

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

AUGUST 16, 2011

The Terrebonne Parish School Board met today at 7:00 P.M. in regular session at its regular meeting place, the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, with Mr. L. P. Bordelon, III, President, presiding, and the following members present: Mr. Roosevelt Thomas, Vice-President, Mr. Gregory Harding, Mr. Richard Jackson, Ms. Debi Benoit, Ms. Brenda Leroux Babin, Mr. Roger Dale DeHart, Mr. Donald Duplantis, and Mr. Hayes J. Badeaux.

ABSENT: None

Ms. Benoit led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Andrew Frisella, retired school bus driver, and Janice Grisham, teacher at Houma Junior High School, who recently passed away.

Motion of Mr. Badeaux, seconded by Mr. Thomas, unanimously carried, the Board approved the minutes of School Board Meeting of August 2, 2011, as recorded.

The following Education and Policy Committee report was presented to the Board with Mr. Jackson, Chairman, presiding:

Dear Members of the Board:

The EDUCATION and POLICY COMMITTEE met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M., on Monday, August 1, 2011, with the following members present: Mr. Richard Jackson, Chairman, Ms. Brenda Leroux Babin, Vice-Chairman, and Mr. Donald Duplantis. Also in attendance were Mr. L. P. Bordelon, III, Superintendent Philip Martin, and members of the staff.

Mr. Jackson called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mrs. Carol Davis, Assistant Superintendent, presented a press release from the Louisiana Department of Education regarding Mrs. Tara Soudelier, Fourth Grade Teacher at Mulberry Elementary School, who was selected as the 2012 Elementary Teacher of the Year. Mrs. Soudelier was present and was commended for this outstanding award.

Mr. Duplantis, seconded by Mr. Jackson, offered the following motion:

RECOMMENDATION NO. 1

The Committee recommends that the information from the Louisiana Department of Education, relative to Mrs. Tara Soudelier as the 2012 Elementary Teacher of the Year for the State be spread across the minutes, and that Mrs. Soudelier attend the Board Meeting of August 16, 2011, to receive further recognition.

Louisiana Department of Education

P. O. Box 94064/Baton Rouge, LA 70804-9064

1-877-453-2721/Fax: (225) 342-0193

DEPARTMENT NAMES 2012 LOUISIANA TEACHER OF THE YEAR

*More than 300 Educators Honored During 5th Annual
Cecil J. Picard Educator Excellence Symposium and Celebration*

BATON ROUGE, LA – The 2012 Elementary School Teacher of the Year is Mrs. Tara Soudelier, Mulberry Elementary School, Terrebonne Parish;

Excerpt (partial) from the Louisiana Department of Education website

Mrs. Davis discussed the State Accountability and School Improvement preliminary information from the Louisiana Department of Education, relative to schools that must enter school improvement for 2011-2012 (see attached). Terrebonne Parish has no traditional schools in corrective action.

Superintendent Martin presented revisions to policy FILE: B-12.7 Minutes of Board Meetings, with the recommended additions denoted in bold underlined print and deletions in strike-through print.

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, the following revised policy FILE: B-12.7 Minutes of Board Meetings:

FILE: B-12.7

MINUTES OF BOARD MEETINGS

The Terrebonne Parish School Board shall require written minutes of all of its open meetings be kept. Such minutes shall include:

- (1) the date, time, and place of the meeting;
- (2) the members of the public body recorded as either present or absent;
- (3) the substance of all matters decided, and, at the request of any member, a record, by individual member, of any votes taken; and
- (4) any other information that any School Board Member requests be included or reflected in the minutes.

The Superintendent shall be responsible for keeping all minutes of the Board in a book provided for that purpose. The minutes of the preceding meeting(s) shall be corrected, if necessary, then approved by the Board at the first meeting of the month. If an error in the minutes is discovered at a later date, it may be corrected by approval of a majority of the membership of the Board. Within twenty (20) days after the meeting ~~at which the minutes are approved,~~ they shall be published one (1) time in the official journal of the Board.

The minutes shall be public records and shall be made available within a reasonable time after the meeting except where such disclosures would be inconsistent with statutory provisions. In addition, transcribed minutes of meetings shall reflect total transactions of Board considerations and when approved shall bear the signature of the Secretary and President. The official minutes shall be bound and kept in the office of the

Superintendent as a permanent record of the Terrebonne Parish School Board.

Revised: June 1998

Revised: September 2010

Revised: August 2011

Ref: La. Rev. Stat. Ann. §§17:81, ~~42:4.1~~ **42:12**, ~~42:4.2~~ **42:13**, ~~42:7.1~~ **42:20**, 43:141; 43:144, 43:145; Board minutes 7-7-98, 09-21-10.

Mr. Harris Henry, Executive Director of Finance and Auxiliary Services, presented revisions to policy FILE: D-3.3 Tax and Bond Election and Sales, with the recommended additions denoted in bold underlined print and deletions in strike-through print.

RECOMMENDATION NO. 3

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 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.

On the date and at the hour and place specified in the notice of election, the 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 Board.

SALE OF BONDS SALES

If approved by the electorate, the 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.

~~Where securities of the Board are required by law to be sold at public sale upon sealed bids after public advertisement, the notice calling for bids shall be published two (2) times within a period of not less than five (5) days in a newspaper of general circulation published in the parish. The first publication will be at least seven (7) days in advance of the date scheduled for the reception of bids for the securities. The notices shall also be published one time in either a newspaper of general circulation or a financial journal or newspaper containing a section devoted to municipal bond news published in either the cities of New Orleans Louisiana, or New York, New York, at least forty-eight (48) hours in advance of the date~~

scheduled for the reception of bids for the securities.

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 readvertised in the manner prescribed above.

Revised: July 1998

Revised: August 2011

Ref: Constitution of Louisiana, Art. VI, Sec. 30, Sec. 33; La. Rev. Stat. Ann. §§18:1281 ~~et seq.~~ **18:1282, 18:1283, 18:1284, 18:1285, 18:1286, 18:1293, 39:570, 39:1421-1429, 39:1422, 39:1423, 39:1424, 39:1424.1, 39:1425, 39:1426, 39:1427, 39:1428, 39:1429**; Board minutes, 7-21-98.

Mr. Henry presented revisions to policy FILE: D-6.3 Inventories, with the recommended additions denoted in bold underlined print and deletions in strike-through print.

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, the following revised policy FILE: D-6.3 Inventories:

FILE: D-6.3
Cf: D-3.8

INVENTORIES

FIXED ASSETS

The Terrebonne Parish School Board directs the Superintendent to maintain a current itemized list of all land, buildings, improvements other than buildings, equipment, and any other general fixed assets which were purchased or otherwise acquired, for which the Board is accountable.

The property control system shall include a list for reporting purposes of all fixed assets with a value of \$5,000 or more in the district including all items purchased or donated to the school district. ~~Items purchased with funds identified by the state as 8(g) funds, valued at \$250 or more, shall also be classified as fixed assets and included in the fixed asset records.~~ The list shall include information as to the date of purchase, the initial cost, and the disposition, if any, and the purpose of such disposition and the recipient of the property or equipment disposed of. Where ascertaining the cost, exact selling price or any other relevant information on property

or equipment is not available, estimates may be provided. Inventory records shall be managed and maintained in accordance with Board procedures.

For accountability and internal control purposes, an inventory of equipment and other items costing less than \$5,000 may also be inventoried, tagged, and tracked by the School Board.

PHYSICAL INVENTORY

In order to maintain an accurate account of Terrebonne Parish School Board possessions, a physical inventory of all possessions is to be taken at the building level at least annually, but may be more frequent as needed. Principals are the designated custodians of all possessions at the school level and shall be ultimately responsible for the safeguarding and record maintenance of all possessions in their schools. However, any employee who has physical custody of School Board assets shall be personally responsible for safeguarding the assets, i.e., each teacher shall be responsible for his/her classroom, the librarian for the assets in the library, the band director for the assets in the band department, etc.

Building level administrators shall be responsible for ensuring that annual inventories are taken and that the property control officer is notified of any changes that need to be made to their respective inventory records or reported as required. The Superintendent and/or his/her designee shall maintain pertinent procedures for maintaining inventory and tracking records, including, identifying, appraising, tagging, and removing fixed assets from any inventory records.

TEXTBOOK INVENTORIES

The School Board and each school shall keep an inventory record of all textbooks on hand at the beginning of the session, as well as records of those textbooks added, worn out, and in need of replacement. All books issued to a particular school must be accounted for in an Annual Textbook Report. Textbook records should be kept on file for a minimum of three (3) years.

All lost or damaged books must be paid for by the student to which the books have been assigned. Money received by a principal for lost or damaged books must be recorded and submitted to the Central Office.

Revised: July 1998

Revised: October 2008

Revised: August 2011

Ref: La. Rev. Stat. Ann. §§17:81, 24:515; Louisiana Handbook for School Administrators, Bulletin 741, State Textbook Adoption Policy and Procedure Manual, Bulletin 1794, Louisiana Accounting and Uniform Governmental Handbook, Bulletin 1929, Louisiana Department of Education; Board minutes, 7-21-98, 10-21-08.

Mr. Donald Chamberlain, Plant Operations Manager, presented revisions to policy FILE: E-1.2 Buildings and Grounds Security, with the recommended additions denoted in bold underlined print and deletions in strike-through print.

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, the following revised policy FILE: E-1.2 Buildings and Grounds Security:

FILE: E-1.2
Cf: E-1.2b, E-1.2c
Cf: E-1.6, H-3.2, H-3.3

BUILDINGS AND GROUNDS SECURITY

It is the policy of the Terrebonne Parish School Board that a concerted effort be made at all times by the Board and all personnel to provide for the security and protection of its students, employees, visitors, facilities, and equipment.

Security not only encompasses maintenance of secure (locked) buildings but other strategies to make the school environment safe, such as protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment, and the protection of students, staff, and visitors at school functions, whether on or off campus.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. ~~An adequate key control system shall be established which will limit access to buildings to authorized personnel only and will safeguard against the potential of entrance to buildings by unauthorized persons with keys.~~

Records and funds shall be kept in a safe place and under lock and key, when required.

Security devices that violate the Louisiana State Fire Marshal laws, rules and/or regulations, may not be added to buildings. ~~However,~~ **Protective security devices such as alarm systems and fences** designed to be used as safeguards against illegal entry and vandalism ~~shall~~ **may** be installed, when appropriate, to the individual situations. ~~Employment of watchmen may be approved in situations where special risks are involved.~~

~~It will be the duty of the school principal or building administrator to develop a plan of action that includes the following:~~

- ~~1. Care shall be taken to see that all windows and doors are properly secured before leaving the school or central office buildings at the close of the day.~~
- ~~2. Care shall be taken to ensure that all burglar alarm systems, where installed, are activated at the end of the day and deactivated at the beginning of a work day.~~
- ~~3. All gates controlling access to facilities and parking areas shall be secured when school plant or facility is not in use.~~

FIREARM FREE ZONES

The areas surrounding the school campus or within 1,000 feet of any such school campus, or within a school bus, shall be designated *Firearm Free Zones*. It is unlawful for a student or non-student to intentionally possess a firearm on school property or within 1,000 feet of school property or while

on a school bus. The School Board, in cooperation with local governmental agencies and the Louisiana Department of Education, shall designate and mark *Firearm Free Zones* which surround all schools and school property.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a *Firearm Free Zone*, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A *Firearm Free Zone* means any area within 1,000 feet of any school campus and within a school bus.

Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

The School Board shall post permanent notices of such prohibition at each major point of entry to the school.

DRUG FREE ZONES

The area within 2,000 feet of any property used for school purposes by any school, or on a school bus, shall be designated as *Drug Free Zones*. It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute in a *Drug Free Zone*. The Terrebonne Parish School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

ELECTRONIC TELECOMMUNICATION DEVICES

Except as may be allowed by School Board policy, no person, unless authorized by the school principal or designee, shall use, possess, or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service (including but not limited to texting), intercom, or electromechanical paging system in any elementary or secondary school building, or on the grounds thereof while school is in session or in any school bus.

SEARCH OF PERSONS OTHER THAN STUDENTS

Any school principal, administrator, teacher, or school security guards may search the person, book bag, briefcase, purse or other object in the possession of any person who is not a student enrolled in the school, or any school employee, while in or on school grounds. This search may be done randomly with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or objects in violation of School Board policy.

PRIVATE PROPERTY

The School Board shall endeavor to protect the property of others while on School Board property but does not guarantee the safety of any personal item or vehicle while on school property. Therefore, the School

Board or any of its employees shall not be responsible for any personal items stolen or damaged on school premises or property or at any school-sponsored event.

Revised: August 1998

Revised: March 2009

Revised: February 2011

Revised: August 2011

Ref: La. Rev. Stat. Ann. §§14:95.6, 14:95.9,17:81, 17:239, 17:240, 17:405, 17:416.6; Board minutes, 8-18-98, 3-17-09, 02-15-11.

Mr. Chamberlain presented revisions to policy FILE: E-1.6 Use of School Facilities, with the recommended additions denoted in bold underlined print and deletions in strike-through print.

RECOMMENDATION NO. 6

The Committee recommends that the Board approve, as presented, the following revised policy FILE: E-1.6 Use of School Facilities:

FILE: E-1.6

USE OF SCHOOL FACILITIES

The Terrebonne Parish School Board may lend its facilities, including buildings, grounds, buses, stadiums, etc., for the use of non-profit civic, educational and religious organizations that are chartered by the State of Louisiana and have been assigned exempt status by the United States Post Office or Internal Revenue Service but not for the use of individuals or political groups, even if sponsored by qualifying organizations in accordance with the policies listed herein. Only those organizations or groups that have been certified by the Operations Manager, Plant Maintenance, as being eligible for use of school buildings or property may apply through the proper channels for use of school facilities. In order to certify, as required, a group or organization shall:

- a. Furnish proof of non-profit status, including corporate charter number and exemption or permit number issued by the United States Post Office or the Internal Revenue Service.
- b. Show financial responsibility sufficient to defray charges levied.
- c. Provide a Certificate of Insurance attesting to the fact that General Liability coverage is in force for the individual or organization requesting use of School Board facilities with; (1) the Terrebonne Parish School Board's minimum insurance requirements including workman's compensation, when applicable; (2) Terrebonne Parish School Board named as Additional Insured; (3) Waiver of Subrogation in favor of Terrebonne Parish School Board. The Board reserves the right to request higher limits of liability or coverage in the event that the proposed use of facility creates additional exposure to the Board.
- d. If incorporated, furnish name and address of the officers of the corporation and designated officer of service.

Tobacco use is strictly prohibited in and on all School Board property.

APPLICATION FOR USE OF BUILDINGS

- a. Organizations requesting the use of an auditorium, cafeteria, school grounds, lighted fields, or gymnasium shall make application to the principal, in triplicate, on a form to be provided by the Board at least ten (10) days before the desired date. The Terrebonne Parish School Board reserves the right to refuse any and all applications.
- b. During the summer months or when the principals are not available, applications will be handled by the Operations Manager, Plant Maintenance, for buildings and the Supervisor, Secondary Education, for grounds and athletic facilities.
- c. The Terrebonne Parish School Board will grant permission to the Terrebonne Parks and Recreation Board for a continuing use of the school facilities of the parish without separate written application for each use, provided the activity is part of the regular scheduled recreation program for school age children for which no fees (entrance or admission) are levied. The Superintendent of Parks and Recreation Board will obtain permission from the principal prior to any activity and have assured responsibility as well as pay janitorial services, when necessary, in accordance with policy. It will be the responsibility of the Superintendent, Parks and Recreation Board, to maintain an accounting of fees and to pay the necessary fees in accordance with current School Board policies.

1. FEES

The application form will include the conditions under which the use of the facility will be granted and the fees and charges, if any, to be levied. A copy of the application form and a check for the fee involved, made payable to the Terrebonne Parish School Board, shall be forwarded to the office of the Operations Manager, Plant Maintenance. The principal will bill the organization for any charges due.

a. Technical Equipment

When a principal authorizes the use of technical equipment such as lighting panels, electronic systems, and recording devices, by others, he/she shall appoint a person trained and knowledgeable in that particular field to operate such equipment. Only that person so designated by the principal shall operate the aforementioned equipment and his/her fees will be set by the principal and shall be paid by the organization or the person using the premises.

b. School Facilities

The following fees are to be charged for programs sponsored by qualifying organizations. A fee for the use of a school facility will not be levied if the facility is to be used to raise funds by the school; or if the facility is to be used by a school-sponsored organization; or by YMCA, HARC, and Terrebonne Parks and Recreation Board for children of school age for which no admission fee is collected (at the discretion of the Superintendent or his/her designee); with the exception that charges may be levied for custodial or cafeteria workers, as provided elsewhere herein.

AUDITORIUMS OR PLACES OF ASSEMBLY

Auditoriums

H. L. Bourgeois High School
 South Terrebonne High School
 Terrebonne High School
 Ellender Memorial High School

Each Performance.....\$500.00
 Each Rehearsal.....\$200.00 + \$50.00
 per hour over three hours.

Cafeteriums

Each Performance.....\$150.00
 Each Rehearsal.....\$ 50.00

**Gymnasiums
 (when used as such)**

All Schools
 Night\$150.00
 Day.....\$150.00

Cafeterias

Air Conditioned
 Kitchen & Dining Area.....\$200.00
 Dining Area Only - Without Platform.....\$100.00

Lighted Fields

Softball-Baseball Diamonds.....\$100.00

Stadiums

Southdown.....\$800.00

Other Facilities

Other facilities will be provided at the discretion of the principal at a minimum fee of \$10.00 per hour, per unit.

NOTE: Other functions not stipulated in paragraph b above (fees) by YMCA, HARC, and Terrebonne Parks and Recreation Board will be allowed a 50% discount from the fee schedule, providing for a maximum charge of \$200.00.

- c. Engineers; Janitors; School Food Services Employees
 - (1) Engineers
 ...at prevailing rate with minimum of two (2) hours per call
 - (2) Janitors
 ...at prevailing rate with minimum of two (2) hours per call
 - (3) School Food Services Employees
 Managers
 ...at prevailing rate with minimum of two (2) hours per call

 Technicians
 ...at prevailing rate with minimum of two (2) hours per call

d. Damage Deposit

Organizations or groups must establish financial responsibility when making any application or pay a damage deposit fee of \$100.00. The deposit will be returned if not used.

- (1) The application will include a clause binding the organization or group for the payment for the repair of any damage to school property, and equipment lost or damaged; and, if a building is not left in an acceptable condition, for the payment for the labor necessary to restore it to an orderly condition.
- (2) The principal will bill the organization or group for any damages, etc. incurred, and the check must be made payable to the Terrebonne Parish School Board.
- (3) The principal is authorized to approve or reject any application in keeping with these policies. Rejected applications or applications not in keeping with these policies should be submitted to the Superintendent and Executive Committee for approval.

e. Other Policies Governing Fees

- (1) Principals shall be responsible for the collection of all fees, charges, and payments for damages, etc. Checks will be made payable to the Terrebonne Parish School Board for the services of custodial or school food service employees. Monthly statements for payment of fees will be forwarded to the accounting department at the end of the month.
- (2) Under no circumstances shall organizations or groups using school facilities, or their members acting individually, tip school employees for services rendered.
- (3) Organizations or groups that devote their major activities toward the education of children and/or youth programs shall be exempt from paying for the services of janitors and restroom attendants except in cases where an entrance fee is charged.

2. Other Policies Governing Use of Buildings

- a. Under no condition shall anyone other than the principal, assistant principal, janitor or a member of the Superintendent's administrative staff be issued a key for any of the public school buildings of Terrebonne Parish, with the exception that a coach, band director, shop instructor, or cafeteria manager may be issued individual keys to their respective departments. Principals are permitted to issue keys to teachers for a temporary period of time. In addition, any unauthorized person or group found in a public school building or on the grounds of a school shall be subject to disciplinary action.
- b. If the services of a law enforcement officer and/or fireman are required, the organization or group will do the following:
 - (1) Make the necessary arrangements for these services

- (2) Make the necessary payment for charges for the services directly to the proper authority.
- c. Principals will be responsible for the assignment of needed custodial personnel, including engineers, janitors, restroom attendants, and/or school food services personnel.
- d. Only authorized school board employees will be permitted to handle or operate school equipment.
- e. Including both rehearsals and performances, auditoriums are not to be rented on more than three (3) nights in a given week.
- f. Ticket sales and/or attendance will be limited to the normal seating capacity of the facility used.
- g. Tobacco products, drugs, beer and alcoholic beverages shall not be allowed in gymnasiums, auditoriums, stadiums, or on campuses, and all School Board facilities at any time; plastic cold drink bottles (non-alcoholic) will be allowed on campuses only, but not in gymnasiums, auditoriums, or stadiums. Concessions in other areas of the campus will be under the control of the principal as to what, where, and by whom sold, if permitted.
- h. When **kitchen facilities** are to be used, the school food service manager or school food service technician delegated by the manager must be present and all work must be done by persons regularly employed in the kitchen to be used. Payment for the services of school food service employees must be made by the organization or group using the facility.
 - (1) No group or organization is exempt from payment for the services of school food service employees.
 - (2) School food service employees, by written signed statements, may volunteer their services for a given function. These statements must be attached to the application for the use of the kitchens.
- i. **Priority of Use** (Auditoriums, Cafeterias, Gymnasiums, Lighted Fields, Stadiums and Other Facilities)
 - (1) A school will naturally have first priority to the use of its own facilities.
 - (2) If a building or a facility is not being used by a school, priority of use to other schools and organizations shall be as follows:
 - (a) Other public schools of the parish
 - (b) Private and parochial schools of the parish
 - (c) Resident organizations of the parish
 - (d) Non-resident organizations of the parish.

APPLICATION FOR USE OF STADIUMS

The Terrebonne Parish School Board shall lend the stadiums and their facilities at the Terrebonne High School (Thomas B. Smith Memorial Stadium), and the Southdown School, subject to the same policies approved herein.

1. Fees

a. Maintenance Fees for Use of Thomas B. Smith Memorial Stadium

All senior high schools using the Thomas B. Smith Memorial Stadium for football games shall pay a fee of \$150.00 per game, said fee to be placed in a Thomas B. Smith Memorial Stadium Usage Fund and this fund shall be administered by the principal of Terrebonne High School. An annual financial report shall be submitted to the Terrebonne Parish School Board at the end of each fiscal year. This fund will be used for the following expenditures:

water hoses, sprinkler heads, seed, liners, fertilizers, tapes, line marker, dirt, diesel fuel, and other items of equipment necessary in preparing the field for football contests

This fund shall also bear the cost of the services of three (3) janitors and the cleaning of the stadium after each game.

Fees for use of stadiums are stated above.

APPLICATION FOR USE OF LIGHTED PLAYGROUNDS

Requests for tournaments by groups not sanctioned by the Terrebonne Parks and Recreation Board will be made with the principal of the school involved.

In the event the use of school facility, playground or lighted field is to be requested during the summer months when the school principal is not available, then the request will be made through the Office of Supervisor, Secondary Education and Guidance, on the form provided.

Any groups, including independent reaction groups, will do the following:

- (1) Pay for any damages to buildings, equipment or grounds
- ~~(2) Take reasonable means to prevent smoking in the building area used~~
- (2) Waive any and all rights to recover from the Terrebonne Parish School Board for any damages resulting from the use of the school facility/facilities stipulated on the application form
- (3) Obtain necessary city or parish permits and provide law enforcement officers and firemen when required
- (4) Limit ticket sales and/or attendance to the normal seating capacity of the facility used
- (5) Prohibit the use of cold drink bottles or cans in gymnasiums, auditoriums or on grounds
- (6) Comply with all Board of Health requirements
- (7) Supervise parking so that vehicles will not cut across school lawns or non-parking areas
- (8) Use of sand and sawdust on diamonds to be prohibited.

1. General Regulations

- a. All school activities on lighted school playgrounds during the evening hours must be under the supervision of a responsible adult person.
- b. All school activities on lighted playgrounds, including practice sessions, must be terminated at 9:30 P.M.
- c. A lighted field may be used for practice purposes by a given team only once a week for a period not to exceed a two-hour period. Organizations/groups wishing to use a field for this purpose must secure permission from Terrebonne Parks and Recreation Board.
- d. Official games must be limited to a two-hour period.
- e. If the services of a school janitor are required, payment for the janitorial services must be made by the organization using the field.
- f. Organizations using a lighted field shall be responsible for any damage that might occur and shall also be responsible for the enforcement of the regulations set forth above.
- g. Separate meters shall be placed on all lighted fields.
- h. A key to the switch box on lighted fields may be given to a responsible person.
- i. The Terrebonne Parish School Board will pay the electric bills.

2. Construction and Improvements

All construction and improvements constructed (existing and new) and maintained by Terrebonne Parish Parks and Recreation, as well as any other organization, the organization shall submit an annual written inspection report assuring that all improvements, such as poles, lights, wiring, buildings, dugouts, fence, etc., are in safe conditions prior to August 1st of every year. The organization is responsible for notifying the Terrebonne Parish School District immediately of any unsafe conditions; provide the Terrebonne Parish School District with a written plan of action to correct the problems and a follow up inspection report assuring the area is safe, after corrections are made.

All new construction and improvements shall meet or exceed local, state and federal laws, rules, permitting and regulations.

The superintendent of recreation must first make application, in writing, to the principal of the school for the construction of a new, lighted playground, or for improvements to an existing one. The principal will consult with the Supervisor, Secondary Education and Guidance, and the local recreation committee before approving the application.

If the application meets with the approval of the principal, it shall be submitted to the superintendent of education for his/her consideration. The superintendent of education shall notify the superintendent of recreation, in writing, of his/her decision in the matter.

Revised: June 2003

Revised: February 2011

Revised: August 2011

Ref: Board minutes, 6-28-55, 7-15-58, 5-11-76, 3-18-80, 2-19-91, 7-19-94, 6-17-03, 02-15-11.

Ms. Linda Joseph, Supervisor of Child Welfare and Attendance, presented new policy FILE: E-1.6a Public Conduct on School Property.

RECOMMENDATION NO. 7

The Committee recommends that the Board approve, as presented, the following new policy FILE: E-1.6a Public Conduct on School Property:

FILE: E-1.6a

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Terrebonne Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the Board. In addition, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function. Examples of unacceptable conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures
2. Possessing or being under the influence of any alcoholic beverage or illegal substance
3. Possessing a weapon
4. Fighting or otherwise striking or threatening another person
5. Failing to obey the instructions of a security officer or school district employee
6. Interfering in any way with an athletic or co-curricular event
7. Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with Board policy. Employees exhibiting any of the above conduct may be subject to suspension or termination.

New policy: August 2011

Ref: La. Rev. Stat. Ann. §17:81.

Ms. Joseph presented revisions to policy FILE: H-2.1 Attendance, with the recommended additions denoted in bold underlined print and deletions in strike-through print.

RECOMMENDATION NO. 8

The Committee recommends that the Board approve, as presented, the following revised policy FILE: H-2.1 Attendance:

FILE: H-2.1
Cf: H-2.1a, H-2.5, H-3.5

ATTENDANCE

The Terrebonne Parish School Board believes regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

A student is considered to be in attendance when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or participating in school-authorized field trips or other school-approved activities.

- *Half-day attendance* – A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.
- *Whole-day attendance* – A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

~~Elementary and secondary students shall be present the minimum number of days as required by the Louisiana Board of Elementary and Secondary Education and enumerated in the Louisiana Handbook for School Administrators, Bulletin 741, to receive credit for courses taken.~~ Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six hour school days), per semester or 60,120 minutes (equivalent to 167 six hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken. To receive Carnegie credit for a course, **the minimum amount of time** students must be present ninety-four percent (94%) of the required time as listed in §907 of ~~Bulletin 741, Louisiana Handbook for School Administrators.~~ **shall be as follows:**

- a. 10,020 minutes for a six-period schedule;**

- b. 8,589 minutes for a seven-period schedule;**
c. 7,515 minutes for eight-period or 4 x 4 block schedules; or
d. A minimum of 7,515 minutes for other schedule configurations.

Elementary students shall be in attendance a minimum of 167 **six hour** days (or 60,120 minutes) a school year in order to be eligible to receive credit for courses taken.

JURISDICTION

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored-activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the Board's authority may extend beyond the limits set forth above, in accordance with state law.

Revised: April 1999

Revised: February 2007

Revised: October 2008

Revised: September 2010

Revised: August 2011

Ref: La. Rev.Stat. Ann. §§ 17:221, 17:226, 17:227, 17:233; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 12-9-80, 4-20-99, 2-27-07, 10-21-08, 09-21-10.

Ms. Joseph presented revisions to policy FILE: H-2.1a Student Absences and Excuses, with the recommended additions denoted in bold underlined print and deletions in strike-through print.

RECOMMENDATION NO. 9

The Committee recommends that the Board approve, as presented, the following revised policy FILE: H-2.1a Student Absences and Excuses:

FILE: H-2.1a

Cf: H-2.1, H-2.2, H-4.2

STUDENT ABSENCES AND EXCUSES

The Terrebonne Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's *third* unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt

for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil.

TYPES OF ABSENCES

~~For attendance reporting purposes, The days absent for elementary and secondary school students shall include **non-exempted** excused absences, **exempted excused absences**, unexcused absences, and suspensions. Students shall not be excused for any absences other than those specified under Excused Absences below, and shall be given failing grades in those subjects for those days missed, and shall not be given an opportunity to make up work, except as is provided under Suspensions.~~

EXCUSED ABSENCES

- A. *Non-exempted* excused absences are absences of two (2) or fewer consecutive school days incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.** In addition, excused absences are those stipulated in state law that are considered exemptions from compulsory attendance, as noted below. Students may be excused from attendance regulations for certain extenuating circumstances that shall be verified by the Supervisor of Child Welfare and Attendance.
- B. *Exempted excused absences* are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.**
- C. *Unexcused absences* are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.**
- D. *Suspensions* are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for**

credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness ~~in which a student is absent for three (3) or more consecutive school days~~ as verified by a physician or nurse practitioner licensed in the state;
2. Extended hospital stay in which a student is absent ~~for three (3) or more consecutive school days~~ as verified by a physician or dentist;
3. Extended recuperation from an accident in which a student is absent ~~for three (3) or more consecutive school days~~ as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. Extended contagious disease within a family in which a student is absent ~~for three (3) or more consecutive school days~~ as verified by a physician or dentist licensed in the state; or
5. Observance of special and recognized holidays of the student's own faith.
6. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
7. ~~Any minor employed to perform or render artistic or creative services under a contract pursuant to statutory provisions.~~

~~The only other exceptions to the attendance regulations shall be other~~ Absences as verified by the principal or his/her designee as stated below:

1. Prior school system-approved travel for education
2. Death in the **immediate** family (not to exceed one week) **or**,
3. Natural catastrophe and/or disaster

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are **verified as meeting extenuating circumstances, and therefore**, eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

UNEXCUSED ABSENCES

~~An unexcused absence shall be defined as any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to, out of school suspensions and absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program.~~

~~An unexcused absence is also an absence for which no written excuse verifying the absence was submitted to the school, or the written excuse was not submitted within the allotted time frame for submission.~~

SUSPENSIONS

~~Students absent from school as a result of any suspension shall be assigned school work missed while he/she is suspended and shall receive either partial or full credit for such work if it is completed satisfactorily and timely in accordance with Board policy.~~

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

REPORTING ABSENCES

The attendance of all school pupils shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained,

unexcused, or illegal absence, or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed, ~~including excused and unexcused absences~~, the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

TARDINESS

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

Revised: December 1995

Revised: May 1999

Revised: October 2008

Revised: September 2010

Revised: August 2011

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, **17:226.1**, 17:230, 17:232, 17:233; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes 5-18-99, 10-21-08, 9-21-10.

Mrs. Debra Yarbrough, Supervisor of Personnel, presented the 2011-2012 revisions to the Personnel Accountability Program (see attached).

RECOMMENDATION NO. 10

The Committee recommends that the Board approve, as presented, the revisions to the Personnel Accountability Program for the 2011-2012 school year.

Mrs. Shirley Salter, Supervisor of Special Education, presented the 2011-2012 Interagency Agreement for the Terrebonne Parish Head Start Program (see attached).

RECOMMENDATION NO. 11

The Committee recommends that the Board approve, as presented, the Interagency Agreement between the Terrebonne Parish School Board and the Terrebonne Parish Head Start Program for the 2011-2012 school year, and authorize the Board President to sign all necessary documents pertaining thereto.

Mrs. Stacy Solet, Supervisor of Elementary Education (K-8)/State Assessment and Testing, presented the 2011-2012 Pupil Progression Plan revisions and the policies affecting same (binder attachment).

RECOMMENDATION NO. 12

The Committee recommends that the Board approve, as presented, revisions to the Pupil Progression Plan for the 2011-2012 school year.

There being no further business to come before the **Education and Policy Committee**, the meeting adjourned at 5:56 P.M.

Respectfully submitted,

Richard Jackson, Chairman

Brenda Leroux Babin, Vice-Chairman

Donald Duplantis

dc

Motion of Mr. DeHart, unanimously seconded, unanimously carried, the Board acknowledged Mrs. Tara Soudelier, Teacher at Mulberry Elementary School, for being named the "2012 Elementary Teacher of the Year" for the State of Louisiana.

Ms. Tara Soudelier addressed the Board regarding the foregoing motion.

Motion of Mr. Duplantis, seconded by Mr. Harding, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: B-12.7 Minutes of Board Meetings).

Motion of Mr. DeHart, seconded by Mr. Bordelon, 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. DeHart, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: D-6.3 Inventories).

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: E-1.2 Buildings and Grounds Security).

Motion of Mr. Harding, seconded by Mr. Bordelon, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: E-1.6 Use of School Facilities).

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented and outlined in the foregoing report, the following new Policy (FILE: E-1.6a Public Conduct on School Property):

FILE: E-1.6a

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Terrebonne Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the Board. In addition, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function. Examples of unacceptable conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures
2. Possessing or being under the influence of any alcoholic beverage or illegal substance
3. Possessing a weapon
4. Fighting or otherwise striking or threatening another person
5. Failing to obey the instructions of a security officer or school district employee
6. Interfering in any way with an athletic or co-curricular event
7. Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with Board policy. Employees exhibiting any of the above conduct may be subject to suspension or termination.

New policy: August 2011

Ref: La. Rev. Stat. Ann. §17:81.

Motion of Mr. Bordelon, seconded by Ms. Babin, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: H-2.1 Attendance).

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: H-2.1a Student Absences and Excuses).

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board approved, as presented, the revisions to the Personnel Accountability Program for the 2011-2012 school year.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board approved, as presented, the Interagency Agreement between the Terrebonne Parish School Board and the Terrebonne Parish Head Start Program for the 2011-2012 school year, and authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Badeaux, seconded by Mr. Bordelon, unanimously carried, the Board approved, as presented, revisions to the Pupil Progression Plan for the 2011-2012 school year.

The report of the Education and Policy Committee meeting was concluded, and President Bordelon reassumed the Chair.

The following Buildings, Food Service, and Transportation Committee report was presented to the Board with Mr. Badeaux, Chairman, presiding:

Dear Members of the Board:

The **Buildings, Food Service, and Transportation Committee** met on Monday, August 8, 2011, at 5:00 P. M. in the Board Room of the School Board Office, 201 Stadium Drive, with the following members present: Mr. Hayes J. Badeaux, Chairman, Mr. Roger Dale DeHart, Vice-Chairman, and Mr. Gregory Harding. Others in attendance were Mr. L. P. Bordelon, III, Mr. Donald Duplantis, Superintendent Philip Martin, and members of the staff.

Mr. Badeaux called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mrs. Monica Walther, Supervisor of Child Nutrition Program, addressed the Committee requesting to proceed with the advertisement of Spring Bids for Meats and Frozen Items and Canned and Dry Goods for the Child Nutrition Program.

RECOMMENDATION NO. 1

The Committee recommends that the Board authorize the Child Nutrition Program to proceed with the advertisement of Spring Bids (January 1, 2012 – June 30, 2012) for Meats and Frozen Items and Canned and Dry Goods, and authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Curtis Marcello, Jr., Marcello & Associates, addressed the Committee relative to use of East Street School's property for Recreation District #11 (see attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board enter into an Intergovernmental Agreement with Terrebonne Parish Recreation District #11 for use of land belonging to Terrebonne Parish School Board on the

East Street School Campus, as indicated on the attached map, and further, authorize the Board President to sign all necessary documents pertaining thereto, subject to Board attorney review.

Mr. Merlin Lirette, AIA, REFP, The Merlin Group, LTD., addressed the Committee relative to H. L. Bourgeois High School's Freshman Center (see attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize The Merlin Group, LTD., to advertise for bids and establish a budget not to exceed \$12,500,000.00, funds to be derived from the Qualified School Construction Bonds (QSCB) and the dedicated portion of the One Cent Sales Tax, for H. L. Bourgeois High School's Freshman Center, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Donald Chamberlain, Plant Operations Manager, addressed the Committee relative to updates on maintenance and contracted services.

There being no further business to come before the Buildings, Food Service, and Transportation Committee, the meeting was adjourned.

Respectfully submitted,

Hayes J. Badeaux, Chairman

Roger Dale DeHart, Vice-Chairman

Gregory Harding

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board authorized the Child Nutrition Program to proceed with the advertisement of Spring Bids (January 1, 2012 – June 30, 2012) for Meats and Frozen Items and Canned and Dry Goods, and authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Harding, seconded by Ms. Benoit, unanimously carried, the Board entered into the following Intergovernmental Agreement with Terrebonne Parish Recreation District #11 for use of land belonging to Terrebonne Parish School Board on the East Street School Campus, as indicated on the attached map, and further, authorized the Board President to sign all necessary documents pertaining thereto, subject to Board attorney review:

**INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN
TERREBONNE PARISH RECREATION DISTRICT NO. 11
AND
TERREBONNE PARISH SCHOOL BOARD**

This agreement is entered into on the dates set forth herein by and between:

TERREBONNE PARISH RECREATION DISTRICT NO. 11, a political subdivision of the State of Louisiana, herein represented by, Chairman of Terrebonne Parish Recreation District No. 11, ("TPRD11"); and,

TERREBONNE PARISH SCHOOL BOARD, a political subdivision of the State of Louisiana, herein represented by its duly authorized School Board President, Mr. L. P. Bordelon, III, ("TPSB"); and

WHEREAS, La. R.S. 33:1324 provides any parish or political subdivision of the state may make agreements among themselves to engage jointly in the construction or improvement of any public project or the promotion and maintenance of any undertaking provided that at least one of the participants to the agreement is authorized by law to complete the undertaking; and

WHEREAS, Terrebonne Parish Recreation District No. 11, desires to take steps and measures necessary to improve and enhance recreational opportunities for the citizens of District No. 11; and

WHEREAS, TPRD11 and TPSB wish to memorialize an arrangement to grant use of the East Street School properties as an area to construct facilities in support of existing recreational facilities adjacent to the East Street School property, and

WHEREAS, Terrebonne Parish Consolidated Government and the Terrebonne Parish School Board find that entering into this intergovernmental agreement will serve a public safety purpose and have a public benefit; and

NOW, THEREFORE, BE IT AGREED by and between the aforementioned parties that:

1.

Upon execution of this agreement, the TPSB grants use of the East Street School property for the purpose of construction of press box and concession stand facilities in support of the TPRD11 facilities located at the Mechanicville complex adjacent to the East Street School property.

2.

TPRD11 shall assume responsibility for all costs associated with construction and maintenance of the facilities on TPSB property. TPRD11 shall secure written permission for any additional improvements to said property beyond those described herein.

3.

The TPSB shall not assume responsibility for nor be held liable for the expenses involved in providing the use of the East Street School property. Access to this property shall be made available to TPRD11 and TPRD11 shall be responsible for maintenance and security of this property.

4.

TPRD11 shall be responsible for adhering to all applicable codes with respects to any improvements made to this property.

5.

To the fullest extent permitted by law, the TPRD11 shall protect, defend, indemnify, save and hold harmless the TPSB, including its elected officials, their officers, agents, servants and employees, including volunteers, from

and against any and all claims, demands, expense, losses, suits, costs, actions, fines, penalties, actions, and liability, whether actual or alleged, arising out of or resulting from injury, sickness, disease or death to any person or the damage, loss, expense or destruction of any property, including loss of use resulting there from, which may occur, be caused by, or in any way resulting from any actual or alleged act, omission, negligence, or misconduct of TPRD11, its agents, its sub-contractors, partners, servants, officers employees, volunteers, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, related to the performance or non-performance of the agreement herein entered into, or related to the use and occupancy of TPSB's property by TPRD11 as contemplated by this Agreement, including any and all costs, fines, penalties, expense and/or attorney fees, including but not limited to expert witness fees, incurred by the TPSB, its elected officials, their officers, agents, servants and employees, including volunteers, as a result of any such claims, demands and/or causes of action including any costs associated with the enforcement of this indemnity provision.

6.

This Agreement shall be terminated under any or all of the following conditions:

- A. By written mutual agreement and consent of the parties hereto.
- B. By TPRD11 or TPSB as a consequence of the failure of either party to comply with the terms and conditions of this Agreement in a satisfactory manner, proper allowance being made for circumstances beyond the control of either party by sixty (60) days written notice by TPRD11 or TPSB.
- C. Either entity (TPRD11 or TPSB) may terminate this agreement with stated cause with ninety (90) days notice.

7.

The TPSB shall allow TPRD11 a pre-inspection of the grounds to establish its condition prior to occupancy by TPRD11. TPRD11 shall return the East Street School site to the TPSB in substantially the same condition as it was received by TPRD11.

8.

In the event that TPRD11 vacates and/or abandons the property stated in this agreement, TPRD11 agrees to return the premises to TPSB in similar condition as accepted at the inception of this agreement. TPRD11 shall remove all improvements placed on the East Street School property within sixty (60) days of termination of this agreement. In the event any improvement remains on the property, all such improvements shall become the property of TPSB.

9.

This agreement shall be in effect from the date of execution until cancelled by either party by providing a written notice of not less than 30 days of the intent to cancel.

Compliance with Laws

The parties hereto and their employees, contractors and agents shall comply with all applicable federal, state and local laws and ordinances in carrying out the provisions of this Agreement.

Choice of Law

This Agreement shall be governed by Louisiana law and the provisions of this Agreement shall be enforced and brought in the Thirty-Second Judicial District of Terrebonne Parish, Louisiana.

Legal Construction

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Agreement shall be considered as if such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

Amendment

No amendment to this Agreement shall be effective unless it is in writing, signed by the duly authorized representatives of both parties.

No Waiver

The failure of TPRD11 or TPSB to enforce any of the terms of this Agreement or to provide any of the supporting documentation in any particular instance shall not constitute a waiver of, or preclude the subsequent enforcement of, any or all of the terms or conditions of this Agreement.

Insurance

The TPRD11 shall procure and maintain, for the duration of this agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the parties' obligations as set forth in this agreement. Minimum insurance requirements TPRD11 will provide are found in addendum 1 which is attached and incorporated herein.

IN WITNESS WHEREOF, the parties hereto have signed this Intergovernmental Agreement as of the day of _____, 2011, in the presence of the undersigned witnesses, after due reading of the whole.

WITNESSES:

**TERREBONNE PARISH
RECREATION DISTRICT NO. 11**

**BY: _____
Chairman of Terrebonne Parish
Recreation District No. 11**

TERREBONNE PARISH SCHOOL BOARD

BY: _____

Board President

ADDENDUM 1

The TPRD11 shall procure and maintain for the duration of this agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the terms of this agreement by the parties, its agents representatives, employees or drivers.

A. Minimum Limits of Insurance:

TPCG shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$500,000 combined single limit per accident, for bodily injury and property damage.
3. Worker's Compensation Insurance to meet the applicable statutory requirements and Employers' Liability insurance with limits of not less than \$1,000,000 and shall include:
 - a. Alternate Employer Endorsement
 - b. Voluntary Compensation Endorsement

B. Other Insurance Provisions

The policies contain, or be endorsed contain, the following provisions:

1.
 - a. TPSB is to be added as "additional insured" as respects liability arising out of activities performed by or on behalf of the insuring party; products and completed operations of the insuring party, vehicles owned, occupied or used by the insuring party. It is understood that the business auto policy under "Who is insured" automatically provides liability coverage in favor of each party named as an "additional insured."
 - b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to each receiving party.
 - c. The receiving party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - d. All policies of insurance shall provide for a waiver of subrogation in favor of TPSB.

2. Workers' Compensation and Employers Liability Coverage

The insuring parties and the insurer shall agree to waive all rights of subrogation against TPSB, its elected officials, officers, employees and volunteers for losses arising from work performed by the insuring party.

3. All Coverages

- a. Each insurance policy required by this article shall be endorsed to state that coverage shall not be suspended, voided, cancelled by any party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to TPSB.
- b. All policies above endorsed to be primary coverage to any other coverage.
- c. Coverages should be endorsed to cover proper "territory" of operations.

C. Acceptability of Insurers

Insurance is to be placed with insurers authorized in Louisiana, with a Best's rating of no less than A-V1.

D. Verification of Coverage

The parties to this agreement shall furnish to each other party certificates of insurance effecting coverage required by this article. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by TPSB before any work commences.

Mr. Curtis Marcello, Jr., representing Recreation District #11, addressed the Board regarding the foregoing motion.

Motion of Mr. Bordelon, seconded by Mr. Thomas, unanimously carried, the Board authorized The Merlin Group, LTD., to advertise for bids and establish a budget not to exceed \$12,500,000.00, funds to be derived from the Qualified School Construction Bonds (QSCB) and the dedicated portion of the One Cent Sales Tax, for H. L. Bourgeois High School's Freshman Center, 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 Bordelon reassumed the Chair and presided for the remainder of the proceedings.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved a sabbatical leave of absence in accordance with Policy (FILE: F-11.1) for Jerome Theriot, Teacher at Houma Junior High School, for the 2011-2012 school session (medical).

Motion of Mr. Jackson, seconded by Ms. Benoit, unanimously carried, the Board approved a leave of absence without pay in accordance with Policy

(FILE: F-11.10) for Deena King, Teacher at Evergreen Junior High School, beginning August 17, 2011, through December 31, 2011 (medical).

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Debra Duke, Teacher at Oaklawn Junior High School, beginning August 18, 2011, through November 14, 2011 (medical).

Motion of Mr. DeHart, seconded by Mr. Badeaux, unanimously carried, the Board ratified, as presented, the following list of professional instructional and non-instructional/support personnel actions (contract renewals, appointments, resignations, and retirements) for the period of July 14, 2011, through August 10, 2011:

Contract Renewal – Professional Administrative Personnel

Glen Breerwood, Principal, Career and Technical High - July 15, 2011 - July 14, 2013

Cory Butler, Principal, Ellender Memorial High - July 15, 2011 - July 14, 2013

Melissa Badeaux, Principal, Lacache Middle - July 24, 2011 - July 23, 2013

Gertrude Begue, Principal, Bayou Black Elementary - July 24, 2011 - July 23, 2013

Lois Carter, Principal, Southdown Elementary - July 24, 2011 - July 23, 2013

Graham Douglas, Principal, Terrebonne High - July 24, 2011 - July 23, 2013

Dr. Sandra Hebert, Principal, West Park Elementary - July 24, 2011 - July 23, 2013

Riley Vordick, Principal, Upper Little Caillou Elementary - July 30, 2011 - July 29, 2013

Sandra Sevin, Principal, Pointe-aux-Chenes Elementary - August 4, 2011 - August 3, 2013

Kenneth Delcambre, Principal, South Terrebonne High - August 7, 2011 - August 6, 2013

Jarod Martin, Assistant Principal, Evergreen Junior High - July 15, 2011 - July 14, 2013

Andrea Deano, Assistant Principal, Acadian Elementary - July 23, 2011 - July 22, 2013

Gwen Ferguson, Assistant Principal, Mulberry Elementary - July 23, 2011 - July 22, 2013

Mark Thibodeaux, Assistant Principal, Lacache Middle - July 23, 2011 - July 22, 2013

Debrah Allemand, Assistant Principal, Montegut Middle - August 1, 2011 - July 31, 2013

Gregory Cook, Assistant Principal, H. L. Bourgeois High - August 4, 2011 - August 3, 2013

Darrell Dillard, Assistant Principal, Evergreen Junior High - August 4, 2011 - August 3, 2013

Clyde Hamner, Assistant Principal, Village East Middle - August 4, 2011 - August 3, 2013

May Belle Trahan, Assistant Principal, Elysian Fields Middle - August 4, 2011 - August 3, 2013

Flordine Williams, Curriculum Specialist, Central Office - July 24, 2011 - July 23, 2013

New Employees – Professional Instructional Personnel

Sabrina Champagne, Pre-Kindergarten Teacher, Certified, Acadian Elementary - Melanie Stevens, Resigned, 08/04/11

Brandy Harrington, Mild Moderate – Resource, Certified, Acadian Elementary - Melanie Snyder, Transferred, 08/04/11

Jamie Chapman, Social Studies Teacher, Certified, H. L. Bourgeois High - Megan Trahan, Resigned, 08/04/11

Toney Linn, Social Studies Teacher, Certified, H. L. Bourgeois High - Laverne Broussard, Retired, 08/04/11

Michael Melancon, Science Teacher, Certified, H. L. Bourgeois High - Craig Foret, Resigned, 08/04/11

Alison Thompson, Home Economics Teacher, Certified, H. L. Bourgeois High - Judith Evans, Retired, 08/04/11

Daphne Cupp, 7th Grade Teacher, Certified, Caldwell Middle - Sarah Carline, Transferred, 08/04/11

Jody Dorsey, Gifted Elementary Teacher, Certified, Caldwell Middle - Tami Outhouse, On Leave, 08/04/11

Anita Dubroc, 6th Grade Teacher, Certified, Caldwell Middle - Allison Fanguy, Transferred, 08/04/11

Ria Eymard, 6th Grade Teacher, Certified, Caldwell Middle - Gerard Lotz, Transferred, 08/04/11

Marion Fairchild, 7th Grade Teacher, Certified, Caldwell Middle - Vacant Position, 08/04/11

Emily Babb, 4th Grade Teacher, Certified, Coteau-Bayou Blue Elementary - Tanya Fanguy, Resigned, 08/04/11

Janice Perea, 4th Grade Teacher, Certified, Coteau-Bayou Blue Elementary - Tonia Cook, Transferred, 08/04/11

Ashley Mader, 3rd Grade Teacher, Certified, Dularge Middle - Dian Pellegrin, Transferred, 08/04/11

Lori Daigs, 2nd Grade Teacher, Certified, East Houma Elementary - Anne Pitre, Resigned, 08/04/11

Stephanie Jones, Mild Moderate – Resource, Certified, East Street Alternative - Matthew Dardar, Transferred, 08/04/11

Sara Arthur, Severe/Profound Teacher, Practitioner, Ellender Memorial High - Vacant Position, 08/04/11

Nicole Broussard, Science Teacher, Certified, Ellender Memorial High - Tyese Riley-Moore, Transferred, 08/04/11

Joshua Cripps, Science Teacher, Certified, Ellender Memorial High - Bethanie Guidry, Transferred, 08/04/11

Gayle Dardar, Home Economics Teacher, Certified, Ellender Memorial High - Tanya Smith, Transferred, 08/04/11

Toby Fanguy, Math Teacher, Certified, Ellender Memorial High - Tawaskie Anderson, Transferred, 08/04/11

Tessie Foster, English Teacher, Certified, Ellender Memorial High - Corey Bourg, Transferred, 08/04/11

Susan Gisclair, Math Teacher, Certified, Ellender Memorial High - Lacest Campbell, Transferred, 08/04/11

Alicia Guillen, Foreign Language & Reading, Practitioner, Ellender Memorial High - Vacant Position, 08/04/11

Alisha Naquin, Math Teacher, Practitioner, Ellender Memorial High - David Angeron, Transferred, 08/04/11

Emily Plaisance, English & Reading Teacher, Practitioner, Ellender Memorial High - Vina Cruse, Resigned, 08/04/11

Kelly Sundaram, Business Teacher, Certified, Ellender Memorial High - Cynthia Newman, Transferred, 08/04/11

Timothy Tabor, Health Teacher, Practitioner, Ellender Memorial High - Vacant Position, 08/04/11

Antonia Thomas, Mild Moderate – Inclusion, Certified, Ellender Memorial High - Christopher LeBoeuf, Resigned, 08/04/11

Melanie Wallace, Foreign Language Teacher, Certified, Ellender Memorial High - Vacant Position, 08/04/11

Don Washington, Mild Moderate – Inclusion, Certified, Ellender Memorial High - Vacant Position, 07/14/11

Jerome Wilson, Math Teacher, Practitioner, Ellender Memorial High - Vacant Position, 08/04/11

Anastasia McPherson, 6th Grade Teacher, Certified – Elem 1-5, Elysian Fields Middle - Curtis Dehart, Transferred, 08/04/11

Laure LeCompte, 5th Grade Teacher, Practitioner, Elysian Fields Middle - Sherry Mahaney, Transferred, 08/04/11

Ashlee Authement, Math Teacher, Certified – Health & PE, Evergreen Junior High - Tristan Guidry, Resigned, 08/04/11

Dawn Melancon, 8th Grade Teacher, Certified, Evergreen Junior High - Victoria Lessard, Transferred, 08/04/11

Alyson Breaux, 4th Grade Teacher, Certified, Gibson Elementary - Candace Fanguy, Transferred, 08/04/11

Anna Breaux, 4th Grade Teacher, Certified, Gibson Elementary - Stacey Benoit, Transferred, 08/04/11

Ashlee Farmer, 4th Grade Teacher, Certified, Grand Caillou Elementary - Allison Theriot, Transferred, 08/04/11

Nicole Halverson, 5th Grade Teacher, Certified, Grand Caillou Elementary - Lisa Carlos, Resigned, 08/04/11

Hollyn Hicks, 1st Grade Teacher, Certified, Grand Caillou Elementary - Shantel Price, Transferred, 08/04/11

Summer Ratcliff, 2nd Grade Teacher, Certified, Grand Caillou Elementary - Danielle Laughlin, Resigned, 08/04/11

Tanya Gomez, 7th Grade Teacher, Certified – Elem 1-5, Grand Caillou Middle - Angie Dover, Transferred, 08/04/11

Erin Carrere, Math Teacher, Certified, Houma Junior High - Christine Vitter, Transferred, 08/04/11

Tina Howard-Jones, Mild Moderate – Resource, Certified, Houma Junior High - Irene Williams, Transferred, 08/04/11

Jasreail James, 7th Grade Teacher, Certified, Houma Junior High - Danielle Lagarde, Transferred, 08/04/11

Amour Pack, 8th Grade Teacher, Practitioner, Houma Junior High - Danielle Falgout, Transferred, 08/05/11

Brittany Rhodes, 7th Grade Teacher, Certified – PreK-3, Early Intervention Birth-5, Houma Junior High - Erica Rock, Transferred, 08/04/11

Alisia Sons, Journeys to Careers, Certified, Houma Junior High - Terez LeBlanc, Transferred, 08/04/11

Stacey Verdun, Math Teacher, Certified – Business/Marketing, Houma Junior High - Jay Theriot, Transferred, 08/04/11

Trinette Wallace, Journeys to Careers, Practitioner, Houma Junior High - Kaye Thibodaux, On Leave, 08/04/11

Pauline White, 8th Grade Teacher, Certified, Houma Junior High - Amy Jenkins, Transferred, 07/14/11

Rebecca LeCompte, Mild Moderate – Inclusion, Certified – PreK-3, Early Intervention Birth-5, Lacache Middle - Mary Gautreaux, Transferred, 08/04/11

Kristin Williams, 8th Grade Teacher, Certified – Elem 1-5, Lacache Middle - Tracie Prevost, Transferred, 08/04/11

Ashley Edwards, 4th Grade Teacher, Certified, Legion Park Middle - Jane Lyons, Transferred, 08/04/11

Rose Matthews, Mild Moderate – Resource, Certified – Elem 1-8, Legion Park Middle - Vacant Position, 08/04/11

Jennifer Theriot, Mild Moderate – Resource, Certified – Elem 1-5, PreK-3, Lisa Park Elementary - Kelly Wutzke, Transferred, 08/08/11

Suzanne Robichaux, 1st Grade Teacher, Certified, Montegut Elementary - Ashley Autin, Transferred, 08/04/11

Andrew Halford, 6th Grade Teacher, Certified, Montegut Middle - Hal Bauland, Retired, 08/04/11

Paula Smith, Gifted Elementary Teacher, Certified – Social Studies, Mulberry Elementary - Monique Castrillo, On Leave, 08/04/11

Ryan Davis, J A G Teacher, Certified, Oaklawn Junior High - Vacant Position, 07/14/11

Heather Gullede, 7th Grade Teacher, Certified, Oaklawn Junior High - Vacant Position, 08/04/11

Shana Nguyen, 7th Grade Teacher, Certified, Oaklawn Junior High - Debra Duke, Transferred, 08/04/11

Melanie Pruet, 7th Grade Teacher, Certified, Oaklawn Junior High - Vacant Position, 08/04/11

Katie Roddy, 7th Grade Teacher, Certified, Oaklawn Junior High - Vacant Position, 08/04/11

Karla Stewart, 8th Grade Teacher, Practitioner, Oaklawn Junior High - Vacant Position, 08/04/11

Laura Watford, Mild Moderate – Inclusion, Certified, Oaklawn Junior High - Vacant Position, 08/04/11

Rebecca Albert, 6th Grade Teacher, Certified, Oakshire Elementary - Crystal Robichaux, Transferred, 08/04/11

Holly Champagne, 4th Grade Teacher, Certified, Oakshire Elementary - Natalie Price, Transferred, 08/04/11

Valerie Champagne, 6th Grade Teacher, Certified, Oakshire Elementary - Cheryl Richie, Transferred, 08/04/11

Maggie Lirette, Noncat – Preschool Teacher, Certified, Oakshire Elementary - Catherine Scott, On Leave, 08/04/11

Samantha Luster, 1st Grade Teacher, Certified, Oakshire Elementary - Cynthia Martin, Retired, 08/04/11

Haley Pellegrin, 5th Grade Teacher, Certified, Oakshire Elementary - Jessica Green, Transferred, 08/04/11

Elizabeth Shelton, Gifted Elementary Teacher, Certified – Math 4-8, Science 4-8, Oakshire Elementary - Vickie Vedros, Retired, 08/04/11

Tammy Guidry, Mild Moderate – Self Cont., Certified – Elem 1-8, Andrew Price Alternative - Vacant Position, 08/04/11

Ashley Burke, 2nd Grade Teacher, Certified, Schriever Elementary - Natalie Fonseca, Transferred, 08/04/11

Scott Pellegrin, Journeys to Careers, Certified, South Terrebonne High - Rusty Price, Resigned, 08/04/11

Quateka Bolden, 5th Grade Teacher, Certified, Southdown Elementary – Susan Ruffin, Retired, 08/04/11

Jami Cavalier, Mild Moderate – Resource, Practitioner, Southdown Elementary - Yolanda Honore', Transferred, 08/04/11

Laurie Hebert, 4th Grade Teacher, Certified, Southdown Elementary - Kendra Russ, Resigned, 07/14/11

Theresial James, 1st Grade Teacher, Certified, Southdown Elementary, Vacant Position, 08/04/11

Layne Lantrip, Speech Therapist, Certified, Southdown Elementary - Victoria Becnel, Resigned, 08/04/11

Colin Calderera, Instrumental Music Teacher, Certified, Terrebonne High - Michael Prejean, Resigned, 07/21/11

Katy Ledet, Business Teacher, Practitioner, Terrebonne High - Christopher Dugas, Resigned, 08/04/11

Allyson Schexnyder, Social Studies Teacher, Certified, Terrebonne High - John Gatlin, Transferred, 08/04/11

Doris Trahan, Gifted Secondary Teacher, Certified – English, Social Studies, Terrebonne High - Daphne Phillips, Resigned, 08/04/11

Laura Arcement, 5th Grade Teacher, Certified, Village East Middle - Vacant Position, 08/04/11

Tricia Bergeron, 6th Grade Teacher, Practitioner, Village East Middle - Gary Smith, Resigned, 08/04/11

Jonathan Boudreaux, Mild Moderate – Resource, Practitioner, Village East Middle - Rosalie Adams, On Leave, 08/04/11

Lea Esteve, 4th Grade Teacher, Certified, Village East Middle - Vacant Position, 08/04/11

Ashley Hebert, Mild Moderate – Resource, Certified – Elem 1-5, Village East Middle - Vacant Position, 08/04/11

Crystal Hebert, 6th Grade Teacher, Certified – Early Intervention Birth-5, Village East Middle - Vacant Position, 08/04/11

Amy LeBoeuf, 5th Grade Teacher, Certified, Village East Middle - Cheramie Jupiter, Transferred, 08/04/11

New Employees – Non-Instructional Personnel

Traci Champagne, School Secretary I – 195 Day, Dularge Elementary - Melanie Gilbert, Transferred, 07/28/11

Melissa Verrett, Secretary II, Transportation Department - Melinda Carrere, Transferred, 07/21/11

Resignations or Terminations – Professional Instructional Personnel

*** Please note that resignations and retirements received during the months of June and July had an effective date of their last day of the 2010-11 school session.**

Kim Badeaux, Adaptive PE Teacher, Schriever Elementary – Resigned, 05/24/11

Danielle Degruise, Social Studies Teacher, Evergreen Junior High - Resigned, 05/24/11

Judy Kear, Speech Therapy Assistant, Grand Caillou Elementary – Resigned, 05/24/11

Christopher LeBoeuf, Mild Moderate – Resource, Ellender Memorial High – Resigned, 05/24/11

Amy Pellegrin, Science Teacher, Ellender Memorial High – Resigned, 05/24/11

Daphne Phillips, Gifted Secondary Teacher, Terrebonne High – Resigned, 05/24/11

Anne Pitre, 2nd Grade Teacher, East Houma Elementary – Resigned, 05/24/11

Melanie Stevens, Elementary Guidance Counselor, Oakshire Elementary – Resigned, 05/24/11

Resignations or Terminations – Non-Instructional Personnel

Jonathan Dempster, Preventative Maintenance Technician, Maintenance Department – Resigned, 07/15/11

Gerrold Williams, Bus Driver, Transportation Department – Resigned, 05/24/11

At this time, the Board recognized the following employees who recently retired:

Professional Instructional Personnel

Laurie Allemand, Pre-Kindergarten Teacher, Grand Caillou Elementary - Service Retirement, 33.54 Years, 05/24/11

Kevin Crochet, Welding TI Teacher, Career and Technical High - Service Retirement, 33.00 Years, 07/29/11

Judith Evans, Home Economics Teacher, H. L. Bourgeois High - Service Retirement, 19.00 Years, 05/24/11

Cynthia D. Martin, 1st Grade Teacher, Oakshire Elementary - Disability Retirement, 8.00 Years, 05/24/11

Celestine Thomas, Title I Reading Recovery Teacher, Schriever Elementary - Service Retirement, 30.84 Years, 05/24/11

Non-Instructional/Support Personnel

Herbert Carreker, Purchasing Agent, Purchasing and Warehouse - Service Retirement, 22.70 Years, 07/26/11

Joan Pellegrin, Custodian III-A, Pointe-Aux-Chenes Elementary - Service Retirement, 30.00 Years, 07/20/11

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board voted to go into executive session, at this time (7:25 P.M.), relative to a parent appeal for early readmission of Student #121225.

Motion of Mr. Thomas, seconded by Mr. Duplantis, unanimously carried, the Board reconvened in regular session with all members present (7:40 P.M.).

Motion of Mr. Badeaux, seconded by Mr. Duplantis, unanimously carried, the Board allowed Student #121225 to return to the base school immediately, subject to signing a contract.

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board voted to adjourn its meeting **(7:50 P.M.)**.

/s/ Philip Martin, Secretary

/s/ L. P. Bordelon, III, President

RLB