

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

February 15, 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

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

A moment of silence was observed in memory of Marjorie Sinclair, retired school teacher, and Clara Dion, retired school food service employee, who recently passed away.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved the minutes of School Board Meeting of February 1, 2011, as recorded.

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

Dear Members of the Board:

The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M. on Monday, January 24, 2011, with the following members present: Mr. Donald Duplantis, Chairman, and Mr. Roosevelt Thomas, Vice-Chairman. Mrs. Debi Benoit was absent (due to attendance at mandated LSBA Governance Workshop for newly-elected School Board Members). Also in attendance were Mr. Richard Jackson, Superintendent Philip Martin, and members of the staff.

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

A partial report of the Committee meeting was presented to the Board at its February 1, 2011, meeting.

Mr. Mark Felger, Lanaux & Felger, CPAs, presented the four major parts of the annual audit report. He said the financial statements ending June 30, 2010, had received an "unqualified opinion," which is the best possible rating and that they presented fairly in all respects of conformity, based on general accounting principles.

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

RECOMMENDATION NO. 1

The Committee recommends that the Board receive the June 30, 2010, Terrebonne Parish School Board Audit Report, as presented.

Mr. Herbert Carreker presented the matter regarding bids received on December 17, 2010, for an Office Supply Catalog Contract.

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

RECOMMENDATION NO. 2

The Committee recommends that the Board reject all bids received on December 17, 2010, for an Office Supply Catalog Contract, due to their failure to meet bid specifications, and further, authorize the Purchasing Department to readvertise the Office Supply Catalog Contract bid.

Mr. Carreker stated there were no seismic permits.

Mrs. Becky Breaux presented the original Building Fund budget for Fiscal Year 2010/2011.

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

RECOMMENDATION NO. 3

The Committee recommends that the Board adopt the following 2010/2011 original budget for the Building Fund:

**BUILDING FUND
ORIGINAL BUDGET
2010/2011 FISCAL YEAR**

	ORIGINAL BUDGET
REVENUES AND OTHER FINANCING SOURCES:	
Revenue	
Interest and Investment Income	\$ 8,500.00
Other Financing Sources - Transfers from General Operating Fund	
Sidewalk Replacement - Houma Jr. High	\$15,000.00
TOTAL REVENUES AND OTHER FINANCING SOURCES	\$23,500.00
 APPROPRIATIONS:	
Financial Audit Fees	\$ 100.00
Cash Management Fees on Investments	1,600.00
Relocation of Portables	9,356.38
Stadium Lights – South Terrebonne	451,324.81
Sidewalk Replacement - Houma Jr. High	15,000.00
Gym Partition - Evergreen Jr. High	15,000.00
Gym Partition - Houma Jr. High	15,000.00
Drainage - Bourg Elementary	20,589.34
PA System - All Schools (ALLOTMENT)	4,871.00
Exterior Door Replacement (ALLOTMENT)	342,475.34
Modular Classroom Wing – Coteau-Bayou Blue	2,102.09
Modular Classroom Wing - Acadian	16,460.89
Modular Classroom Wing - Bourg	21,117.72
Modular Classroom Wing - Broadmoor	6,000.00
Modular Classroom Wing - East Houma	93,456.45
Modular Classroom Wing - Schriever	29,042.79
Modular Classroom Wing - Honduras	25,325.13

Modular Classroom Wing - Caldwell	3,000.00
Modular Classroom Wing - Lisa Park	2,000.00
Modular Classroom Wing - Oakshire	5,000.00
Modular Classroom Wing - Grand Caillou Elementary	38,844.79
TOTAL APPROPRIATIONS	<u>\$1,117,666.73</u>

**EXCESS OF APPROPRIATIONS OVER REVENUES
AND TRANSFERS IN** (1,094,166.73)

FUND BALANCE

Beginning	<u>\$1,459,203.34</u>
Ending - Designated for Future Projects	<u>\$ 365,036.61</u>

Mrs. Breaux presented the original Loss Fund budget for Fiscal Year 2010/2011.

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

RECOMMENDATION NO. 4

The Committee recommends that the Board adopt the following 2010/2011 original budget for the Loss Fund:

**LOSS FUND
2010/2011 FISCAL YEAR
ORIGINAL BUDGET**

Revenues and Other Financing Sources	
Interest Income	\$ 1,000
Third Party Recovery	10,000
Transfer from General Fund	<u>1,912,307</u>
Total Revenues and Other Financing Sources	\$1,923,307
Expenditures:	
Financial Audit Fees	\$ 475
Claims Administration	24,000
Insurance Premiums	1,572,327
Auto Liability Claims	225,000
General Liability Claims	200,000
Professional Liability Claims	25,000
Property Claims	<u>50,000</u>
Total Expenditures	\$2,096,802
Net Operating Gain (Loss)	(173,495)
Retained Earnings:	
Beginning	<u>\$1,504,767</u>
Ending - Designated for Future Losses	<u>\$1,331,272</u>

Mrs. Breaux presented the original Workers' Compensation Fund budget for Fiscal Year 2010/2011.

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

RECOMMENDATION NO. 5

The Committee recommends that the Board adopt the following 2010/2011 original budget for the Workers' Compensation Fund:

**WORKERS' COMPENSATION FUND
2010/2011 FISCAL YEAR
ORIGINAL BUDGET**

Revenue	
Interest	\$ 2,400
Claims Recovery	2,500
Rate Charges to Other Funds	<u>806,383</u>
Total	<u>\$ 811,283</u>
Expenses	
Self-Insured Claims Incurred	\$ 550,000
Excess Loss Policies	78,000
Claims Administration and Loss Control	20,000
Second Injury Fund	30,000
Audit Fees	200
DOL Administrative Fees	<u>12,000</u>
Total	<u>\$ 690,200</u>
Net Income	121,083
Retained Earnings:	
Beginning	<u>\$ 444,401</u>
Ending	<u>\$ 565,484</u>

Mrs. Breaux presented the original Group Insurance Claims Fund budget for Fiscal Year 2010/2011.

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

RECOMMENDATION NO. 6

The Committee recommends that the Board adopt the following 2010/2011 original budget for the Group Insurance Claims Fund:

**GROUP INSURANCE CLAIMS FUND
2010/2011 FISCAL YEAR
ORIGINAL BUDGET**

REVENUES	
Interest Income & Earnings on Investments	\$ 39,000
Insurance Premium Billings	32,227,000
Medicare Part D Subsidy	650,000
Claim Recoveries - All Types	700,000
Rebates	560,000
Transfers In	<u>5,000,000</u>

TOTAL REVENUES	\$ 39,176,000
EXPENSES	
Claims Paid	\$ 36,700,000
Financial Audit Fees	4,000
Cash Management Fees	8,000
Script Care Administrative Fee	17,500
Actuary Fees	7,000
PPO Access Fees	67,500
Broker Fee	45,500
Advantage Card Service	18,500
Utilization Review	75,000
Dental Administration Fees	64,500
Life Insurance Premiums	1,200,000
Stop Loss Premium	424,000
Claims Administration	615,000
TOTAL EXPENSES	<u>\$ 39,246,500</u>
NET INCOME (LOSS)	(70,500)
RETAINED EARNINGS	
Beginning	<u>\$ 149,166</u>
Ending	<u><u>\$ 78,666</u></u>

Mrs. Breaux presented the original Special Revenue Funds budget for Fiscal Year 2010/2011.

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

RECOMMENDATION NO. 7

The Committee recommends that the Board adopt the following 2010/2011 original budgets for the Special Revenue Funds:

**SPECIAL REVENUE FUNDS
FISCAL YEAR 2010-2011
ORIGINAL BUDGETS**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
230 Migrant				
-Current Year		\$ 0	\$ 125,902	\$ 125,902
-Prior Year		<u>0</u>	<u>12,313</u>	<u>12,313</u>
TOTAL		<u>\$ 0</u>	<u>\$ 138,215</u>	<u>\$ 138,215</u>
330 NCLB FUND FOR THE IMPROVEMENT OF EDUCATION (FIE)				
-Current Year		\$ 0	\$ 100,000	\$ 100,000
341 Title I ARRA - School Improvement Grants				
-East Houma Elementary		\$ 0	\$ 695,676	\$ 695,676
-Elysian Fields Middle		0	1,115,676	1,115,676
-Grand Caillou Elementary		0	1,257,568	1,257,568
-Oaklawn Jr. High		0	900,405	900,405
-Village East Elementary		<u>0</u>	<u>676,216</u>	<u>676,216</u>
TOTAL		<u>\$ 0</u>	<u>\$4,645,541</u>	<u>\$4,645,541</u>

371	NCLB TITLE II – PART D, EISENHOWER Act				
	-Prior Year	\$	0	\$	5,543
				\$	5,543
460	MISC STATE PROGRAMS				
	-WALLACE FOUNDATION	\$	0	\$	1,847
				\$	1,847
610	8(g) BLOCK GRANTS				
	-Quality Classroom Lit/Num - Numeracy Schools	\$	0	\$	57,150
				\$	57,150
	-Teacher Advancement Program		0		1,000
					1,000
	-LA School Turnaround Specialist Program (LSTS)		0		13,400
					13,400
	-High School Redesign Everybody Graduates		0		20,000
					20,000
	-Local Teacher Quality Block Grant		0		6,750
					6,750
	-TFAE School Impact Grants		0		85,204
					85,204
	TOTAL	\$	0	\$	183,504
				\$	183,504

Mrs. Breaux presented the revised Special Revenue Funds budget for Fiscal Year 2010/2011.

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

RECOMMENDATION NO. 8

The Committee recommends that the Board adopt the 2010/2011 revised budgets for the following Special Revenue Funds:

**SPECIAL REVENUE FUNDS
FISCAL YEAR 2010-2011
BUDGET ADJUSTMENTS**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
220	NCLB - TITLE I			
	-Current Year	\$6,089,935	\$1,176,642	\$7,266,577
	-Migrant	120,374	(120,374)	0
	TOTAL	\$6,210,309	\$1,056,268	\$7,266,577
221	NCLB - TITLE I - ARRA	\$2,214,907	(28,185)	\$2,186,722
240	U S DEPARTMENT OF HEALTH AND HUMAN RESOURCES - TANF BLOCK GRANT			
	-Early Childhood Program - TANF	\$1,568,921	\$2,290,108	\$3,859,029
	-Strategies to Empower People Program (STEP)	\$ 3,764	\$ 170	3,934
	-Federal - Jobs for America's Graduates (JAG#1) – TANF	\$ 50,000	\$ 0	\$ 50,000
	-General FD Support Trans	10,916	(10,916)	0
	-Federal - JAG TANF - 2 nd Grant	0	50,000	50,000
	TOTAL	\$1,633,601	\$2,329,362	\$3,962,963
320	NCLB - TITLE IV			
	-Safe & Drug-Free Prior Year	\$ 0	\$ 2,536	\$ 2,536

	-21 st Century Community Learning Center	<u>480,000</u>	<u>0</u>	<u>480,000</u>
	TOTAL	\$ 480,000	\$ 2,536	\$ 482,536
370	NCLB TITLE II – PART A, EISENHOWER Act			
	-Staff Development	\$ 99,864	\$ 670,927	\$ 770,791
	-Class Size Reduction (CSR)	1,182,825	(526,378)	656,447
	NCLB TITLE II - PART B, -Mathematics and Science Partnerships	23,947	4,053	28,000
	NCLB TITLE II - PART C			
	-Teaching American History	12,257	(12,257)	0
	NCLB - SCHOOL LEADERSHIP PROGRAM			
	-Current Year 2	600,213	0	600,213
	-Prior Year 1	0	82,609	82,609
	-Carry-Over Year 1	0	195,921	195,921
	NCLB TITLE II - PART D			
	-Enhancing Education through Technology (EETT)	52,820	(52,820)	0
	-Prior Year - EETT (FY 2010)	<u>0</u>	<u>6,436</u>	<u>6,436</u>
	TOTAL	\$1,971,926	\$ 368,491	\$ 2,340,417
410	NCLB TITLE VII - INDIAN EDUCATION			
	-Current Year	\$ 376,922	(10,657)	\$ 366,265
490	LCTCS FEDERAL ADULT EDUCATION			
	-Basic - Current Year	\$ 193,972	\$ 6,659	\$ 200,631
	-Basic - Prior Year	0	26,980	26,980
	-English Lang. /Civics Cur. Yr.	22,783	5	22,788
	-Family Literacy - Current Year	<u>124,108</u>	<u>(34,822)</u>	<u>89,286</u>
	TOTAL	\$ 340,863	(1,178)	\$ 339,685
560	NCLB - TITLE X - HOMELESS			
	-Current Year	\$ 65,788	\$ 16,682	\$ 82,470
	-Prior Year	<u>0</u>	<u>7,980</u>	<u>7,980</u>
		\$ 65,788	\$ 24,662	\$ 90,450
590	FEDERAL VOCATIONAL ED.			
	-Current Year	\$ 239,912	\$ 55,965	\$ 295,877
750	NCLB IDEA			
	-Part B	\$ 4,747,111	\$1,062,752	\$5,809,863
	-Preschool	129,432	6,990	136,422
	-PBIS - Ascension Parish	<u>0</u>	<u>3,110</u>	<u>3,110</u>
	TOTAL	\$ 4,876,543	\$1,072,852	\$5,949,395
751	NCLB – IDEA - ARRA			
	-Part B	\$ 2,362,820	\$ 493,313	\$2,856,133
	-Preschool	<u>97,707</u>	<u>12,899</u>	<u>110,606</u>
	TOTAL	\$ 2,460,527	\$ 506,212	\$2,966,739
510	EDUCATION EXCELLENCE			
	REVENUE	\$ 900,000	\$ 0	\$ 900,000
	EXPENDITURES	941,702	(145,675)	796,027

	EXCESS (DEFICIENCY) OF REVENUE	(41,702)	145,675	103,973
	FUND BAL: BEGINNING	238,626	(53,414)	185,212
	ENDING FUND BALANCE	\$ 196,924	\$ 92,261	\$ 289,185
550	THE CECIL J. PICARD LA 4 EARLY CHILDHOOD PROGRAM			
	-State General	\$ 2,602,440	(2,319,399)	\$ 283,041
	-State Statutory Dedication	<u>0</u>	<u>56,295</u>	<u>56,295</u>
	TOTAL	\$ 2,602,440	(2,263,104)	\$ 339,336
630	LQEA 8(g) PRESCHOOL/EARLY CHILDHOOD PROGRAM			
	-8(g) Student Enhancement Block Grant	\$ 355,445	(15,453)	\$ 339,992
660	SPECIAL EDUCATION EXTENDED SCHOOL YEAR	\$ 85,520	(8,216)	\$ 77,304
680	LCTCS ADULT EDUCATION STATE BASIC GRANT	\$ 55,550	\$ 105,053	\$ 160,603
	-State Corrections	100	(100)	0
	-Testing	<u>0</u>	<u>3,000</u>	<u>3,000</u>
	TOTAL	\$ 55,650	\$ 107,953	\$ 163,603
730	STATE LIBRARY ALLOTMENT REVENUE:			
	MFP – LIBRARY	\$ 95,515	\$ 0	\$ 95,515
	EXPENDITURES	95,515	13,495	109,010
	EXCESS (DEFICIENCY) OF REVENUE	0	(13,495)	(13,495)
	FUND BALANCE: BEGINNING	0	13,495	13,495
	ENDING FUND BALANCE	\$ 0	\$ 0	\$ 0
740	STATE TEXTBOOKS REVENUE:			
	-¾ Cent – Textbooks	\$ 579,720	\$ 0	\$ 579,720
	-Public Textbooks	83,742	2,030	85,772
	-Lost/Damaged Books	<u>1,000</u>	<u>0</u>	<u>1,000</u>
	TOTAL	\$ 664,462	\$ 2,030	\$ 666,492
	EXPENDITURES:			
	-Textbooks	\$ 1,580,720	\$ 624,876	\$2,205,596
	-Non-Public Textbooks	<u>83,742</u>	<u>2,030</u>	<u>85,772</u>
	TOTAL	\$ 1,664,462	\$ 626,906	\$2,291,368
	EXCESS (DEFICIENCY) OF REVENUE	(1,000,000)	\$ 0	(1,624,876)
	FUND BALANCE: BEGINNING	\$ 1,000,000	\$ 1,624,876	\$1,624,876

ENDING FUND BALANCE \$ 0 \$ 0 \$ 0

Mr. Harris Henry updated the Committee on the Sales Tax collections report. He said sales tax collections for the month of November 2010 are higher than November 2009.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, motion of Mr. Thomas, seconded by Mr. Duplantis, the meeting adjourned at 6:00 P.M.

Respectfully submitted,

Donald Duplantis, Chairman

Roosevelt Thomas, Vice-Chairman

MH

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board received the June 30, 2010, Terrebonne Parish School Board Audit Report, as presented.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board rejected all bids received on December 17, 2010, for an Office Supply Catalog Contract, due to their failure to meet bid specifications, and further, authorized the Purchasing Department to readvertise the Office Supply Catalog Contract bid.

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2010-2011 original budget for the Building Fund, as outlined in the foregoing report.

Motion of Mr. Thomas, seconded by Mr. Badeaux, unanimously carried, the Board adopted the 2010-2011 original budget for the Loss Fund, as outlined in the foregoing report.

Motion of Mr. Badeaux, seconded by Mr. Jackson, unanimously carried, the Board adopted the 2010-2011 original budget for the Workers' Compensation Fund, as outlined in the foregoing report.

Motion of Mr. DeHart, seconded by Mr. Badeaux, unanimously carried, the Board adopted the 2010-2011 original budget for the Group Insurance Claims Fund, as outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2010-2011 original budgets for the Special Revenue Funds, as outlined in the foregoing report.

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board adopted the 2010-2011 revised budgets for the Special Revenue Funds, as outlined in the foregoing report.

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

The following report of the Education and Policy Committee meeting 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, February 7, 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.

Mr. Duplantis discussed policy FILE: B-12.2 Agenda, relative to the reports of committee meetings and how they are reported to the full Board.

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

RECOMMENDATION NO. 1

The Committee recommends that the Board approve the following changes to the wording of policy FILE: B-12.2 Agenda, to remove items (1), (2), and (3) and replace with; The reports of all committees of the Board shall be given when deemed necessary by the President and Superintendent:

FILE: B-12.2

AGENDA

The Terrebonne Parish School Board President and the Superintendent shall prepare the agenda for all regular and special meetings of the Board. The agenda will be prepared by the Superintendent and the President of the Board. The agenda shall be itemized so as to advise the public in general terms each subject to be discussed. To accomplish this, Board Members and citizens shall be required to submit to the Superintendent, in writing, items they wish to have placed on the agenda a minimum of five (5) days in advance of the next regular Board meeting. (Items to be placed on the agenda for Tuesday night meetings must be submitted by noon on Wednesday prior to the meetings). The itemized agenda shall include the subject to be discussed along with the name of the person requesting that said item be placed on the agenda.

The Board may take up a matter not on the agenda upon the *unanimous approval of the members present* at a meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

The reports of **all committees meetings of the Board** shall be **given when deemed necessary by the President and Superintendent.** ~~presented as part of regular Board meetings, as follows:~~

~~(1) The Committee on Buildings, Food Service and Transportation meeting reports shall be given on the first meeting of the month;~~

- ~~(2) The Committee on Finance, Insurance and Section 16 Lands and the Committee on Education and Policy meeting reports shall be given on the second meeting of the month;~~
- ~~(3) The report of an Executive Committee meeting shall be given when deemed necessary by the chairperson.~~

ORDER OF BUSINESS

The Board's business shall be transacted in the order outlined below:

- a. Call to order
- b. Invocation
- c. Roll call
- d. Consideration of minutes of the last regular meetings and any special meeting(s) held since the last consideration
- e. Presentation by citizens of any matters they wish to bring to the attention of the Board
- f. Unfinished business (Unfinished business is defined as items on the previous Board meeting agenda that were not addressed due to adjournment.)
- g. Reports of committees
- h. Reports and recommendations of the Superintendent and his/her staff
- i. Consideration of matters to be brought up by individual Board Members
- j. Adjournment

Revised: March 2001

Revised: November 2008

Revised: February 2011

Ref: La. Rev. Stat. Ann. §§17:81, 42:7; Board minutes, 3-8-73, 2-20-79, 6-19-84, 1-14-86, 1-16-90, 4-16-91, 12-21-93, 2-21-95, 11-19-96, 12-19-00, 3-20-01, 11-18-08.

Superintendent Martin presented revisions to policy FILE: A-6 School Superintendent Legal Status.

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, the following revised policy FILE: A-6 School Superintendent Legal Status:

FILE: A-6
Cf: B-6, C-3, C-3.7

SCHOOL SUPERINTENDENT LEGAL STATUS

The Superintendent of the Terrebonne Parish School Board is a constitutional school officer as provided in the Constitution and laws of the State of Louisiana. As such, he/she has certain authorities and functions which are provided for by law.

The Superintendent shall be the chief executive officer and Secretary of the Terrebonne Parish School Board. He/she shall be responsible to the Board for the efficient administration of the school district according to the laws governing the school district and the policies which are adopted by the State Louisiana Board of Elementary and Secondary Education (BESE) and the Terrebonne Parish School Board. ~~His/her discharge of duties shall be of such a caliber as to assure that the quality of the school district's educational program is consonant with legislative intent, needs of students and employees and commensurate with changing needs of the local citizenry.~~

As secretary of the Board, he/she shall keep, **or cause to be kept**, an accurate copy of all minutes in an official minute book reflecting all business of the Board conducted at regular or special meetings. ~~As secretary of the Board~~, the Superintendent shall see that copies of all minutes are provided to all Board members and that the official Board minutes are made available for public examination in accordance with state law.

As treasurer, the Superintendent shall have the authority to sign and execute any and all documents associated with all transactions duly approved by the Board. He/she shall also be designated as the official custodian of all funds to which the Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

Upon being found incompetent, inefficient, or unworthy, ~~and after due notice of charges against him/her~~, the Superintendent may be removed from office by a ~~majority~~ **two-thirds vote of the membership of the entire Board** at any regular or special meeting **after due notice**.

Revised: June 1998

Revised: February 2011

Ref: Constitution of Louisiana, Art. VIII, Sec 9, La. Rev. Stat. Ann. §§17:54, 17:81, **17:83, 17:91**; Board minutes, 7-7-98.

Superintendent Martin presented revisions to policy FILE: B-3 Board Member Continuing Education.

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, the following revised policy FILE: B-3 Board Member Continuing Education:

FILE: B-3

Cf: A-5.2

BOARD MEMBER CONTINUING EDUCATION

Each Terrebonne Parish School Board Member shall be required to receive a minimum of ~~four (4)~~ **six (6)** hours of training and instruction annually. ~~in~~ **Training and instruction shall address such topics as** the school laws of this state, ~~in the~~ laws governing the powers, duties and responsibilities of school boards, the Open Meetings law, **the Ethics laws**, the Public Bid

laws, and in educational trends, research, and policy. **Training and instruction shall also include education policy issues, such as the minimum foundation program and formula, leadership development, dropout prevention, and school discipline.** In a school district with a school(s) identified as academically unacceptable or in need of academic assistance, at least two (2) of the required hours shall focus on the improvement of schools **identified as failing schools.**

~~Such~~ **Training and** instruction may be received from a post-secondary education institution in this state, from instruction sponsored by the Louisiana Department of Education, ~~or~~ from an in-service training program conducted by a school board central office or the Louisiana School Boards Association (LSBA), provided that the instruction and method for demonstrating attendance has been **pre-**approved by the LSBA, **or training and instruction received at any conference presented by the National School Boards Association or by the Council of the Great City Schools, provided that verification of attendance by the School Board Members at any such training is obtained.** Each School Board's Members' attendance shall be reported by the instructor to the LSBA.

~~The Superintendent shall be responsible for verifying that the instruction provided meets the requirements of state laws.~~

DISTINGUISHED SCHOOL BOARD MEMBER

A School Board Member who has received a certificate of completion for a minimum of sixteen (16) hours of training and instruction during his/her first year of service on the Board and has also received an annual certificate of completion of the required training for the subsequent three (3) consecutive years shall receive the designation of Distinguished School Board Member.

VERIFICATION AND DISCLOSURE OF TRAINING

The Superintendent shall be responsible for verifying that any of the training or instruction received by the School Board Member meets statutory requirements. The provider of any Board Member training and instruction shall issue a certificate of completion annually to those members who complete the required instruction. A copy of the certificate shall be entered into the minutes of the School Board.

At least annually, the Superintendent shall transmit to the Board's official journal a press release detailing the training and instruction received by each Board Member, as well as information on each Board Member who has been designated a Distinguished School Board Member.

Revised: August 1998

Revised: March 2009

Revised: February 2011

Ref: La. Rev. Stat. Ann. §17:53; Board minutes, 8-18-98, 3-17-09.

Superintendent Martin presented revisions to policy FILE: B-16 School Board Ethics.

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, the following revised policy FILE: B-16 School Board Ethics:

SCHOOL BOARD ETHICS

Recognizing that as a member of a public school board and that each Board Member is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the Terrebonne Parish School Board, individually and collectively, shall subscribe to the principles of the Louisiana School Boards Association, by which a School Board Member should be guided.

1. My allegiance is first to the children of my parish or city school system and not to any political party or business organization.
2. I will not seek through my office special privileges or private gain, nor will I use my position to promote my business or professional interest.
3. I will seek to provide equal educational opportunities for all the children regardless of race, creed, or location.
4. I recognize that it is my duty to assist in formulating educational policy. However, I recognize that it is the duty and responsibility of the Superintendent in his capacity as executive officer to see that these policies are carried out.
5. I understand that in the selection of teachers and all other school personnel the Superintendent nominates candidates for these positions and selection by the Board is made from such nominations based on merit alone. I will not bring pressure on the Superintendent to nominate candidates in whom I have a special interest. I will insist that the Board reserve to the Superintendent the privilege and responsibility of nominations of candidates for school personnel. I recognize that the training of the child is a paramount matter and that giving employment is a secondary matter.
6. I understand that I have no authority as an individual Board Member but must act with and through the Board as a whole, and I must be governed by the decisions of the Board.
7. I will keep myself as well informed as possible about the conditions in the school system and about such other matters as will help me serve as an efficient School Board Member.
8. Understanding that as a representative of the public, I will endeavor to keep the public informed about the progress and needs of the schools.
9. I will refrain from making any commitment upon any subject which rests within the School Board's authority for final discussion and decision.
10. Recognizing that all school personnel should work in close cooperation, I will give my hearty support to the total school program. I will not publicly criticize school personnel but will make such criticism to the Superintendent for investigation and action if necessary.

11. Recognizing that the Superintendent is the executive officer of the school system, any recommendations and complaints that may have been submitted to me shall be referred to the Superintendent for presentation to the Board.
12. I will affiliate with my professional organization, the Louisiana School Boards Association, and as far as possible will attend the convention and take part in its activities.
13. Recognizing that the expenditure of public school funds is a public trust, I will endeavor to see that all public funds shall be expended efficiently, economically, and for the best interest of the schools.
14. With a basic belief in the dignity of the individual, I will respect teachers, and as a Board Member I will not subject their daily lives to harsh or petty restrictions which I would not impose on other good citizens.
15. I will attend Board meetings with an open mind and listen to what other Board Members and other individuals or groups have to say before making final decisions.
16. I will continue my interest in the school program at all times and as an individual citizen and champion of the schools, I will guard the interests of the school. When citizens and patrons who do not know or fail to remember my limitations of authority call on me to correct some situations in connection with the school, I will not avoid the issue by denying authority but will counsel with the applicant and advise him of procedure to be followed to resolve the problem in the best interest of education.
17. As the administration of the schools of Louisiana is conducted on parish-wide or city-wide basis and as my responsibility is to all the children, I will consider the program for the whole administrative unit in making my decisions. I will not try to seek special privileges for my own ward.
18. Recognizing the rights of the employee and the Board, I will insist on following completely the procedure stipulated by law in every case where a teacher or other employee is being tried for incompetence or other causes which might subject him to dismissal.

In addition, certain actions of elected officials may be considered improper, and in some circumstances, illegal. Actions which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an official are all subject to statutory restrictions. The ethical conduct of Board Members, as well as other designated officials, shall be in accordance with state law.

GIFTS

Acceptance of personal gifts by any Board Member or employee of the Terrebonne Parish School Board from persons or firms doing business with the School Board, or any department or school thereof, is prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy provision. This policy provision does not preclude acceptance of food, drinks, or refreshment of a social nature or

participation in a social event, provided the value of the food, drink, or refreshment does not exceed that amount permitted under state law. It also shall not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee or Board Member who is or becomes a candidate for election to any public office.

NEPOTISM

No member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a member of a governing authority or the chief executive of a governmental entity shall be employed by the governmental entity, with limited exception as outlined below.

The provisions above shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of a public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

Exceptions

1. The School Board may employ any member of the immediate family of any Board Member or the Superintendent as a classroom teacher provided that such family member is *certified to teach*. Any School Board Member or Superintendent whose immediate family member is employed by the School Board shall recuse himself/herself from any decision involving the promotion or assignment of teaching location of the employee.
2. The School Board may employ an immediate family member of an athletic director of a school as a coach at such school.

PROHIBITED TRANSACTIONS

Any School Board Member, Superintendent, or employee is prohibited by state law, with limited exception as provided in La. Rev. Stat. Ann. §42:1120, from participating in a transaction in which he/she has a personal substantial economic interest of which he/she may be reasonably expected to know involving the governmental entity. Also, any School Board Member, Superintendent, or employee is prohibited by state law, except as provided in La. Rev. Stat. Ann. §42:1120, from participating in a transaction involving the governmental entity in which, to his/her actual knowledge, any of the following persons has a substantial economic interest:

- (1) Any member of his/her immediate family.
- (2) Any person in which he/she has a substantial economic interest of which he/she may reasonably be expected to know.
- (3) Any person of which he/she is an officer, director, trustee, partner or employee.

- (4) Any person with whom he/she is negotiating or has an arrangement concerning prospective employment.
- (5) Any person who is a party to an existing contract with such public servant, or with any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, or who owes any thing of economic value to such public servant, or to any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, and who by reason thereof is in a position to affect directly the economic interests of such public servant.

Every public employee shall disqualify himself/herself from participating in a transaction involving the governmental entity when a violation of state law would result.

ABUSE OF OFFICE

No School Board Member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself/herself, any other public servant, or other person with any thing of economic value.

No School Board Member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to engage in political activity.

No School Board Member shall act in an individual capacity ~~without the authorization of the School Board~~ to use the authority of his/her office or position as a member of the School Board, ~~directly or indirectly~~, in a manner intended to **interfere with**, compel or coerce any personnel decision, including the **hiring**, promotion, discipline, **demotion, transfer**, discharge, or assignment of work to any school employee.

No School Board Member shall use the authority of his/her office or position as a member of the School Board, ~~directly or indirectly~~, in a manner intended to **interfere with**, compel, or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

No former agency head or elected official shall, for a period of two (2) years following the termination of his/her public service as the head of such agency or as an elected public official serving in such agency, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving that agency or render any service on a contractual basis to or for the Board.

No former member of the School Board shall, for a period of two (2) years following the termination of his/her public service on such Board, contract with, be employed in any capacity by, or be appointed to any position by the Board, except that the School Board may employ a former member for any classroom teaching position which requires a valid Louisiana teaching certificate or a school psychologist with a valid certificate in

school psychology, provided the former School Board Member holds such a certificate.

No former School Board employee shall, for a period of two (2) years following the termination of his/her employment, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction in which such former public employee participated at any time during his/her public employment and involving the School Board by which he/she was formerly employed, or for a period of two (2) such years following termination of his/her employment, render any service which such former public employee has rendered to the School Board during the term of his/her public employment on a contractual basis, regardless of the parties to the contract, to, for, or on behalf of the School Board with which he/she was formerly employed.

DEFINITIONS

Agency means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. For public servants of political subdivisions, it shall mean the agency in which the public servant serves, except that for members of any governing authority and for the elected or appointed chief executive of a governmental entity, it shall mean the governmental entity.

Agency head means the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.

Immediate family as the term relates to a public servant means his/her children, the spouses of his/her children, his/her brothers and their spouses, his/her sisters and their spouses, his/her parents, his/her spouse, and the parents of his/her spouse.

Public servant means a public employee or an elected official.

Political activity means an effort to support or oppose the election of a candidate for political office in an election.

Substantial economic interest means an economic interest which is of greater benefit to the public servant or other person than to a general class or group of persons, except:

- (a) The interest that the public servant has in his/her position, office, rank, salary, per diem, or other matter arising solely from his/her public employment or office.
- (b) The interest that an elected official who is elected to a house, body, or authority has in a position or office of such house, body, or authority which is required to be filled by a member of such house, body, or authority by law, legislative rule, or home rule charter.
- (c) The interest that a person has as a member of the general public.

Transaction involving the governmental entity means any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such particular matter which the public

servant or former public servant of the governmental entity in question knows or should know:

- (a) Is, or will be, the subject of action by the governmental entity.
- (b) Is one to which the governmental entity is or will be a party.
- (c) Is one in which the governmental entity has a direct interest. A transaction involving the agency of a governmental entity shall have the same meaning with respect to the agency.

Revised: December 1997
 Revised: December 1999
 Revised: November 2003

Revised: January 2007
 Revised: March 2009
Revised: February 2011

Ref: La. Rev. Stat. Ann. §§17:81, 17:428, 42:1101, 42:1102, 42:1112, 42:1115, 42:1115.1, 42:1116, 42:1119, 42:1121, 42:1123; Board minutes, 12-16-97, 12-14-99, 11-18-03, 1-16-07, 3-17-09.

Superintendent Martin presented changes to policy FILE: C-3 School Superintendent.

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, the following revised policy FILE: C-3 School Superintendent:

FILE: C-3
Cf: A-6, B.4
Cf: C-3.3

SCHOOL SUPERINTENDENT

The **Terrebonne Parish School** Board shall delegate to the Superintendent the authority and responsibility for the efficient administration of the school system. The Superintendent shall perform his/**her** administrative functions in accord with the policies adopted by the **School** Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

The Superintendent shall be the chief executive officer and educational advisor of the ~~Terrebonne Parish~~ School Board and shall discharge his/**her** duties as prescribed by the Constitution and statutes of the State of Louisiana, as well as Board policies. **As the instructional leader of the school district and its chief executive officer, the Superintendent shall have primary responsibility for personnel actions in the district.** The Superintendent shall also be the secretary and treasurer of the School Board.

While retaining ultimate responsibility, the Superintendent shall be authorized to delegate certain duties to other members of his/**her** administrative staff. This shall include, as appropriate, any administrative or supervisory employee.

The School Board shall appoint the Superintendent for a period not to exceed four (4) years, which period, however, may extend no longer than two (2) years after the expiration of the term of office of the membership of the Board electing the Superintendent. The salary, vacation, and other benefits of the Superintendent shall be determined by the Board upon

his/her appointment. **The Superintendent need not reside in the Terrebonne Parish School District.**

OFFICE OF SUPERINTENDENT

The Superintendent shall maintain his/her office in the School Board office during regular office hours Monday through Friday, except on designated holidays, to receive the reports of teachers and others and to transact the business required of him/her, except during the time he/she is visiting schools or attending to his/her duties elsewhere.

Revised: August 2005

Revised: February 2011

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, **17:90.**

Superintendent Martin presented revisions to policy FILE: C-3.3 Superintendent Election.

RECOMMENDATION NO. 6

The Committee recommends that the Board approve, as presented, the following revised policy FILE: C-3.3 Superintendent Election:

FILE: C-3.3

SUPERINTENDENT ELECTION

Notwithstanding the provisions of La. Rev. Stat. Ann. §42:3, the Terrebonne Parish School Board shall elect a Superintendent of Schools, having such qualifications as may be fixed by the Louisiana Board of Elementary and Secondary Education (BESE), for a period not to exceed four (4) years, which period, however, may extend no longer than two (2) years after the expiration of the term of office of the membership of the Board electing the Superintendent. **The election of the Superintendent shall require a favorable vote of a majority of the entire membership of the School Board.**

A Superintendent shall not be required to be a qualified elector or a resident of the political subdivision comprising the school system in which he/she is to serve as Superintendent. He/she shall be required to devote his/her entire time to the office of Superintendent.

- A. The Superintendent shall be employed by the Terrebonne Parish School Board pursuant to a written contract. Such contract shall contain but need not be limited to specific performance objectives. **In case of a discrepancy between the contract and any policy, the contract provisions shall prevail.** Not less than ninety (90) days prior to the termination of such a contract, the School Board shall notify the Superintendent of termination of employment under such contract, or in lieu thereof the Board and the Superintendent may negotiate and enter into a contract for subsequent employment.
 1. The Superintendent may choose not to enter into a subsequent contract and may either terminate his/her employment or, if he/she has acquired permanent status as a teacher, resume employment as a teacher.

2. The School Board, in accordance with these provisions, may choose not to offer a subsequent contract to the Superintendent.
 3. The Superintendent shall be retained during the term of a contract unless the Superintendent is found incompetent, unworthy, or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract or to comply with School Board policy. However, before the Superintendent can be removed during the contract period, he/she shall have the right to written charges and a fair hearing before the Board after reasonable written notice.
 4. The Board shall negotiate and offer the Superintendent a new contract at the expiration of each existing contract unless a majority of the membership of the Board votes at least ninety (90) days prior to the termination of the existing contract against offering a new contract.
 - ~~5. The provisions of this subsection shall be applicable to any person initially employed as a Superintendent on or after July 1, 2005, and to any person who is a Superintendent on July 1, 2005, and who is employed for a subsequent term as Superintendent by the Board.~~
- B. Prior to filling a vacancy in the position of permanent Superintendent the School Board shall advertise the vacancy and solicit applications for the position. At a minimum, the School Board shall publish a notice of the vacancy together with a request for the submission of applications to fill the position in accordance with all of the following:
1. On two (2) separate days at least one week apart in the official journal of the School Board.
 2. Once in a daily newspaper published in the metropolitan area in the state having a population in excess of one hundred thousand persons that is nearest to the School Board office, if such newspaper is not the official journal of the School Board.

All publication requirements provided in this subsection shall be completed at least thirty (30) days prior to action by the School Board to fill the position.

- C. **If the** Superintendent is found incompetent, inefficient, or unworthy, he/**she** shall be removable for such cause by a ~~majority~~ **two-thirds vote of the membership of the entire School Board** at any regular or special meeting after due notice.

~~The provisions of this subsection shall not be applicable to any person initially employed as the Superintendent of schools by the School Board on or after July 1, 2005, or to any person who is Superintendent on July 1, 2005, and who is employed for a subsequent term as Superintendent by the Board.~~

Revised: August 1998
 Revised: January 2000
 Revised: August 2005

Revised: November 2006
 Revised: January 2009
Revised: February 2011

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, 23:291, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34; Board minutes, 9-9-77, 2-14-78, 2-10-81, 7-10-90, 5-21-91, 4-1-92, 8-18-98, 1-4-00, 1-20-09.

Superintendent Martin presented revisions to policy FILE: C-3.7 Superintendent Dismissal.

RECOMMENDATION NO. 7

The Committee recommends that the Board approve, as presented, the following revised policy FILE: C-3.7 Superintendent Dismissal:

FILE: C-3.7
Cf: A-6, C-3.3

SUPERINTENDENT DISMISSAL

The Terrebonne Parish School Board may dismiss the Superintendent for incompetency, inefficiency, or unworthiness upon **a two-thirds vote of the membership of the entire Board** at any regular meeting or any special meeting called after due notice.

Revised: February 2011

Ref: La. Rev. Stat. Ann. §17:54.

Mrs. Carol Davis, Assistant Superintendent, presented a press release by the Louisiana Department of Education pertaining to High Performing/High Poverty Schools (see attached). She said Terrebonne Parish now has four (4) schools that have earned the special distinction of High-Performing/High-Poverty (HPHP) schools. She said these schools are Title I schools with School Performance Scores (SPS) over 100. In addition, these schools have been able to sustain that high-level of achievement, despite some of the obstacles associated with demographics. These four (4) Terrebonne Parish Schools will be recognized by the state department this spring: Bayou Black Elementary, Dularge Middle, Montegut Elementary, and Oakshire Elementary.

Ms. Babin, seconded by Mr. Duplantis, offered the following motion:

RECOMMENDATION NO. 8

The Committee recommends that the principals of the four (4) High Performing/High Poverty schools be present for special recognition at the next School Board meeting.

Mrs. Davis presented charts relative to the 2010-2011 Revised State Accountability System/School Letter Grades (see attached). She said the revisions, which required BESE to develop a Letter Grade System reflective of school and district performance, complies with Act 718 of the 2010 Legislative Session. She said letter grades of A, B, C, D or F will be applied, based on the School Performance Score (SPS), beginning with the 2011-2012 school session.

Mrs. Davis presented information on the School Board's first English/Language Arts (ELA) and Math Academic Advisory Councils (see attached). She stated these councils will serve in an advisory capacity to the Superintendent on matters pertaining to curriculum improvement.

Mr. Herbert Carreker, Purchasing Agent, presented revisions to policy FILE: D-7.4a Bids and Quotations.

RECOMMENDATION NO. 9

The Committee recommends that the Board approve, as presented, the following revised policy FILE: D-7.4a Bids and Quotations:

FILE: D-7.4a

BIDS AND QUOTATIONS

PUBLIC WORKS

The Terrebonne Parish School Board shall advertise and let by contract, except in cases of emergencies as provided below, all public work exceeding \$150,000 or such sum as allowed by law, including labor, materials, equipment, and administrative overhead not to exceed fifteen percent (15%). The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plans, and specifications advertised. Public works which are estimated to cost less than the contract limit may be undertaken by the Board with its own employees.

As an evidence of good faith of the bidder, the Board shall require bidders for construction, improvement, repair, or other work to attach to the bid submitted, a bid bond, certified check, or cashier's check for not more than five percent (5%) of the contract work to be done. The Board may require a bid bond or certified or cashier's check of not more than five percent (5%) of the estimated price on bids taken for supplies and materials.

When any bid is accepted for construction or doing any public works, a written contract shall be entered into by the successful bidder and the School Board, and the successful bidder shall furnish a bond in an amount not less than one-half of the amount of the contract, for the faithful performance of his or her duties.

Under no circumstances shall there be a division or separation of any public work project into smaller projects, which division or separation would have the effect of avoiding the requirement that public work be advertised and let by contract to the lowest responsible bidder in accordance with statutory provisions.

MATERIALS AND SUPPLIES

All purchases of materials or supplies exceeding the sum of \$30,000 to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised. In addition, purchases of materials or supplies of at least \$10,000, but not more than \$30,000, shall be made by obtaining not less than three (3) telephone or facsimile quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file. The Board may require a written contract or bond when purchasing the materials or supplies. If quotations are received that are lower than the quote accepted, a notation shall be entered into the file as to the reasons for rejection of the lower quotes.

Purchases cannot be divided by departments or by a school if the effect is to evade the state's public bid law. Purchases of commodities that are bought in small but recurring amounts through the year shall be bid on an annual basis.

EMERGENCIES

In cases of an emergency or extreme emergency when time is not sufficient to advertise for bids for public works or purchase of materials, the Board or designee is permitted by law to declare that a public emergency or extreme public emergency exists and extend a contract for more than the sums mentioned without going out to bid; however, in such cases every effort shall be made by the administration to secure competitive quotations through negotiations. State law permits a person designated by the Board to declare the existence of an *extreme public emergency*. Notices of an *emergency* or *extreme emergency* shall be published in the Board's official journal within ten (10) days of the emergency being certified by the School Board or designee.

USE OF STATE CONTRACT

The School Board may make use of valid contracts put in place by the State of Louisiana Office of State Purchasing. The Board may also *piggyback*, or purchase materials and supplies on valid contracts of other political subdivisions.

BID ADVERTISEMENTS

All advertisements for bids for public works shall appear in the newspaper selected as the official journal for the School Board, except in emergencies as may be declared by the Board. Any advertisement for any contract for public works, when published, shall appear once a week for three (3) different weeks in a newspaper in the locality and the first advertisement shall appear at least twenty-five (25) days before the opening of bids.

Any advertisement for any contract or purchase of materials or supplies shall be published two (2) times in a newspaper in the locality, the first advertisement appearing at least fifteen (15) days prior to the opening of bids.

In addition to newspaper advertisements, the School Board shall also publish advertisements and accept bids by electronic media in accordance with uniform standards promulgated by the state. In any advertisement, the first publication shall not occur on a Saturday, Sunday, or legal holiday.

If the School Board issues or causes to be issued on a public work exceeding the contract limit set by state law, any addendum modifying plans and specifications within a period of seven (7) days prior to the advertised time for opening of bids, excluding Saturdays, Sundays, and any other legal holidays, the School Board shall transmit a copy of the addendum to all prime bidders who have requested bid documents. The transmission shall be completed within twenty-four (24) hours of the issuance of the addendum, and may be delivered by either facsimile transmission (fax), e-mail, other electronic means, or by hand provided the prime bidder has supplied the fax number or e-mail address to the Board. In addition, a copy of the addendum shall be sent by regular mail. If the addendum cannot be transmitted by fax, e-mail, other electronic

means, or hand delivered, the Board shall be required to postpone the bid opening by at least seven (7) days.

The School Board shall not issue or cause to be issued any addendum modifying plans and specifications within a period of seventy-two (72) hours prior to the advertised time for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays; however, if the necessity arises to issue an addendum modifying plans and specifications within the seventy-two (**72**) hour period prior to the advertised time for the opening of bids, then the opening of bids shall be extended at least seven (7), but not more than twenty-one (21) working days, without the requirement of re-advertising. The addendum shall state the revised time and date for the opening of bids.

OPENING OF BIDS

All bids shall be opened in public in the presence of one or more witnesses, at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection. However, the School Board shall not accept or take any bids including receiving any hand delivered bids, on days which are recognized as holidays by the United States Postal Service. The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the Board with recommendations for final action.

If the School Board proposes to disqualify any bidder, the School Board shall:

- (1) Give written notice of the proposed disqualification to such bidder, and include in the written notice all reasons for the proposed disqualification; and
- (2) Give such bidder, who is proposed to be disqualified, the opportunity to be heard at an informal hearing, at which such bidder is afforded the opportunity to refute the reasons for the disqualification.

EXCLUSION/REJECTION OF BIDS

The School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. §38:2227.

In awarding bids or contracts, the School Board shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, pled guilty or nolo contendere to any state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid under the state laws governing public contracts; professional, personal, consulting, and social services procurement; or the Louisiana Procurement Code.

Any contract between the School Board and a person or entity entered into as a result of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.

Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

Revised: October 1997
 Revised: November 1999
 Revised: November 2001
 Revised: February 2002
 Revised: October 2003
 Revised: March 2004

Revised: December 2004
 Revised: February 2010
Revised: February 2011

Ref: La. Rev. Stat. Ann. §§**9:2716, 38:2181, 38:2182 et seq., 38:2211, 38:2212, 38:2212.1, 38:2212.9 et seq., 38:2214, 38:2218, 38:2227, 38:2251, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1 et seq., 39:1556, 39:1557, 39:1558 et seq., 39:1597, 39:1710**; Board minutes, 12-16-97, 11-20-01, 2-19-02, 10-15-02, 10-21-03, 3-16-04, 12-21-04, 2-23-10.

Mr. Carreker discussed changes to policy FILE: D-3.9 School Property Disposal.

RECOMMENDATION NO. 10

The Committee recommends that the Board approve, as presented, the following revised policy FILE: D-3.9 School Property Disposal:

FILE: D-3.9
Cf: D-6.3

SCHOOL PROPERTY DISPOSAL

The **Terrebonne Parish** School Board is authorized to sell property, real or personal, that has been determined to be of limited or of no benefit to the school district. The sale of such property shall be conducted through public advertisement and proper bid procedures, as required by state law.

SALE OF BUILDINGS AND LAND

The Board may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes. Real estate that has been declared as no longer needed for public school purposes shall be disposed of as outlined below:

1. At least one (1) real estate appraisal shall be obtained reflecting the fair market value.
2. Local governmental authorities shall be notified that such property is no longer needed for school purposes and invited to submit a proposal if there is a need for such property.
3. ~~Appropriate procedures shall be followed, as prescribed by state law for the sale of real estate.~~ **Advertisement for sealed bids shall be published in the Board's official journal on at least three (3) separate days for at least thirty (30) days prior to the date the land is to be offered for sale, or as otherwise provided for in state law.**

4. ~~Upon receipt of final bid, a recommendation shall be made by the Superintendent for Board action.~~ **Upon receipt and opening of bids at the time designated, all bids shall be considered by the Board and the property sold to the highest bidder in accordance with such terms and conditions as the School Board shall determine. The Board shall reserve the right to reject any and all bids.**
- A. The first time the School Board offers a particular property for sale, the minimum bid shall be eighty-five (85%) percent of the appraised value of the property.**
- B. If the School Board fails to sell the property because the maximum bid received was not equal to or greater than the minimum bid in item A. above, the School Board may make a second effort to sell the property. The minimum bid for a second effort to sell the same property shall be eighty (80%) of the appraised value.**
- C. If the School Board has twice failed to sell property because the maximum bid received was not equal to or greater than the minimum bid provided above, there shall be no minimum bid at the third effort to sell the property, and the School Board may sell the property to the highest bidder.**

SIXTEENTH SECTION LANDS

The Terrebonne Parish School Board shall conduct all elections to authorize the sale of sixteenth section land and the funds realized from the sale of such land, after deduction for necessary expenses connected with such elections, shall be promptly forwarded to the state auditor. These funds shall be credited to the general school fund of the Board.

Revised: February 2011

Ref: La. Rev. Stat. Ann. §§ **17:87**, 17:87.6 et seq., 41:711, 41:891 **41:892 et seq.**; Board minutes, 7-21-98.

Mr. Donald Chamberlain, Operations Manager, Plant Maintenance, presented changes to policy FILE: E-1.2 Buildings and Grounds Security.

RECOMMENDATION NO. 11

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.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed, when appropriate, to the individual situation. 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 workday.
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 ~~1,000~~ **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 (moved from below)

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

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.

Mr. Chamberlain presented recommended changes to policy FILE: E-1.6 Use of School Facilities.

RECOMMENDATION NO. 12

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) ~~minimum limits of \$500,000~~ **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.

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	+ (plus)
\$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
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Stadiums

Southdown.....	\$800.00
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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 hours per call
 - (2) Janitors
...at prevailing rate with minimum of two hours per call
 - (3) School Food Services Employees
Managers
...at prevailing rate with minimum of two hours per call
 - Technicians
...at prevailing rate with minimum of two 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 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, other items of equipment necessary in preparing the field for football contests.

This fund shall also bear the cost of the services of three 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
- (3) 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
- (4) Obtain necessary city or parish permits and provide law enforcement officers and firemen when required
- (5) Limit ticket sales and/or attendance to the normal seating capacity of the facility used
- (6) Prohibit the use of cold drink bottles or cans in gymnasiums, auditoriums or on grounds
- (7) Comply with all Board of Health requirements
- (8) Supervise parking so that vehicles will not cut across school lawns or non-parking areas
- (9) 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

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

Ms. Linda Joseph, Supervisor of Child Welfare and Attendance, presented changes to policy FILE: G-2.4d Alcohol, Drug, and Substance Abuse Education Program.

RECOMMENDATION NO. 13

The Committee recommends that the Board approve, as presented, the following revised policy FILE: G-2.4d Alcohol, Drug, and Substance Abuse Education Program:

FILE: G-2.4d
Cf: H-3.2, H-3.3b

ALCOHOL, DRUG, AND SUBSTANCE ABUSE EDUCATION PROGRAM

The **Terrebonne Parish** School Board shall require a comprehensive alcohol, drug, and substance abuse prevention education program be incorporated into every school of the parish that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine is involved for a minimum of sixteen (16) contact hours every school year, and every student in grades ten through twelve is involved for a minimum of eight (8) contact hours every school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, drug, and substance abuse program, substance abuse counselors shall be appointed who shall visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug, or substance abuse problem.

Any student enrolled in school who is identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in the school drug counseling program, or an equivalent approved by the Board.

Each school shall have a *substance abuse prevention team*, whose membership shall be in accordance with statutory provisions that shall investigate, research, and report on all instances or reports of possession of controlled dangerous substances or alcoholic beverages. The team shall adequately report their findings, in writing, and make appropriate recommendations for treatment, counseling, or other appropriate action to the principal of the school.

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 on or around school property or an area within ~~1000~~ **2,000** feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as Drug-Free Zones. The School Board, in cooperation with local governmental agencies, and the **Louisiana State** Department of Education, shall designate and mark Drug-Free Zones, which surround all schools and school property.

Revised: March 1999

Revised: October 2001

Revised: February 2011

Ref: La. Rev. Stat. Ann. §§14:403.1, 17:402, 17:403, 17:404, 17:405, 17:416;
Board minutes, 3-16-99, 10-16-01.

Ms. Joseph presented the changes to policy FILE: H-3.3b Substance and Alcohol Abuse.

RECOMMENDATION NO. 14

The Committee recommends that the Board approve, as presented, the following revised policy FILE: H-3.3b Substance and Alcohol Abuse:

FILE: H-3.3b

SUBSTANCE AND ALCOHOL ABUSE

The Terrebonne Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the Drug-Free Coordinator in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the appropriate person at each school who shall investigate, research, and report on instances or report of possession of prohibited substances or

beverages. Designated personnel shall report their findings along with the recommendation for treatment, counseling, or other appropriate action to the principal.

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 on or around school property or within ~~1000~~ **2,000** feet of property used for school purposes by any school, or **while** on a school bus. These areas shall be designated as *Drug-Free Zones*. The School Board, in cooperation with local governmental agencies, and the **Louisiana** State Department of Education, shall designate and mark *Drug-Free Zones*, which surround all schools and school property.

Revised: May 1999

Revised: October 2001

Revised: February 2011

Ref: La. Rev. Stat. Ann. §§14:403.1, **17:405**, 17:416, 40:617.1, 40:961, **40:962, 40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1 et seq.**; Board minutes, 5-18-99, 10-16-01.

Ms. Kathleen Tamplain, Supervisor of Assessment and Staff Development, presented changes to policy FILE: G-12 Testing.

RECOMMENDATION NO. 15

The Committee recommends that the Board approve, as presented, the following revised policy FILE: G-12 Testing:

FILE: G-12

TESTING PROGRAM

The Terrebonne Parish School Board shall take every precaution to assure that all tests administered within the school system shall be conducted in such a manner so as not to compromise in any way the testing results. For criterion-referenced, norm-referenced, alternate assessments and certain other tests administered by or through the Louisiana Board of Elementary and Secondary Education (BESE) **including End of Course Testing (EOCT)**, testing materials and procedures, as well as any electronic data, computer media, or passwords related to student testing, shall be properly supervised in strict compliance with regulations outlined by BESE and the School Board. In addition, all secure tests and test documents shall be stored under lock and key in designated areas when not in use.

Any teacher or other school personnel who allows or breaches test security, including unauthorized access to electronic data, shall be disciplined in accordance with statutory provisions, policy and regulations adopted by BESE and the School Board, and any and all laws that may be enacted by the state.

Employees shall be responsible for reporting irregularities or improprieties in the administration of standardized tests. Although procedures for reporting irregularities to district personnel are listed below, employees may report such information directly to the Louisiana Department of Education, which shall investigate the allegations. No employee shall make a report of irregularities or improprieties in the administration of

standardized tests knowing that the information included is false. No employee shall knowingly obstruct the procedures for receiving and investigating a report of irregularities or improprieties in the administration of standardized tests.

No public school administrator or member of a School Board shall retaliate against an employee who in good faith participates in an investigation of testing administration improprieties or irregularities. Retaliation shall include discharging, demoting, suspending, threatening, harassing, or discriminating of an employee who in good faith reports testing administration improprieties or irregularities.

CELLULAR TELEPHONES

All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students, test administrators, and school test coordinators must be placed in and remain in the off position and stored in a secure area as designated and supervised by a school administrator during test administration or any other time that test booklets and answer documents are present.

TESTING SECURITY

1. It shall be a violation of test security for any person to do any of the following:
 - a. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education and the School Board which would give examinees an unfair advantage or disadvantage;
 - b. Give examinees access to test questions prior to testing;
 - c. Examine any test item at any time (except for students during the test or test administrators while providing the accommodations Tests Read Aloud or Communication Assistance, Transferred Answers, or Answers Recorded for students determined to be eligible for those accommodations);
 - d. **At any time**, copy, reproduce, record, store electronically, discuss, or use ~~at any time~~ in a manner inconsistent with test regulations all or part of any secure test booklet, answer document, or supplementary secure materials (~~e.g. writing prompts, science tasks~~);
 - e. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;
 - f. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form -- written, printed, verbal or nonverbal;
 - g. Administer published parallel, previously administered, or current forms of any state-wide assessment as a practice test or study guide;
 - h. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, supplementary

secure materials, as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;

- i. Conduct testing in environments that differ from the usual classroom environment without prior written permission from the *Louisiana Department of Education, Division of Standards, Assessments, and Accountability*;
 - j. Fail to report any testing irregularities to the District Test Coordinator (a *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data), who must report such incidents to the *Louisiana Department of Education, Division of Standards, Assessments, and Accountability*;
 - k. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.
2. A *Statement of Assurance* regarding the Board's test security policy shall be submitted annually to the *Louisiana Department of Education, Division of Standards, Assessments, and Accountability*. This statement shall include the name of the individual designated by the Superintendent to procure test materials.

A Statement of Assurance regarding the School Board's End of Course (EOC) disaster plan shall also be submitted annually to the Louisiana Department of Education, Division of Assessment and Accountability. The disaster plan shall provide the necessary steps to be followed in the event of a major disaster that results in the disabling of computers during EOC testing.

3. Test materials, including all test booklets, answer documents, supplementary secure materials containing secure test questions, video tapes, and completed observation sheets, shall be kept secure and accounted for in accordance with the procedure specified in the ~~examination program~~ **test** administration manuals and other communications provided by the Louisiana Department of Education.

Secure test materials are those materials that contain test items or student responses and to which access is restricted. Secure test materials include ~~test administrators' manuals,~~ **student** test booklets, **student** answer documents, and any supplementary ~~secure~~ **other** materials **that contain test items or student responses.**

- a. All test materials except district and school test coordinator manuals and test administration manuals, test booklets, answer documents, and supplementary secure materials shall be kept in a ~~predetermined~~ **designated**, ~~secured,~~ locked **secure** storage area prior to, during, and after administration of any test; all secure materials, including any parallel forms of a test, shall be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended;
- b. Test administrators are to be given access to the tests and any supplementary secure materials only on the day the test

is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in a designated locked, secure location **storage area** each day of testing.

- c. All test booklets, answer documents, and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.
 - d. Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials, or the quantity received from contractors shall be reported to the *Division of ~~Standards,~~ Assessments, and Accountability* (LDE) by the school district's Test Coordinator prior to the administration of the test.
 - e. In the event the test booklets, answer documents, or supplementary secure materials are determined to be missing while in the possession of the school district or in the event of any other testing irregularities or breaches of security, the District Test Coordinator shall immediately notify by telephone the *Division of ~~Standards,~~ Assessments, and Accountability* (LDE) and follow the detailed procedures for investigating and reporting specified in BESE's *Test Security Policy*.
4. *Only personnel trained in test security and administration* shall be allowed to have access to or administer any state-wide assessments.
 5. The Superintendent shall designate annually one individual in the district as District Test Coordinator, and, if necessary, one individual as Backup District Test Coordinator, who shall be authorized to procure test materials which are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The name of the individuals so designated shall be provided, in writing, to the *Division of ~~Standards,~~ Assessments, and Accountability, Louisiana Department of Education,* and included on the *Statement of Assurance*.

If during the academic year the person appointed as District Test Coordinator changes, the Superintendent shall notify the LDE, *Division of ~~Standards,~~ Assessments, and Accountability* in writing within fifteen (15) days of the change of appointment.
 6. Testing shall be conducted in class-sized groups. Permission for testing in environments that differ from the usual classroom setting must be obtained, in writing, from the *Louisiana Department of Education, Division of ~~Standards,~~ Assessments, and Accountability* at least thirty (30) days **prior** to testing. If testing outside the usual classroom setting is approved by the *Division of ~~Standards,~~ Assessments, and Accountability,* the School Board shall provide at least one (1) proctor for every thirty (30) students.
 7. The State Superintendent of Education may disallow test results which may have been achieved in any manner which is in violation of test security.

8. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met.
9. Individuals shall adhere to all procedures specified in all operational manuals that govern the mandated testing programs, as well as any access to electronically shared student test data.
10. Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through BESE or the Louisiana Department of Education shall have breached test security. Any individual who knowingly causes or allows the presentation of forged, counterfeit or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores but will be allowed to retake the test at the next test administration.
11. The District Test Coordinator shall ~~coordinate~~ **initiate** the investigation of all reports of testing irregularities, including anonymous complaints, access to electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test, in accordance with procedures outlined by the Louisiana Department of Education in Bulletin 118, *Statewide Assessment Standards and Practices*, and/or the School Board. The District Test Coordinator may elicit the assistance of school district administrative personnel as well as other persons deemed appropriate to assist in any investigation. Once the investigation has been completed, a report of the results of the investigation shall be submitted to the *Division of ~~Standards, Assessments, and Accountability~~, Louisiana Department of Education*, and the Superintendent of the school district.

Investigation Process

Procedures for investigating **any** testing irregularity shall follow the procedures outlined in Bulletin 118, *Statewide Assessment Standards and Practices*, but shall include the following:

- a. In instances where any testing irregularities may have occurred, an initial written report of the alleged irregularity shall be prepared by the site administrator where the instance occurred. Said documentation shall then be forwarded to the building principal, school test coordinator, the District Test Coordinator, and the Superintendent.
- b. The District Test Coordinator shall review the allegation of test security violation and conduct an investigation of any such allegations, documenting all investigative activities. The formal investigation will include, but not be limited to:
 - i. The location of the ~~predetermined~~ **designated**, locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified;
 - ii. Interviews regarding testing administration and security procedures shall be conducted with the principal,

school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time shall be interviewed;

- iii. Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing;
- iv. Compilation of any documents to support or to refute allegations made. All individuals who had access to the test materials at any time must be interviewed.

A written summary of the findings of the investigation shall be provided the Superintendent.

- c. If the investigation conducted provides evidence to indicate that a breach of test security did indeed occur, individuals involved in such security breach shall be identified, and depending upon the nature of the violation, appropriate corrective and/or punitive action may be pursued.
 - (1) Students found to have purposefully violated test security shall have test results voided and will be referred to the site administrator for appropriate disciplinary action in accordance with provisions of the Terrebonne Parish School Board *Policy Manual*.
 - (2) Any **teachers or other** school ~~employee~~ **personnel** found to have purposefully violated test security shall be charged with violation of state and/or parish policy and disciplinary action shall be pursued in accordance with the provisions of state statutes, with direction from the Terrebonne Parish School Board.
 - d. After completion of the investigation, the School Board shall provide a report of the investigation *and* a written plan of action to the State Superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or a witness to the occurrence.
12. All persons involved in the administration of tests or that have access to test materials or student test data shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance, access to electronic data and confidentiality requirements. A record of such activities shall be maintained by the Board. Such activities shall be coordinated and supervised by the District Test Coordinator. School testing coordinators shall in turn in-service all school level personnel having access to testing materials on security, administration, and confidentiality of individual or aggregated student test data. Access to **secure** test materials by school personnel shall mean ~~any contact with or~~ **physically** handling the materials, but does not include **reading**, reviewing, ~~tests~~ or analyzing test items, **either before or after testing**, which are prohibited.

13. All test administrators and proctors shall be required to sign the *Oath of Security* and return it to the School Test Coordinator to keep on file for three (3) years. The School Test Coordinator and principal shall be required to sign an *Oath of Security* and return it to the District Test Coordinator to be kept on file at the School Board office for three (3) years.
14. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be maintained by the Board. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, principal, or assistant principal of each school. Additionally, a list of all individuals who have access to student level test data shall be maintained.
15. The School Board shall ensure that individual student test data in electronic and paper format are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users of the LEAPweb Reporting System, the LEAP data Query System, and the Enhanced Assessment of Grade Level Expectations (EAGLE) System shall be responsible for ensuring the security of all passwords, any disks or CD's with downloaded individual student test data, and student-level data open on a computer screen. Any student information from these systems shall not be disclosed to anyone other than a state, district, or school official, or parent/guardian as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). All users who are granted a password to these systems shall abide by FERPA provisions.

School level passwords for access to individual school data shall be provided to school principals by the District Test Coordinator as requested. Principals shall be responsible for distributing the password as needed to school personnel and to provide for security and confidentiality of the school level password.

All users shall be required to sign a security agreement ~~each year~~ guaranteeing they will not share any password with unauthorized individuals and maintain the confidentiality of student data. A copy of the security agreement shall be sent to the District Test Coordinator for safekeeping, or for school users, maintained by the principal of each school. Signed security agreements shall be valid until the District Test Coordinator receives notification that the security agreement available online has been revised. **A new security agreement shall be signed by all users each year after the new password letter for schools and districts has been automatically generated in August of each year.** If a breach in security occurs, principals shall immediately contact the District Test Coordinator or his/her backup for a replacement password. Users who have access to these systems and leave their positions at a district or school site shall not use or share any passwords. District Test Coordinators shall send their signed security agreements to the Louisiana Department of Education.

Revised: March 1999
 Revised: January 2002
 Revised: August 2003
 Revised: January 2007

Revised: November 2008
Revised: February 2011

Ref: La. Rev. Stat. Ann. §§17:81, 17:81.6, 49:953; Statewide Assessment Standards and Practices, Bulletin 118, Louisiana Department of Education; Board minutes, 3-16-99, 1-15-02, 8-19-03, 1-16-07, 11-18-08.

Mrs. Monica Walther, Supervisor of Child Nutrition Program, discussed recommended changes to policy FILE: H-3.6g School Wellness.

RECOMMENDATION NO. 16

The Committee recommends that the Board approve, as presented, the following revised policy FILE: H-3.6g School Wellness:

FILE: H-3.6g
Cf: E-4

SCHOOL WELLNESS

The Terrebonne Parish School Board recognizes that schools should play a vital role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. The School Board shall promote a healthy school environment by supporting and emphasizing student wellness, good nutrition, and regular physical activity and making these an integral part of the total learning environment.

Schools have a responsibility to help students learn, establish, and maintain patterns of nutrition and physical activity that facilitate a healthy environment. Well-planned and effectively implemented school nutrition and fitness programs serve to enhance a student's overall health, as well as their behavior and academic achievement. The School Board shall require that all foods made available on school campuses should offer children nutritious choices, and physical activity should be incorporated into the school day as often as possible.

The Terrebonne Parish School Board shall develop, implement, and maintain a comprehensive plan to encourage healthy eating and physical activity in all public schools of Terrebonne Parish. The plan shall make effective use of school and community resources and equitably serve the needs and interests of all schools and staff.

SPECIFIC WELLNESS GOALS

Nutrition Education

The school district will:

1. Promote and implement nutrition education that promotes lifelong healthful eating practices.
2. Use lessons that are age-appropriate, with behaviorally focused content that is developmentally appropriate and culturally relevant.
3. Use lessons that are sequential and are correlated with standards, benchmarks, and grade level expectations.
4. Provide hands-on activities that are fun.

5. Provide repeated opportunities for students to taste foods that are low in fat, sodium and added sugars and high in vitamins, minerals and fiber.
6. Focus on positive aspects of healthful eating behaviors.
7. Promote social learning techniques such as role-modeling, providing incentives, developing social resistance skills, overcoming barriers to behavioral changes and goal setting.

Physical Activity

The school district will:

1. Promote and implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students.
2. Provide students in grades K-8 with a minimum of 150 minutes per week of health and physical education.
3. Ensure that students in grades K-8 participate in planned, organized, moderate to vigorous physical activity for a minimum of 30 minutes each school day.
4. Strive toward having qualified, certified physical education teachers guide physical activity instruction in all elementary grades as well as in middle and high school physical education classes.
5. Provide staff development on standards implementation for physical education instructors.

Other School-Based Activities

The school district will:

1. Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.
2. Recognize that daily physical activity is essential to student welfare and academic performance.
3. Encourage physical activity during recess for elementary students, intramural programs, integration in the academic curriculum, and clubs, as well as in physical education programs.
4. Encourage parents and guardians to support students' participation in physical activities, to be physically active role-models, and to include physical activities in family plans.
5. Provide parents a list of foods that meet the Board's snack standards and ideas for health celebrations/parties, rewards and fundraising activities.

6. Encourage school staff to participate in physical activities to serve as role-models.
7. Support community-based physical activity programs.
- 8. Promote and implement a tobacco-free environment (see policy FILE: F-12.1, Tobacco Use; and policy FILE: H-3.3a, Student Smoking).**

Nutrition Guidelines

Student's lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment. In addition to ensuring that reimbursable school meals meet all requirements of the *Nutritional School Lunch Program* outlined in federal and state regulations, the School Board shall develop and maintain specific nutritional guidelines to address all food and beverages sold or served to students, including those items made available to students outside of the school meal programs.

MONITORING AND POLICY REVIEW

Monitoring

The Superintendent or his/her designee shall be responsible for assuring compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and shall report on the school's compliance to the Superintendent or his/her designee.

School food service staff, at the school or district level, shall assess compliance with nutrition policies within school food service areas and report on this matter to the Superintendent (or if done at the school level, to the school principal).

The Superintendent or his/her designee shall develop a summary report at least annually on compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. The report shall be provided to the School Board, the district's School Health Advisory Council (SHAC), and also distributed to the schools, parent/teacher organizations, school principals, and school health services personnel throughout the parish.

Policy Review

Assessments shall be taken annually to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the School Board and staff shall review all nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements using the district's *Wellness Policy Evaluation* tool and share these results with the *School Health Advisory Council* (SHAC). The School Board and individual schools within the district shall, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

New policy: April 2006

Approved: August 15, 2006

Revised: February 2010

Revised: July 2010

Revised: February 2011

Ref: PL 108-265 (*Section 204, Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004*); 42 USC 1751 et seq. (*Richard B. Russell National School Lunch Act*); 42 USC 1771 et seq. (*Child Nutrition Act of 1966*); 7 CFR 210 (*National School Lunch Program*); 7 CFR 220 (*School Breakfast Program*); La. Rev. Stat. Ann. §17:7.1; Board minutes, 8-15-06, 2-23-10, 07-20-10.

Mrs. Debra Yarbrough, Supervisor of Personnel, presented revisions to policy FILE: F-9.4 Employment of Personnel.

RECOMMENDATION NO. 17

The Committee recommends that the Board approve, as presented, the following revised policy FILE: F-9.4 Employment of Personnel:

FILE: F-9.4
Cf: F-9.4a, F-9.11
Cf: F-9.13, F-10.4

EMPLOYMENT OF PERSONNEL

The Terrebonne Parish School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, creed, sex, age, national origin or any similar personal characteristic. Age shall be considered only with respect to minimums set by law.

The Superintendent or his/her designee shall be responsible for establishing and maintaining appropriate procedures for reviewing and evaluating any and all applicants for selection, including administrative and supervisory personnel, and assuring adherence to applicable state and federal legal requirements. Selection of personnel to fill all positions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion.

PERSONNEL CHANGES

The School Board shall select teachers and all other personnel from recommendations made by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons recommended have proper certification where applicable, and are qualified for the position. Nothing shall prevent the School Board from rejecting the recommendation made by the Superintendent and requiring the Superintendent to submit additional recommendations.

The Superintendent and/or his/her designee shall consult with the principal regarding any possible selections made by the Superintendent for hiring or placement of any teacher or other certified personnel at the school in which the principal is employed. In addition, the Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed, subject to the provisions of any applicable court order.

The Board shall require all teaching personnel employed by the district to possess those qualifications set forth by the Louisiana Board of Elementary and Secondary Education (BESE) and by all applicable accrediting agencies. The Board also recognizes that these qualifications, as well as qualifications for all positions, are set up to promote minimum standards. The Superintendent and/or his/her designee shall strive to employ persons who exceed these minimum requirements, whenever possible.

ELIGIBILITY FOR EMPLOYMENT

To be eligible for employment with the Terrebonne Parish School Board, men born in 1960 or later must provide proof of registration with the Selective Service System in accordance with the Military Selective Service Act, Selective Service Regulations, and the President's Proclamation on Registration.

DISCLOSURE OF INFORMATION BY APPLICANT

Prior to hiring any employee, the School Board shall require the applicant to sign a statement that authorizes the release and disclosure of the following information by the applicant's current or previous employer(s):

1. All actual cases of sexual misconduct with a minor or student by the applicant.
2. All instances of sexual misconduct with students, as defined by BESE, committed by the applicant, if any, if such employer is/was a city, parish, or other local public School Board.

Adult sexual misconduct in schools, as defined by BESE for the purposes of disclosing information to the School Boards, includes sexually inappropriate behavior by the adult that is directed at a student, including but not limited to sexually-related conversations, jokes, or questions directed at students. More specifically, *sexual misconduct* is:

- a. any conduct that would amount to sexual harassment under Title IX of the (U.S.) Education Amendments of 1972, as amended;
 - b. any conduct that would amount to a sexual offense affecting a minor under state criminal codes;
 - c. any sexual relationship by a school employee with a student, regardless of the student's age; with a former student under eighteen (18); with a former student (regardless of age) who suffers from a disability that would prevent consent in a relationship. All students enrolled in the school and in any organization in which the school employee holds a position of trust and responsibility are included;
 - d. any activity directed toward establishing a sexual relationship such as sending intimate letters, engaging in sexualized dialogue in person, via the Internet, in writing or by phone, making suggestive comments, dating a student.
3. All investigations of sexual misconduct by the applicant with a minor or student that occurred within thirty-six (36) months prior to

the applicant's resignation, dismissal, or retirement from employment.

4. All actual or investigated cases of abuse or neglect committed by the applicant, if any, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or the Louisiana Special Education Center.

In accordance with the Louisiana Children's Code, Art. 603:

1. Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health and safety of the child:
 - a. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
 - b. The exploitation or overwork of a child by a parent or any other person.
 - c. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child's sexual involvement with any other person or of the child's involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of Louisiana.
2. *Neglect* means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. Neglect includes parental neglect. Consistent with Louisiana Children's Code, Art. 606(B), the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

If an investigation determined that a formal allegation of an applicant was inconclusive, unjustified, or otherwise without cause for further formal pursuit, the applicant shall not be required to disclose such information.

The statement shall also request the current or previous employing School Board make available to the School Board, within twenty (20) business days of receipt of the request, copies of all documents as contained in the applicant's personnel file maintained by such employer relative to instances of sexual misconduct, if any. Such request for information shall include a copy of the required statement signed by the applicant.

The School Board may employ any applicant on a conditional basis pending the Board's review of any information obtained pursuant to this request. However, in accordance with statutory provisions, the School Board shall not hire any applicant who does not sign the statement as required by law.

Any information obtained by the School Board as a result of the statement and request outlined above shall be used by the Board *only* for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied, is not subject to the state public records statutes, and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

In addition to the above, the applicant shall grant permission by signing a statement on the application form that permits the School Board to have access to any and all reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer.

CRIMINAL HISTORY OF APPLICANTS

The Terrebonne Parish School Board shall require, in accordance with state law, applicants for employment with the School Board to submit necessary information regarding their backgrounds. A prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal activities, including arrests ~~for~~, convictions ~~of~~, ~~or~~ having pled nolo contendere, **or other dispositions, including dismissal of convictions, to of** any criminal offense, **in accordance with La. Rev. Stat. Ann. §15:587.**

A standard applicant fingerprint card acceptable to the *Louisiana Bureau of Criminal Identification and Information* and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing. Any cost associated with fingerprinting or the disclosure of background information on an applicant may be passed on to the applicant.

1. No person who has been convicted of or has plead *nolo contendere* to crimes listed in La. Rev. Stat. Ann. §15:587.1 shall be hired as a teacher, substitute teacher, bus driver, substitute bus driver, or janitor, or as a temporary, part-time, or permanent school employee of any kind, unless approved, in writing, by a district judge and the district attorney with jurisdiction in this parish, or if employed on an emergency basis, unless approved, in writing, by the Superintendent. Any such statement of approval shall be kept on file at all times at the location wherein the employee is assigned and shall be produced, upon request, by any law enforcement officer.
2. For the purposes of reviewing the criminal history of prospective employees, any person employed to provide cafeteria, transportation, janitorial or maintenance services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.

3. Every such prospective employee shall be subjected to fingerprinting and each person's fingerprints shall be submitted to the proper authorities for a criminal history review.
4. A person who has submitted his/her fingerprints may be temporarily hired pending the results of the inquiry.
5. Upon the final conviction or upon a plea of *nolo contendere* of any crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74 (criminal neglect of family), any teacher may be dismissed following a hearing held in accordance with statutory provision.
6. Any other school employee if such employee is convicted of or pleads *nolo contendere* to crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, may be dismissed.
7. A teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within forty-eight (48) hours of conviction or plea.
8. The Board may reemploy a teacher or other school employee who has been convicted of crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, **only** upon written approval of a district judge and the district attorney who has jurisdiction in this school district, or upon written documentation from the court in which the conviction occurred stating that the conviction had been reversed, set aside, or vacated.

Revised: September 1998
 Revised: February 1999
 Revised: December 2001
 Revised: February 2006

Revised: January 2007
 Revised: November 2008
 Revised: November 2009
Revised: February 2011

Ref: La. Rev. Stat. Ann. §§11:710, 15:587, 15:587.1, 17:15, 17:81, 17:81.9, 17:430, 17:493.1, 23:897; La. Children's Code, Art. 603; **Louisiana Handbook for School Administrators**, Bulletin 741, Louisiana Department of Education; Board minutes, 6-19-84, 5-17-88, 1-17-89, 4-4-89, 5-17-90, 5-21-91, 7-16-91, 7-21-92, 5-18-93, 2-9-99, 12-18-01, 6-3-03, 2-21-06, 1-16-07, 11-18-08, 11-17-09.

Mrs. Yarbrough presented the revisions to policy FILE: F-9.13 Transfer.

RECOMMENDATION NO. 18

The Committee recommends that the Board approve, as presented, the following revised policy FILE: F-9.13 Transfer:

FILE: F-9.13

TRANSFER

The Terrebonne Parish School Board may transfer any teacher from one position, school, or grade to another by giving written notice to the employee of such intention to transfer, provided such transfer is in accordance with the provisions outlined below. Such transfer shall be without loss of status or violation of contract. The transfer of any employee shall be made in accordance with applicable state law, in particular **La. Rev. Stat. Ann.** R.S. §17:81, which provides for consulting with

the principal regarding any recommendations made by the Superintendent for the hiring or placement of any teacher or other certified personnel at the school in which the principal is employed. Any recommendations made by the principal shall not be binding upon the Superintendent but shall be considered by the Superintendent in making his/her recommendations to the Board.

A teacher or other school employee who has been a victim of physical abuse by any student(s) shall be given the opportunity to transfer to another position for which he/she is certified or otherwise qualified and in which he/she shall not have contact with the student(s), provided there is a position available.

I. Voluntary transfer

A. In-school letter of intent

1. Teachers shall complete an in-school letter of intent to indicate an interest in changing positions within a school. Teachers employed in ancillary departments shall also complete a departmental letter of intent to indicate an interest in changing assignment within the department.
2. The in-school letter of intent shall be completed no later than the end of the third nine weeks of the school session.
3. This in-school letter of intent shall be used to fill vacancies within a school or department.

B. Parish-wide letter of intent

1. Teachers shall complete a parish-wide letter of intent to indicate their intentions of employment and/or interest in transfer for the ensuing school year.
 - a. Non-tenured teachers will be allowed one (1) transfer in a 3-year period.
2. The parish-wide letter of intent shall be completed no later than the end of the third nine weeks of the school session.
3. Teachers shall be given a two-week time period to indicate their intent.

C. Filling of vacancies

1. Internal vacancies

Vacancies within a school or department shall be filled internally only by personnel properly certified in the area of the vacancy before the position is opened to employees outside the school or department in accordance with this policy. Voluntary internal transfer shall be based on the criteria in the following order of priority, except: When the principal recommends a

different applicant on the basis of educational experience and/or training.

- a. Minimum of Type C certification in area of vacancy
 - b. Continuous seniority within the grade or subject within the school or department
 - c. Continuous seniority within the school
 - d. Continuous seniority within the parish
 - e. Advanced degrees
 - f. Total parish service
 - g. Total outside teaching experience
2. Announcement of vacancies
- a. A list of all known and anticipated vacancies shall be posted twice yearly, once prior to transfer and once after transfers are completed. Vacancy lists shall be posted in each school building in a place affording ready access to all employees and in the central office. After the fifth work day of the second posting, all transfers are considered final.
 - b. Transfers will be made prior to the end of the school session, whenever possible.
3. Priorities for transfer
- a. Priority in filling vacancies will be given those teachers requesting transfers for the ensuing year and who meet the certification requirements for the primary duties of the vacancy. All requests for transfer shall be acted on before the assignment of any new personnel.
 - b. Seniority List - Each year a master seniority list of all professional personnel will be established according to areas of certification, grade, or classification using the employment records of the Board. This list shall be established by the end of the third nine weeks. This list will be maintained in the Office of Personnel and in the principal's office at each school as a public record for use by each employee.

Each new employee shall have his/her name added to the seniority list as of the date and time of hiring. Seniority shall mean years of continuous service including breaks for maternity and sabbatical leave. Leaves of absence without pay will break seniority, except in cases of

extreme illness of the employee or his/her immediate family.

4. Due process

Teachers who feel their transfer rights have been violated must contact the Office of Personnel within five (5) work days of the second posting of the transfer list.

D. Criteria for transfer

Transfers between schools shall be based on the following criteria in the following order of priority:

- a. Certification
- b. Continuous seniority
- c. Advanced degrees
- d. Total parish service

When the receiving principal recommends a less senior applicant, as a result of the interview process, transfers will be based on one or more of the following: educational experience, attendance, evaluation(s), professional attributes, extracurricular participation, and/or training as specified in the posted vacancy list.

1. All vacancies shall be filled by certified teachers, except in the case of emergencies, and then only when permitted by Louisiana State Law.
2. In cases where all factors are equal, the principal and a committee which shall include teachers from the receiving school shall interview eligible applicants and shall decide by majority vote.
3. The principal shall provide written reasons to the Superintendent/designee explaining the basis for the recommendation.
4. The deadline for all voluntary transfers shall be June 30th of each year.

II. Involuntary transfer

A. Involuntary transfer within a school, due to changes in enrollment in a particular grade or subject, shall be made by the principal of the school based upon the following order of priority:

1. Continuous experience within the grade or subject within the school (Non-certificated teachers will not gain seniority)
2. Continuous experience within the school (Non-certificated teachers will not gain seniority)
3. Continuous experience within the parish

4. Total outside teaching experience
- B. *Grade or subject area seniority* is defined as the teacher's length of continuous service within the grade or subject area. *School seniority* is defined as the teacher's length of continuous service within the school.
 - C. A teacher subject to involuntary transfer due to changes in enrollment shall be given an opportunity to accept another position in the same school if a vacancy exists in his/her area of certification. If no such vacancy exists, this teacher will be allowed to replace only the teacher with the least seniority in the school in his/her particular areas of certification.
 - D. When involuntary transfers are necessary, lists of all vacancies in other schools shall be made available to all certified personnel being transferred. In filling such positions, preference shall be based on the criteria listed below:
 1. Continuous experience within the grade or subject within the school (Non-certificated teachers will not gain seniority)
 2. Continuous experience within the school (Non-certificated teachers will not gain seniority)
 3. Continuous experience within the parish
 4. Total outside teaching experience
 - E. All regularly employed teachers with fewer than three (3) years of continuous service who are subject to involuntary transfer shall be offered positions before the placement of teachers with fewer than three (3) years continuous service who have requested transfers.
 - F. Transfer during the school session
 1. It is the policy of the Board not to transfer teachers from one school to another during the session. However, under unusual circumstances, at the discretion of the Superintendent, a teacher may be transferred during the session for one of the following reasons:
 - a. To move a teacher into his/her field of certification
 - b. To meet enrollment changes and/or curricular needs
 - c. To overcome friction with the principal, other school employees, or community
 2. A vacancy filled after the transfer deadline is considered a temporary assignment unless filled by a displaced teacher. Teachers accepting a temporary assignment do not accrue school seniority, but do accrue parish seniority.

3. When a transfer is to be made during a session, a conference of employees concerned shall be held either with the Superintendent or his/her designee. A teacher who is opposed to a transfer shall have the right to appeal through the *Grievance Procedure*.

G. Transfer due to grade structure change and new school opening

Teachers in schools where grade structure is changed and a new school is built to accommodate grades removed are given first choice to fill positions at both schools.

H. Transfers due to school closure and new school opening

Positions at the new school will be filled based on criteria in the following priority:

1. Certification
2. Continuous seniority
3. Advanced degrees
4. Total parish service

I. Transfers due to school closure when no new school is built

1. Teachers in a school which is closed will be placed on a seniority list to fill positions open in the parish.
2. If no positions open, then the teacher can displace the least senior, non-tenured teacher with the same certification in the parish.
3. In the event there are no non-tenured positions, the teacher can displace the least senior, tenured teacher with the same certification.
4. In the event there are no non-tenured positions open in the teacher's area of certification, the teacher will be offered a temporary teaching assignment and can then displace the least senior Temporary Certificated teacher.

III. Extenuating circumstances

In the event that extenuating circumstances occur, not specifically enumerated in the policy, the Superintendent of Schools, in consultation with the school administrator, shall make the final decision.

IV. Filing of grievance

Teachers who feel they have been unfairly denied transfer have the right to appeal through the *Grievance Procedure*.

Revised: January 1989

Revised: June 1993

Revised: October 1995

Revised: April 1996

Revised: July 1996

Revised: April 1999

Revised: March 2002

Revised: February 2003

Revised: March 2003

Revised: August 2008

Revised: January 1997

Revised: February 2011

Ref: La. Rev. Stat. Ann. §§**17:7, 17:81**, 17:421.3, 17:441 et seq., **17:443**;
Board minutes, 1-17-89, 6-15-93, 4-25-95, 10-17-95, 4-23-96, 7-16-96, 1-21-97,
3-16-99, 4-20-99, 2-19-02, 3-5-02, 2-4-03, 3-18-03, 8-19-08.

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

Respectfully submitted,

Richard Jackson, Chairman

Brenda Leroux Babin, Vice-Chairman

Donald Duplantis

dc

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved, as outlined in the foregoing report, changes to the wording of Policy (FILE: B-12.2 Agenda), to remove items (1), (2), and (3) and replace with; The reports of all Committees of the Board shall be given when deemed necessary by the President and Superintendent.

Motion of Mr. Badeaux, seconded by Mr. Duplantis, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: A-6 School Superintendent Legal Status).

Motion of Mr. Badeaux, seconded by Mr. Thomas, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: B-3 Board Member Continuing Education).

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: B-16 School Board Ethics).

Motion of Mr. DeHart, seconded by Mr. Harding, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: C-3 School Superintendent).

Motion of Mr. Badeaux, seconded by Mr. Duplantis, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: C-3.3 Superintendent Election).

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: C-3.7 Superintendent Dismissal).

Motion of Mr. Thomas, unanimously seconded, unanimously carried, the Board commended and recognized the following four principals/schools for having achieved the distinction of being named a High Performing/High Poverty School. These schools are Title I schools with School Performance Scores (SPS) over 100.

Trudy Begue, Principal, Bayou Black Elementary School
Cheryl Degruise, Principal, Dularge Middle School
Stacy Whitney, Principal, Montegut Elementary School

Cathy Kosior, Principal, Oakshire Elementary School

Ms. Carol Davis, Assistant Superintendent; Ms. Begue, Ms. Degruise, Ms. Whitney, and Ms. Kosior addressed the Board regarding the foregoing motion.

Motion of Mr. Badeaux, seconded by Mr. Thomas, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: D-7.4a Bids and Quotations).

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: D-3.9 School Property Disposal).

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

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

Motion of Mr. Duplantis, seconded by Mr. Badeaux, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: G-2.4d Alcohol, Drug, and Substance Abuse Education Program).

Motion of Mr. Badeaux, seconded by Mr. Duplantis, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: H-3.3b Substance and Alcohol Abuse).

Mr. Stanwood Duval, Attorney, addressed the Board regarding the foregoing motion.

Motion of Mr. DeHart, seconded by Mr. Badeaux, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: G-12 Testing Program).

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: H-3.6g School Wellness).

Motion of Mr. DeHart, seconded by Mr. Badeaux, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: F-9.4 Employment of Personnel).

Motion of Mr. Harding, seconded by Mr. Thomas, unanimously carried, the Board approved, as outlined in the foregoing report, revised Policy (FILE: F-9.13 Transfer).

Mr. Thomas left the meeting at this time.

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

Mr. Thomas re-entered the meeting and was present for the remainder of the proceedings.

The following partial report of the Buildings, Food Service, and Transportation Committee meeting 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, February 14, 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, and Mr. Roger Dale DeHart, Vice-Chairman. Mr. Gregory Harding, Committee Member, was absent. Others in attendance were Mr. L. P. Bordelon, III, Mr. Richard "Dicky" Jackson, 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.

The following is a **partial report** of the Committee meeting.

Superintendent Philip Martin addressed the Committee regarding the Cooperative Endeavor Agreement by and between the Department of Treasury, as it relates to renovations and repairs at H. L. Bourgeois High School.

RECOMMENDATION NO. 1

The Committee recommends that the Board approve the Cooperative Endeavor Agreement (attached) by and between the Department of Treasury, State of Louisiana, as it relates to the allocation of \$10,000.00 for renovations and repairs at H. L. Bourgeois High School, in accordance with Act 11 and Act 41 of 2010, and further, authorize the Superintendent or Board President to sign all necessary documents pertaining thereto.

The final report of the Committee meeting will be presented to the Board at its March 1, 2011, meeting.

Respectfully submitted,

Hayes J. Badeaux, Chairman

Roger Dale DeHart, Vice-Chairman

JB

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved the Cooperative Endeavor Agreement, as presented, by and between the Department of Treasury, State of Louisiana, as it relates to the allocation of \$10,000.00 for renovations and repairs at H. L. Bourgeois High School, in accordance with Act 11 and Act 41 of 2010, and further, authorized the Superintendent or Board President to sign all necessary documents pertaining thereto.

The partial 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 family and medical leave in accordance with Policy (FILE: F-11.4a) for Sharlen Lafont, School Bus Driver in the Transportation Department, beginning January 26, 2011, through May 6, 2011 (medical).

Motion of Mr. Thomas, seconded by Mr. Duplantis, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Valerie Trosclair-Commodore, Teacher at Elysian Fields School, beginning January 31, 2011, through May 9, 2011 (medical).

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board approved a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Tina Norman, Teacher at Coteau-Bayou Blue Elementary School, beginning February 23, 2011, through February 22, 2012 (medical).

Motion of Mr. Badeaux, seconded by Mr. Jackson, unanimously carried, the Board approved a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Betty Davis, School Bus Driver in the Transportation Department, beginning February 16, 2011, through February 15, 2012 (medical).

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board approved a sabbatical leave of absence in accordance with Policy (FILE: F-11.1) for Virgie Hebert, Teacher at Grand Caillou Elementary School, beginning February 16, 2011, through May 24, 2011 (medical).

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board ratified, as presented, the following list of professional instructional and non-instructional/support personnel actions (contract renewal, appointments, termination, and resignations) for the period of January 13, 2011, through February 9, 2011:

Contract Renewal – Professional Administrative Personnel

Rhonda Charles, Principal, East Houma, February 17, 2011 – February 16, 2013

New Employees – Professional Instructional Personnel

Karli Olivier, 6th Grade Teacher, Certified, Coteau-Bayou Blue – Johnny Ayres, Resigned, 01/24/11

Jarod Martin, Assistant Principal, Certified, Evergreen Jr. High – Returning from Military Leave, 01/24/11

Benjamin Powell, Mild-Moderate Inclusion, Certified, Evergreen Jr. High – Rylan Seymore, Transfer, 01/24/11

New Employees – Non-Instructional Personnel

Katy Menser, School Food Service Technician, Lacache – Jessica D. Dupre, Terminated, 01/31/11

Resignations or Terminations – Professional Instructional Personnel

Johnny Ayres, 6th Grade Teacher, Coteau-Bayou Blue – Resigned, 01/21/11

Ms. Debi Benoit addressed the Board regarding “Matter Pertaining to Board and Committee Meeting Dates and Times.”

Following a discussion, Ms. Benoit moved, seconded by Ms. Babin, that consideration be given when scheduling future Board/Committee Meeting dates and times so that they do not conflict with mandated State meetings and trainings that are required of School Board Members.

Substitute motion of Mr. Badeaux, seconded by Mr. Thomas, with the exception of Mr. Duplantis who objected, the Board referred the "Matter Pertaining to Board and Committee Meeting Dates and Times" to the Education and Policy Committee.

Motion of Mr. Thomas, seconded by Mr. Badeaux, with the exception of Mr. DeHart and Ms. Babin who objected, the Board waived Policy (File: B-11.1 Regular Meetings), as it relates to the 7:00 P.M. Meeting Time, and **rescheduled the March 1, 2011, School Board Meeting Time to 6:00 P.M., rather than 7:00 P.M.** (Due to Louisiana School Boards Association Convention, March 1-4, 2011).

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board voted to adjourn its meeting **(7:45 P.M.)**.

/s/ Philip Martin, Secretary

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

RLB