne Parish:

Sheriff Tim Soignet	Terrebonne Parish Sheriff's Office
Joe Waitz, Jr.	Terrebonne Parish District Attorney
Martin Folse	H-TV10 KFOL
Leah Brown	Chevron
Caitlin Hunter	Chevron
Logan Holbrook	John Deere - Thibodaux
Cliff LeBoeuf	Computer Sales & Service
Katie Portier	Terrebonne Foundation for Academic Excellence & TPSD Task Force
Nicol Blanchard	Houma-Terrebonne Chamber of Commerce & TPSD Task Force
Chuck Weaver, Jr.	Houma-Terrebonne Chamber of Commerce Chairman
Dr. Laynie Barrilleaux	Moderator & TPSD Task Force
Jim Erny	TPSD Task Force
Larry Frederick	Kiwanis Club & TPSD Task Force
Chad Hebert	TPSD Task Force
Juan Pickett	District Judge & TPSD Task Force

Several announcements were made by President Benoit relative to upcoming meetings.

The following report of the Buildings, Food Service, and Transportation Committee meeting was presented to the Board with Mr. Harding, chairman, presiding:

Dear Members of the Board

The **Buildings, Food Service, and Transportation Committee** met at 5:00 P.M. on Tuesday, October 20, 2020, 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, 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. Ron Thibodaux, Track and Field Coach at Terrebonne High School, addressed the Committee regarding use of Terrebonne High School, Ellender Memorial High School, and South Terrebonne High School tracks.

RECOMMENDATION NO. 1

The Committee recommends that the Board grant the request of U.D.P. Track Club, L3C, to waive Policy FILE: E-1.6 Use of Facilities, relative to the usage fee for Terrebonne High School, Ellender Memorial High School, and South Terrebonne High School tracks for the 2020-2021 track and field season for practices only (October 2020 through October 2021) from 5:00 P.M. to 7:00 P.M., on weekdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met, and approval is obtained from the school's principal.

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

Mr. Matthew Ford entered the meeting at this time.

Superintendent Martin addressed the Committee regarding surplus property located at 5440 North Bayou Black Drive, Gibson, Louisiana 70356.

RECOMMENDATION NO. 2

The Committee recommends that the Board declare property located at 5440 North Bayou Black Drive, Gibson, Louisiana 70356, as surplus, authorize the Superintendent to have the property appraised, authorize the sale or lease of said property in accordance with applicable laws, all transactions subject to Board attorney review and approval; and further, authorize the Board president to sign all necessary documents pertaining thereto.

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 5:15 P.M.

Respectfully submitted,

Gregory Harding, Chairman

Dane Voisin, Vice Chairman

Roger Dale DeHart

SP/sn

Motion of Dr. Trahan, seconded by Mr. Hamner, unanimously carried, the Board granted the request of U.D.P. Track Club, L3C, to waive Policy FILE: E-1.6 Use of Facilities, relative to the usage fee for Terrebonne High School, Ellender

Memorial High School, and South Terrebonne High School tracks for the 2020-2021 track and field season for practices only (October 2020 through October 2021) from 5:00 P.M. to 7:00 P.M., on weekdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met, and approval is obtained from the school's principal.

Motion of Mr. Voisin, seconded by Mr. Ford, unanimously carried, the Board declared property located at 5440 North Bayou Black Drive, Gibson, Louisiana 70356, as surplus, authorized the Superintendent to have the property appraised, authorized the sale or lease of said property in accordance with applicable laws, all transactions subject to Board attorney review and approval; and further, authorized the Board president to sign all necessary documents pertaining thereto.

The report of the Buildings, Food Service, and Transportation Committee meeting was concluded, and President Benoit reassumed the Chair.

The following report of the Finance, Insurance, and Section 16 Lands Committee meeting was presented to the Board with Mr. Hamner, chairman, presiding:

Dear Members of the Board:

The **Finance, Insurance, and Section 16 Lands Committee** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee meeting on Tuesday, October 20, 2020, 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. Roger Dale DeHart, Mr. Matthew Ford, Mr. Gregory Harding, Superintendent Philip Martin, and members of the staff.

Chairman Hamner called the meeting to order.

Mr. Curtis Constrantiche, Risk Manager, addressed the Committee regarding the renewal of Stop-Loss Reinsurance for Group Health Insurance (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board accept the renewal proposal from HCC Insurance Co., for Stop-Loss Reinsurance for Group Health, with a specific deductible of \$450,000 per claim with \$250,000 Tiered Split Fund for an estimated annual cost of \$523,631, effective January 1, 2021, through December 31, 2021.

Chairman Hamner asked for an update on the RDS discount applied to retirees' premiums as it relates to the new UnitedHealthcare Medicare Advantage Plan.

Mrs. Rebecca Breaux, Chief Financial Officer, 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 August 2020 are approximately 11.6% lower than August 2019.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 5:35 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Stacy Solet

RB/bp

Motion of Mrs. Solet, seconded by Mr. Voisin, unanimously carried, the Board accepted the renewal proposal from HCC Insurance Co., for Stop-Loss Reinsurance for Group Health, with a specific deductible of \$450,000 per claim with \$250,000 Tiered Split Fund for an estimated annual cost of \$523,631, effective January 1, 2021, through December 31, 2021.

Chairman Hamner addressed the Committee with an update on the RDS discount applied to retirees' premiums as it relates to the new UnitedHealthcare Medicare Advantage Plan.

Motion of Mrs. Solet, seconded by Dr. Trahan, with the exception of Mr. DeHart who objected, the Board directed that the RDS discount amount for those current retirees that are not in the UnitedHealthcare Medicare Advantage Plan be maintained by the Board.

Mr. Curtis Constrantiche, Risk Manager, addressed the Board regarding the foregoing motion.

Mrs. Lynn Ellzey, President of the Terrebonne Retired Teachers' Association, also addressed the Board regarding the foregoing motion.

The report of the Finance, Insurance, and Section 16 Lands Committee meeting was concluded, and President Benoit reassumed the Chair.

The Executive Committee report was then presented to the Board.

Motion of Mrs. Solet, seconded by Mr. Harding, unanimously carried, the Board received the following Executive Committee report in its entirety:

Dear Members of the Board:

The **Executive Committee** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee, and the Finance, Insurance, and Section 16 Lands Committee meetings on Tuesday, October 20, 2020, 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. Dane Voisin, Dr. MayBelle Trahan, Mr. Roger Dale DeHart, Mr. Matthew Ford, Mr. Clyde Hamner, Mr. Gregory Harding, 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 5:40 P.M.

Respectfully submitted,

Debi Benoit, President

Stacy Solet, Vice President

RB/bp

The Executive Committee report was concluded.

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

Dear Members of the Board:

The **Education, Technology, and Policy Committee** met on Tuesday, October 20, 2020, immediately following the 5:00 p.m. Buildings, Food Service, and Transportation Committee; Finance, Insurance, and Section 16 Lands Committee; and the Executive Committee 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, Board vice president, Mr. Gregory Harding, 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.

Mrs. Mary Aucoin, Supervisor of Special Education, presented information on Special Education (SPED) scores. She stated that Terrebonne Parish School District has a 65% graduation rate for students with disabilities. She also stated that the district dropout rate for students with disabilities improved from 22.4% in 2018 to 7.9% in 2019.

Mr. Ford presented information on a school uniform policy survey for Terrebonne Parish School District employees, staff, students, parents and/or guardians.

Mr. Ford presented information on consideration of returning to the 4x4 block-scheduling program for all high schools.

Dr. Trahan presented a revision to policy FILE: C-3.6 Superintendent Evaluation.

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, revised policy FILE: C-3.6 Superintendent Evaluation.

FILE: C-3.6

SUPERINTENDENT EVALUATION

In accordance with the efficient management of the school system, the Terrebonne Parish School Board recognizes its responsibility to carefully and objectively perform an evaluation of the chief executive officer and educational leader of the Terrebonne Parish School Board, the Superintendent. Therefore, any evaluation of the Superintendent shall be conducted as follows:

1. The Superintendent shall be evaluated on an annual basis in accordance with the dictates of the Louisiana Accountability Program and as an assessment of the Superintendent's

performance objectives/specific targets contained in his/her contract. The annual evaluation shall occur at a Committee meeting of the Board as a whole on the fourth (4th) Tuesday of the month of June each year.

2. In an open meeting, the Superintendent shall present a report, in the form of opening remarks, on the status of his/her goal and objectives and *Professional Growth Plan* for the year being evaluated.
3. In accordance with state law and because all remarks and discussions will pertain to either the character, professional competence, or physical or mental health of the Superintendent, any such discussion during the evaluation process shall be held in executive session, provided, however, that the Superintendent may require such discussion be held in an open meeting.
4. Prior to the Committee meeting of the whole, each School Board Member shall be required to complete an **Observation Evaluation** of the Superintendent of Schools form, such format as to be approved by the School Board, and submit a copy of the Form to the President of the Board and a copy to the Superintendent.
 - a. The President shall prepare a compilation of all of the forms submitted into a single evaluation document and furnish each Board Member with a copy of the compilation.
 - b. Said compilation, in the form of a single evaluation document, shall constitute, upon approval of a *majority vote of the Board*, the evaluation of the Superintendent for that year. Said document shall be placed in the Superintendent's personnel file and shall become a part of that file.

Revised: August 2012

Revised: November 2020

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, 17:3881, 17:3882, 17:3883, 17:3884; Board minutes, 08-21-12, **11-4-20**.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 6:23 P.M.

Respectfully submitted,

MayBelle Trahan, Ed.D., Chairwoman

Matthew Ford, Vice Chairman

Debi Benoit

ABO/jb

Motion of Mrs. Benoit, seconded by Mrs. Solet, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised policy File: C-3.6 Superintendent Evaluation.

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

Superintendent Martin presented the following information as it relates to "American Education Week:"

American Education Week will be observed on November 16-20, 2020, in Terrebonne Parish schools. This special week focuses attention on the importance of education and all that it stands for. Annually, the week preceding the week of Thanksgiving is proclaimed American Education Week.

Educational Support Personnel Day will be observed in Terrebonne Parish schools on November 18, 2020. Annually, the Wednesday in American Education Week is designated as a special day to honor the many contributions of school support employees. School districts, parents, and students will pay tribute to school support personnel on this annual observance of Educational Support Personnel Day.

Motion of Mr. Hamner, seconded by Mrs. Solet, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for April Chauvin, Librarian at Acadian Elementary School, beginning October 30, 2020, through February 24, 2021 (medical).

Motion of Mr. Hamner, seconded by Dr. Trahan, unanimously carried, the Board approved a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Tonya Lagarde, School Bus Operator in the Transportation Department, beginning October 8, 2020, through December 31, 2020 (medical).

At this time, Superintendent Martin presented the following personnel actions for the period of September 28, 2020, through October 23, 2020 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]:

New Employees - Professional Instructional Personnel

Name	Position	Certification	Location	Effective Date
CRAIN, SHELLEY	ADULT ED TEACHER	Certified	BAYOU CANE ADULT ED CENTER	09/28/20
RYDER, CHLOE	MM INCLUSION TCHR	Degreed/Non-Certified	OAKSHIRE ELEMENTARY	10/15/20

New Employees - Non-Instructional Personnel

Name	Position	Location	Effective Date
BANKS, JESSIE	HEALTH NURSE SP ED	BROADMOOR ELEMENTARY	10/12/20
JORDAN, TARA	GUIDANCE SECRETARY B	HOUMA JUNIOR HIGH	10/07/20
ROBINSON, KESHA	CUSTODIAN III-A 12M	OAKLAWN MIDDLE	09/28/20

Resignations - Professional Instructional Personnel

Name	Position	Certification	Location	Term Code	Term Date
HAY, SHELLEY	ELEM 1-8 TEACHER	Certified	MULBERRY ELEMENTARY	Resigned	09/30/20
MITCH, RA-TICHA	MM INCLUSION TCHR	Practitioner	OAKSHIRE ELEMENTARY	Resigned	10/01/20
MORES, VICKIE	ELEM 1-8 TEACHER	Certified	MULBERRY ELEMENTARY	Resigned	10/08/20
MOSS, FRANCES	MM INCLUSION TCHR	Degreed/Non-Certified	HOUMA JUNIOR HIGH	Resigned	10/14/20
PIERRE, KATIE	MM RESOURCE/SC TCHR	Certified	VILLAGE EAST ELEMENTARY	Resigned	10/01/20
SMITH, CRAIG	MM RESOURCE/SC TCHR	Certified	SCHOOL FOR EXCEPT CHILDREN	Resigned	10/07/20

Resignations - Non-Instructional Personnel

Name	Position	Location	Term Code	Term Date
HOWELL, CHRISTY	CUSTODIAN III-A 12M	DULARGE ELEMENTARY	Resigned	10/23/20
THIBODEAUX, CONNIE	BUS DRIVER SP ED	TRANSPORTATION	Resigned	10/06/20
WALTERS, SHARLENE	CUSTODIAN III-A 12M	LISA PARK ELEMENTARY	Resigned	10/13/20

Retirements - Non-Instructional Personnel

Name	Position	Service Years	Location	Term Code	Term Date
ANDRY, ELLEN	ACCOUNTANT	27.30 YEARS	CENTRAL OFFICE	Service Retirement	09/29/20
LUKE, KELLIE	SFS MANAGER 600-799	30.77 YEARS	LACACHE MIDDLE	Service Retirement	10/13/20
MILFORD, LAURA	GED PREP PARA	21.65 YEARS	TERREBONNE HIGH	Service Retirement	10/08/20

Motion of Mrs. Solet, seconded by Dr. Trahan, unanimously carried, the Board rescheduled the agenda deadline for the School Board Meeting of December 1, 2020, from noon Wednesday, November 25, 2020, to noon Thursday, November 19, 2020 (due to Thanksgiving Holidays).

Motion of Mr. Hamner, seconded by Mrs. Solet, unanimously carried, the Board rescheduled the agenda deadline for the School Board Meeting of January 5, 2021, from noon Wednesday, December 30, 2020, to noon Thursday, December 17, 2020 (due to Christmas Holidays).

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

/s/ Philip Martin, Secretary

/s/ Debi Benoit, President

RLB