

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

OCTOBER 18, 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. Brenda Leroux Babin, Mr. Roger Dale DeHart, and Mr. Donald Duplantis.

ABSENT: Ms. Debi Benoit (attending conference out-of-town) and Mr. Hayes J. Badeaux

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

A moment of silence was observed in memory of Geraldine Toney, retired school custodian; Winnie Adams, retired school teacher; Johnus Hayes, retired school custodian, and Elouise Nelson, mother of staff member Shenna Nelson, who recently passed away.

Motion of Mr. Thomas, seconded by Mr. Duplantis, unanimously carried, the Board approved the minutes of School Board Meeting of October 4, 2011, as recorded.

Mr. Badeaux entered the meeting at this time and was present for the remainder of the proceedings.

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board deviated from the regular order of the agenda to take up Agenda Item 7.A (2) (b) Personnel Actions for Period of September 15, 2011 – October 12, 2011.

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

Professional Instructional Personnel

Rose Danos, 5th Grade Teacher, Southdown Elementary - Service Retirement, 36.00 Years, 09/17/11

Gwen Goudeau, Social Studies & Science Teacher, Andrew Price - Service Retirement, 28.00 Years, 09/24/11

Becky Harris, 3rd Grade Teacher, Mulberry Elementary - Service Retirement, 36.00 Years, 09/17/11

Glenn Landry, Reading Teacher, Ellender Memorial High - Service Retirement, 25.00 Years, 09/27/11

Kathryn LeBoeuf, Business & COE Teacher, Terrebonne High - Service Retirement, 31.30 Years, 09/20/11

Catherine Ohda, 5th Grade Teacher, Elysian Fields Middle - Service Retirement, 20.00 Years, 09/16/11

Kathleen Tamplain, Staff Development/Assessment Supervisor, Central Office - Service Retirement, 43.08 Years, 09/30/11

Non-Instructional/Support Personnel

Louis Harding, Bus Driver, Transportation Department - Service Retirement, 32.22 Years, 09/30/11

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board ratified, as presented, the following list of professional instructional and non-instructional/support personnel actions (appointments, retirements, resignations, and termination) for the period of September 15, 2011 – October 12, 2011:

New Employees – Professional Instructional Personnel

Kayla Cressione, 5th Grade Teacher, Certified, Coteau-Bayou Blue Elementary - Terri Schwab, Resigned, 09/19/11

Christy Doyle, 1st Grade Teacher, Certified, East Houma Elementary - Miriam Cheramie, On Leave, 09/27/11

Maxine Pharr, Kindergarten Teacher, Certified, East Houma Elementary - Susan Gremillion, On Leave, 09/26/11

New Employees-Non-Instructional Personnel

Angela Himel, Bus Driver, Transportation Department – Preston Dugas, Transferred, 09/26/11

Ronney Picou, Bus Driver, Transportation Department - Yvette Hebert, Resigned, 09/22/11

Melissa Plaisance, Bus Driver, Transportation Department - Wayne Townsend, Transferred, 09/23/11

Arlinda Smith, Bus Driver, Transportation Department - Robert Sandolph, Transferred, 09/28/11

Mary Williams, Bus Driver, Transportation Department - Kathy Hill, Transferred, 09/27/11

Resignations or Terminations – Professional Instructional Personnel

Andrea Benoit, Speech Teacher, Ellender Memorial High – Resigned, 10/07/11

Allyson Schexnyder, Social Studies, Terrebonne High – Resigned, 09/30/11

Terri Schwab, 5th Grade Teacher, Coteau-Bayou Blue Elementary – Resigned, 09/16/11

Resignations or Terminations – Non-Instructional Personnel

Joyce Granger, Custodian III-A, Ellender Memorial High – Terminated, 09/26/11

Melanie Holly-Morgan, School Secretary B-1, Oaklawn Junior High – Resigned, 09/20/11

Sheryl Lewis, School Food Service Technician, Mulberry Elementary – Resigned, 09/30/11

The Board returned to the regular order of the agenda.

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

Dear Members of the Board:

The EDUCATION and POLICY COMMITTEE met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M., on Monday, October 3, 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. Nason Authement, Supervisor of Secondary Education, provided general information on advanced curriculum for college bound students (see attached).

Mr. Authement presented revisions to policy FILE: G-4.1 Interscholastic Athletics.

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, the following revised policy FILE: G-4.1 Interscholastic Athletics:

FILE: G-4.1
Cf: G-4, G-4.2, G-4.3

INTERSCHOLASTIC ATHLETICS

The Terrebonne Parish School Board believes that the competitive athletic program is a part of the overall educational program of the school system. It also believes that the athletic program should be closely coordinated with the general instructional program of the school, and that the aims achieved through athletics should justify its inclusion in the overall educational program.

ATHLETIC PROGRAM

Interscholastic athletics may be made available for students in the schools of the school district. The Superintendent or his/her designee shall develop and maintain an athletic program in the school district that emphasizes participation of all students. The conduction of all athletic programs within the school district shall comply fully with regulations of the *Louisiana High School Athletic Association* (LHSAA) and policies of the School Board. The Board shall allow students to participate in as many sports activities and academic activities as he/she is capable of participating in without fear of reprisal.

STUDENTS IN HOME STUDY PROGRAMS

Students participating in a home study program approved by the Louisiana Board of Elementary and Secondary Education (BESE) may be eligible to participate in interscholastic athletic activities at a high school that is a member of the Louisiana High School Athletic Association (LHSAA). To be eligible to participate, the home study student shall meet each of the following requirements:

1. The student shall be subject to the same residency or attendance zone requirements as other students participating in the athletic activity.
2. The student's parent or legal guardian shall make a written request for the student to participate in interscholastic athletic activities to the principal of the school providing the activity. Such request shall be made not later than the first eleven (11) days of the school year.
3. The principal of the school providing the athletic activity shall approve or disapprove such written request within thirty (30) days after receipt by the principal of all information and documentation requested by the principal from the student or the student's parent or legal guardian, or both. Such information and documentation shall be noted in item 5 below, as well as information and documentation that is required of other students relative to participation in the athletic activity. The decision by the principal to approve or disapprove the written request for the student to participate shall be **final**.
4. If participation is approved, then at the time of participation in the athletic activity, the student and the student's home study program shall be in full compliance with all guidelines, standards, and requirements established by state law for home study programs.
5. The student shall submit documentation from BESE that the student is in a home study program approved by BESE. The student shall submit a copy of his/her transcript showing units of study completed or in progress, the grades earned for such study, and his/her cumulative grade point average.
6. The student shall be required to meet academic standards required of other students to participate in the athletic activity.
7. The student shall be required to meet all other standards and requirements applicable to a student participating in the athletic activity, including but not limited to tryouts, practice time, codes of conduct and student discipline, physical exams, proof of age, permission forms, waivers, required paperwork, fees, and transportation arrangements but excluding any requirements that the student be enrolled in or attend the school, or both.
8. The student shall be required to meet conditions applicable to students at the school relative to having any required insurance coverage either by participating, if otherwise eligible, in insurance programs offered through the school or school system or by providing for such insurance coverage in another manner.

After a decision is made by the principal to approve a request for the student to participate, then the student shall participate in any tryouts for such activity at the same time and in the same manner as other students

who want to participate in the same activity.

Any home study student who provides, or on whose behalf others provide, any false representation, documentation, or verification of the student's qualifications for the purpose of meeting eligibility requirements to participate in interscholastic athletics shall be ruled ineligible to participate in accordance with policies of the LHSAA and shall be subject to the same penalties as other students. Likewise, a school determined to be knowledgeable of any false representation, documentation, or verification of a home study student's qualifications for the purpose of meeting eligibility requirements to participate in interscholastic athletics shall be subject to penalties as established by the LHSAA for use of an ineligible student athlete.

A student who has been enrolled in a public or nonpublic school during the school year in which the student begins home study or during the previous school year and who was determined ineligible to participate in one or more interscholastic extracurricular activities at such school for reasons related to student conduct or academic performance, or both, shall be ineligible to participate in interscholastic athletic activities for one (1) calendar year from the date the student was determined ineligible.

A student who has been enrolled in a public or nonpublic school during the school year in which the student begins home study shall not be eligible to participate in interscholastic athletic activities during the remainder of that school year nor during the following school year.

PARTICIPATION REQUIREMENTS

No student shall be permitted to practice or participate in any interscholastic athletic program in any public school of the Terrebonne Parish School Board until such student shall have furnished to the principal of the school documentation that he/she has met the following requirements:

1. Evidence of having had a physical examination by a licensed physician who shall have completed documentation as required by the Louisiana High School Athletic Association (LHSAA).
2. Properly complete a *School Entrance and General Health Exam Form/LHSAA Medical History* and pass a medical examination by a licensed physician prior to the first time he/she participates in a sport in a LHSAA school. Physicians may continue to use the original *LHSAA Sports Physical Form* in performing sports physicals. In addition, parents shall be required to complete the *Authorization for Release of Confidential Information*.
3. Once a student passes the initial medical examination and completes an *LHSAA Medical History Form* prior to the sports season in which he/she participates, he/she shall annually pass any medical screening or medical examination required by a licensed physician and shall update his/her *LHSAA Medical History Form* as required.
4. A copy of all completed and signed medical examination and participation/release of information forms (and any others required by the School Board) must be on file at the school for every student before he/she practices or participates in interscholastic athletics

during that school year.

5. An agreement signed by the student's parent(s) or legal guardian(s) to hold the School Board and its members, employees, agents, assigns and insurers harmless from and against any liability for any accidents involving the student while participating in such athletic activities and any injuries suffered by the student during, or as a result of, such participation. The agreement shall also authorize team physicians to treat the student in the event of an injury requiring emergency treatment.
6. Students shall sign a form consenting to random drug screening and must obtain the written consent of their parent(s) or guardian(s) for said tests in order to be eligible to participate in any athletic or extracurricular activity. (See policy G-4.2, *Extracurricular Activity Drug Testing*)

RULES VIOLATION

Adherence to the rules of athletic representation and participation shall be strictly enforced by the Board. Any violations of athletic rules shall be immediately reported to the Superintendent by the principal. In the event that a member school, member school principal, or member school coach is penalized or cited by the LHSAA due to a violation, the athletic director, principal, and coach involved shall provide a full report to the Superintendent. If found warranted, the Superintendent in turn shall make a report to the School Board with pertinent recommendations for disciplinary action.

SCHOLASTIC REQUIREMENTS

The School Board endorses the scholastic eligibility requirements as a condition for participation in high school extracurricular activities as stipulated by the LHSAA. Scholastic requirements shall be as follow:

- ~~1. To be eligible for the first semester of the 2010-2011 school year, a student shall have earned at least five (5) units from the 2009-2010 school year which shall be listed on the student's transcript, including any special education subjects and shall have earned at least a 1.5 grade point average when considering all "graded" subjects.~~
- ~~2. To be eligible for the second semester of the 2010-2011 school year, a student shall pass at least six (6) units from the first semester of the 2010-2011 school year, including any special education subjects.~~
- ~~3.~~**1.** To be eligible for the first semester of the 2011-2012 school year, a student shall have earned at least six (6) units from the ~~2010-2011~~ **previous** school year, which shall be listed on the student's transcript, including any special education subject(s) and shall have at least a "C" average as determined by the School Board when considering all "graded" subjects.
- 2. To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester. A senior attempting four (4) units in the first semester must pass all four (4) units to be eligible in the second semester. Likewise, a senior**

attempting five (5) units in the first semester must pass all five (5) units, and a senior taking six (6) or more units in the first semester must pass six (6) units for second semester eligibility.

3. The LHSAA includes specific eligibility rules for special education students which must be met for their participation.

Individual schools or the School Board may set higher, but not lower scholastic requirements for interscholastic athletic participation.

SAFETY

~~The Superintendent or his/her designee shall have the responsibility in the school district to identify risks to students participating in athletic activities. Participants in the various sports shall be instructed in proper techniques to practice for maximum safety in the contact phase of a game.~~

~~The Terrebonne Parish School Board shall require injury prevention techniques be promoted by all coaches to all athletes. All players and parents of players shall be provided information concerning the physical risks to students participating in varsity athletic programs.~~

INSURANCE COVERAGE

Athletes shall have either school student insurance or a signed statement from the parent showing that the student is otherwise covered for any accident or injuries that may occur during any athletic participation. No students shall be allowed to practice or participate in interscholastic athletics until this requirement has been met.

REGULATIONS GOVERNING SPORTS

1. At all times, equipment must be adequate for the best protection of the players.
2. The principal of each school shall be responsible for the sports medicine aspects of competition as it relates to his/her team.
3. A responsible individual should be assigned to handle athletic injuries during out-of-town games. Prior to the competition, this person is responsible for checking with the host team as to the availability of doctors and medical facilities.
4. As far as practicable and possible, these rules must also cover the non-contact sports (basketball, baseball, track and others).
5. Limit number of sports in the four high schools to football, volleyball, basketball, track, softball, baseball, soccer, tennis, cross country, swimming, and golf. Participation in all other Louisiana High School Athletic Association sports shall be a school-based decision at no cost to the Board.
6. Student athletes in seventh and eighth grades shall be allowed dual participation in sports.

PRACTICES BEFORE SCHOOL OPENS

1. One early and/or one late practice to utilize the coolest part of the

day is allowed.

2. A break of approximately 10-15 minutes at each session must be provided at which time a fruit juice and salt tablets will be available to replenish the loss of body fluids.
3. A designated trainer or coach will be responsible for the care of any injuries. Parents should be notified immediately of any serious injuries.
4. All practice sessions must be approved by the principal of the school.

PRACTICES AFTER SCHOOL OPENS

1. During and after school practice will terminate by 5:30 P.M.
2. No team will be on the practice field longer than two and one-half hours per day.
3. A designated person should be assigned to check on all injuries. Parents should be notified immediately of serious injuries.
4. Proper first aid equipment must readily be available during and after practice.
5. Principals must approve all practice sessions.

Revised: February 1996

Revised: October 1996

Revised: October 1998

Revised: August 2006

Revised: September 2010

Revised: October 2011

Ref: La. Rev. Stat. Ann. §§17:169, 17:176, 17:236.3; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; *Official Handbook*, Louisiana High School Athletic Association; Board minutes, 5-14-74, 9-14-76, 10-12-76, 9-13-77, 5-21-91, 4-21-92, 2-13-96, 10-15-96, 10-6-98, 8-19-03 (ref. only, no action), 8-15-06, 09-21-10.

Ms. Gayle Walters, Youth Interventionist for the Office of District Attorney Family Service Division, presented information on family service programs (see attached). She said they work with referrals from the school system to meet the needs of families by providing various youth intervention services. Currently, eleven (11) schools are in the program; however, other schools are served in emergency situations.

Superintendent Martin presented revisions to policy FILE: B-11.5 Executive Sessions.

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, the following revised policy FILE: B-11.5 Executive Sessions:

FILE: B-11.5

EXECUTIVE SESSIONS

The Terrebonne Parish School Board shall be authorized to hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given in accordance with state law, of *two-thirds (2/3)* of the members present. The vote of each member on the question of holding an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

Such executive sessions shall be restricted only to matters allowed to be exempted from discussion at open meetings. No final or binding action shall be taken at such a closed meeting; nor shall such closed meetings be used as a subterfuge to defeat the statutory intent for conducting executive sessions.

Executive sessions shall be attended only by members of the Board, the Superintendent, and any other persons designated by the Board. All matters discussed in any closed meeting shall be regarded as confidential by all persons in attendance and shall not be divulged to the public.

Closed meetings **Executive sessions** may be held for the following reasons:

1. Discussion of the character, the professional competence, physical or mental health of a person, provided that such person is notified, in writing, at least twenty-four (24) hours before the meeting and that such person may require that such discussion be held at an open meeting. ~~and provided that~~ **However**, an executive session shall not be used for discussion of the appointment of a person to the Board **or, except as provided in La. Rev. Stat. Ann. 39:1593(C)(2)(c), for discussing the award of a public contract.** In cases of extraordinary emergency, written notice to such person shall not be required; however, the Board shall give such notice as it deems appropriate and circumstances permit.
2. Strategy sessions or negotiations with respect to collective bargaining or litigation, when an open meeting would have a detrimental effect on the bargaining or litigating position of the Board. Attached to the written public notice of the meeting shall be whether or not such matters will be discussed in an executive session. The notice shall indicate the following:

A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.

A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

In cases of extraordinary emergency, such notice shall not be required; however, the Board shall give such notice of the meeting as it deems appropriate and circumstances permit.
3. Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices.
4. Investigative proceedings regarding allegations of misconduct.

5. Cases of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, suppression of insurrections, or the repelling of invasions, or other matters of similar magnitude.
6. Discussions between the Board and individual students or the parents or tutors of such students, or both, who are within the jurisdiction of the respective school system, regarding problems of such students, their parents, or tutors. Such a discussion may be held in open meetings at the request of the student, parent or tutor.
7. Any other matters now provided for or as may be provided for by the Legislature.

Louisiana statutes do not prohibit the removal of any person or persons who willfully disrupt a meeting to the extent that orderly conduct of the meeting is seriously compromised.

Revised: October 2011

Ref: La. Rev. Stat. Ann. §§17:81, 42:4.1, et seq.

Superintendent Martin discussed revisions to policy FILE: F-9.14a Reduction in Force (RIF). He said the Terrebonne Parish School System has no plans to go through RIF at this time.

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, the following revised policy FILE: F-9.14a Reduction in Force:

FILE: F-9.14a

REDUCTION IN FORCE

The Terrebonne Parish School Board believes that the basic criteria in making decisions regarding Reduction in Force (RIF) is the administration and maintenance of a quality, balanced educational program and services for the students of the Terrebonne Parish School System. Therefore, employees with the certifications, qualifications and skills necessary to provide and maintain balanced educational programs and services shall be retained.

REASONS

- A. The basis for RIF will be when conditions such as a significant enrollment decline, significant loss or decline of local, state or federal revenues, or the discontinuance of special programs or projects necessitate a reduction in force greater than what can be accommodated through 1) attrition, 2) retirement, 3) leaves of absence, and 4) appropriate reassignment. The RIF policy will not be implemented until other alternatives to layoff are pursued.
- B. A reduction in force will not be implemented to achieve general salary reduction through the rehiring of employees at lower salary levels.

- C. The Board will act upon the recommendation of the Superintendent to implement RIF procedures only after documentation has established its necessity.

REDUCTION IN FORCE

Procedures: Teachers, Ancillary and Administrative Personnel

- A. A general notice will be given to all professional personnel when the Board has determined that reduction in force is necessary. The general notice will be given at least thirty (30) calendar days prior to giving individual employees notice of layoff. Subsequently, employees designated for layoff will be notified by certified letter, return receipt requested, at least thirty (30) days prior to termination of employment.
- B. A seniority list based on areas of certification, **seniority within a job classification category**, and continuous seniority in the Terrebonne Parish School System must be in place and posted at each building site before RIF can be implemented.
1. **Seniority within a job classification is defined as the employee's years of service within a given position category based on existing job title, job descriptions, and salary schedule with the Terrebonne Parish School System. Seniority includes breaks for maternity leave, sabbatical leave, and leaves of absence without pay. Seniority is accrued and retained within the position category in which it was earned.**
 2. *Continuous seniority* is defined as an employee's years of continuous service with the Terrebonne Parish School System including breaks for maternity leave, sabbatical leave, and leaves of absence without pay.
 3. Layoff time does not terminate **seniority within a job classification or** continuous service, but seniority does not accrue during this period.
- C. Before laying off permanent, certified employees, and other personnel required by law, the Board shall layoff fulltime substitutes, part-time employees, and then personnel contracted by work agreement.
- D. Non-tenured teachers will be considered for termination first. Those employees will be terminated in the following order:**
1. **those receiving a performance evaluation of Unsatisfactory in reverse order of years of experience**
 2. **those receiving a performance evaluation of Needs Improvement in reverse order of years of experience**
 3. **all other non-tenured teachers, in reverse order of years of experience, in the Terrebonne Parish School System.**
- E. When the Board determines that it is necessary to layoff professional personnel, such layoff shall occur in reverse order of ~~continuous~~ **job classification** seniority, **followed by continuous parish seniority,**

provided the professional personnel remaining are legally certified or licensed and meet State of Louisiana requirements to teach the grade or subject, administer services, or meet standards for administrative positions.

1. In cases where two or more employees have equal length of **job classification seniority**, continuous **parish** seniority and equal certification, the employee with the advanced degree will remain.
2. In cases where **job classification seniority**, certification, continuous **parish** seniority, and advanced degrees are equal, then total parish seniority will prevail.
3. In cases where **job classification seniority**, certification, continuous **parish** seniority, advanced degrees and total parish seniority are equal, then total teaching experience will prevail.
4. In cases where all factors are equal, the tie shall be broken by the drawing of-lots in the presence of the employees.

Procedures: Non-Instructional/Support Personnel

- A. A general notice will be given to all personnel when the Board has determined that reduction in force is necessary. The general notice will be given at least thirty (30) calendar days prior to giving individual employees notice of layoff. Subsequently, employees designated for layoff will be notified by certified letter, return receipt requested, at least thirty (30) days prior to termination of employment.
- B. A seniority list based on **job classification** ~~position~~ categories, (i.e. clerical, transportation, ~~aides~~ **paraprofessionals**, food service, maintenance, ~~and~~ warehouse, and custodial) and continuous seniority in the Terrebonne Parish School System must be in place and posted at each building and work site before RIF can be implemented.
 1. **Seniority within a job classification is defined as the employee's years of service within a given position category based on existing job title, job description, and salary schedule with the Terrebonne Parish School System. Seniority includes breaks for maternity leave, sabbatical leave, and leaves of absence without pay. Seniority is accrued and retained within the job classification category in which it was earned.**
 2. *Continuous seniority* is defined as the employee's years of continuous service with the Terrebonne Parish School System including breaks for maternity leave and leaves of absence without pay.
 3. Layoff time does not terminate **seniority within a job classification or** continuous service, but seniority will not accrue during this period.
- C. Before laying off permanent employees, the Board shall lay off

fulltime substitute employees and then part-time employees.

- D. Non-instructional employees, including non-tenured bus drivers, who have performance evaluations less than Satisfactory, shall be considered for termination first starting with those employees who have an Unsatisfactory rating, followed by those who have a Needs Improvement rating in reverse order of years of experience.**
- E. When the Board determines that it is necessary to lay off non-instructional/support personnel, such layoff shall occur in reverse order of ~~continuous~~ seniority within ~~position~~ **job classification** categories, **followed by continuous parish seniority**.
1. In cases where two or more employees have equal length of **job classification seniority and** continuous **parish** service, the employee with the advanced academic preparation or job training will be retained.
 2. In cases where **job classification seniority**, continuous **parish** service and academic preparation or job training are equal, then the employee with the greater total parish seniority will be retained.
 3. In cases where all factors are equal, the tie shall be broken by the drawing of-lots in the presence of the employees.

RECALL PROCEDURE

- A. A recall list for each area of certification and job classification shall be established based on the reverse order of the continuous seniority of the laid off employees.
- B. An employee who has been laid off because of reduction in force shall have his/her name placed on a recall list for a period of three (3) years from the effective date of his/her original layoff.
- C. Employees will continue to be eligible for insurance for a period not to exceed eighteen (18) months as provided for by the federal law Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
- D. An employee who becomes certified or trained in another job **classification** category while on layoff must notify the Office of Personnel, in writing, and will have their name placed on the appropriate recall list according to their seniority.
- E. The Board shall offer available positions to the most senior person on the recall list for that position. The Office of Personnel shall send a re-employment notice by certified mail, return receipt requested, to the last address on file for the employee. It shall be the responsibility of the employees on the recall list to notify the Office of Personnel, in writing, of changes of address. If no certified or qualified employee is available, the employees on the recall list shall be offered temporary employment in that position in order of seniority, provided the vacancy may be filled by temporary certified or qualified personnel.
- F. Temporary positions will be first offered to employees with recall rights in the same order as for permanent positions. Acceptance or

refusal of a temporary position will not affect the recall rights of an employee.

- G. The employee will accept or reject the re-employment offered in writing within five (5) working days after receipt of notification by certified mail, return receipt requested.
- H. Any employee who fails to respond to a proper notice of a vacancy will be placed at the bottom of the recall list as it exists at the time of such failure to respond. However, an employee may elect to be passed over, in which case the employee retains his position on the recall list and the Board will offer the position to the next most senior certified or qualified person on the recall list. Election to be passed over must be given in writing within five (5) working days of receipt of offer. Each employee may elect to be passed over one time. On the second refusal, the employee's name will be placed on the bottom of the recall list.

MISCELLANEOUS PROVISIONS

- A. Employees on Board-approved leaves of absence will be subject to the same RIF procedures as other regularly employed personnel.
- B. Employees placed on layoff may engage in other employment or become eligible to receive unemployment insurance benefits, as provided by law.
- C. The accumulated sick leave of an employee placed on layoff will not be cancelled, but will remain credited to the employee upon the employee's return to regular employment.
- D. An employee recalled to a position after having been placed on layoff shall be placed on the appropriate salary schedule at the same step for which the employee is qualified.
- E. An employee accepting assignment to a lesser position will be placed in the pay grade for that lesser position on the same step which the employee had under previous employment with the school system, or at the level appropriate to the employee's years of experience. Acceptance of a lesser position will not remove an employee from his/her proper place on the recall list.
- F. A twelve-month employee will be permitted to use any unused annual leave time immediately preceding the employee's effective date of layoff.
- G. Layoff will not impact the employee's tenure status nor his/her credit toward sabbatical leave.
- H. Re-employment rights will be terminated under the following conditions:
 - 1. The employee resigns or retires.
 - 2. The employee does not report to work within five (5) workdays after the stated date of re-employment and has no reason for failing to report to work.

3. The employee has been on layoff for a period exceeding three (3) years from the date of their original layoff.
 4. Non-maintenance of certification in the area of previous assignment.
 5. Failure to inform the Office of Personnel of address changes.
 6. Failure to pass the Terrebonne Parish School Board pre-employment medical examination.
- I. Employees who wish to appeal the application of the Reduction in Force Policy may do so utilizing the grievance procedure of the Terrebonne Parish School System.

EXCLUSIVENESS AND SAVING PROVISION

- A. In areas of critical need, to maintain a balanced educational program, documented exceptions will be recommended by the Superintendent and presented to the Board for approval.
- B. This Reduction in Force Policy is the only procedure that may be used in a reduction in force.
- C. If any provision of this policy or the application thereof is held invalid, such invalidity shall not affect other provisions of this policy which can be implemented without the invalid provisions and to this end the provisions of this policy are hereby declared severable.
- D. Any and all provisions of this policy shall yield to existing state law, whether statutory or not, when held to be in conflict with said law or laws.

January 1989

Revised: October 2011

Ref: P.L. 99-272, 100 Stat. 82 (1986) (COBRA, Consolidated Omnibus Budget Reconciliation Act); La. Rev. Stat. Ann. §17:81.4; Board minutes, 1-17-89.

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

RECOMMENDATION NO. 4

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

FILE: F-9.4a
Cf: F-9.1, F-10.4a

EMPLOYMENT OF RETIRED CERTIFIED PERSONNEL

The Terrebonne Parish School Board may employ retired employees under certain conditions; however, an employee whose retirement has been accepted by the School Board shall not be guaranteed any

position/employment with the Board. It shall be the policy of the School Board to vest in its Superintendent or his/her designee the power to recommend candidates for rehire after the person has traditionally retired from the school system.

The Superintendent or his/her designee may bring recommendations to the Board for approval for the rehire of retiring certified personnel after the performance of the retiring applicant has been assessed, and it is determined to be in the best interest of the school system to rehire this individual.

CERTIFIED PERSONNEL

Certified personnel who are members of the *Teachers' Retirement System of Louisiana* (TRSL) and are rehired by the School Board shall be classified as a *retired teacher* or *retired member*.

Retired Teachers

A *retired teacher* is:

1. Any teacher who returns to active service as a full-time or part-time classroom teacher in grades K-12 in a critical shortage area, or
2. A retiree who returns to active service as a full-time certified speech therapist, speech pathologist, or audiologist whose position requires a valid Louisiana ancillary certificate where the shortage exists, or
3. A retired employee who has returned to active employment service covered by La. Rev. Stat. Ann. §11:710 on or before June 30, 2010.
- 4. A retired member who retired on or after May 1, 2009, and on or before June 30, 2010, and who returns to active employment service to a position requiring a valid Louisiana teaching certificate or a valid Louisiana ancillary certificate.**

Critical shortage area shall mean any shortage of certified teachers existing in a subject area that has been certified by both the Superintendent and personnel director to Louisiana Board of Elementary and Secondary Education (BESE) and the *Teachers Retirement System of Louisiana*.

Classroom teacher shall mean any employee whose position requires a valid Louisiana teaching certificate and who is assigned activities of instructing pupils in classroom courses for which daily attendance figures are kept, including school classroom, home or hospital settings or other learning situations that may be delivered inside or outside the classroom or in other teacher-student settings.

Prior to making such certification of critical shortage for any *full-time teaching position*, the School Board shall be required to advertise in the Board's official journal, on two (2) separate occasions, notice that a shortage of certified teachers exists and the positions to be filled. If a certified applicant who is not a retiree applies for an advertised position, such person *shall be hired* before any certified retired teacher is employed, unless fewer than three (3) teachers have applied for the position each of whom are certified in the critical shortage area being filled.

The salary of any retired teacher who is re-employed by the School Board shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience.

Whenever a retiree returns to active service, the School Board shall, within thirty (30) days thereafter, notify the TRSL in writing of such employment, the date of re-employment, and a determination by the Board as to whether the person is a *retired teacher*. The salary of any retired teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience.

Retired Members

A *retired member* is any person who is a member of the *Teachers Retirement System of Louisiana* and who after being re-employed, is not classified as a *retired teacher*. A retired member, once re-employed, shall have his/her retirement benefits suspended for the duration of re-employment and shall receive no additional service credit nor accrue any additional retirement benefits.

New policy: September 2010

Revised: October 2011

Ref: La. Rev. Stat. Ann. §§11:710, 11:1006, 11:1007, 17:81; Board minutes, 9-21-10.

Mr. Arthur Joffrion, Supervisor of Federal Programs, presented new policy FILE: G-3.10 Kindergarten.

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, the following new policy FILE: G-3.10 Kindergarten:

FILE: G-3.10

Cf: H-2.3, H-2.3a, H-2.3c

KINDERGARTEN

The Terrebonne Parish School Board shall require every child entering kindergarten for the first time be given a valid and reliable readiness screening. The results of this screening shall be used for measuring student readiness for kindergarten and for planning instruction.

Each child entering kindergarten for the first time shall be screened at the beginning of the school year. The parent or guardian of each child shall be informed of the child's level of readiness.

New policy: October 2011

Ref: La. Rev. Stat. Ann. §17:391.11.

Ms. Linda Joseph, Supervisor of Child Welfare and Attendance, presented revisions to policy FILE: H-2.2 Compulsory School Attendance Ages.

RECOMMENDATION NO. 6

The Committee recommends that the Board approve, as presented, the following revised policy FILE: H-2.2 Compulsory School Attendance Ages:

FILE: H-2.2
Cf: H-2.1a

COMPULSORY SCHOOL ATTENDANCE AGES

Except as provided by law, every child in the state is required by state law to attend public or private school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or private school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper court.

EXCEPTIONS

Certain exceptions to the compulsory attendance laws are allowed as provided by state law and included in policy FILE: *H-2.1a, Absences and Excuses*. In addition, statutes provide for the following:

1. The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an effective adult education program or a career and technical education program.
2. **A child who is at least seventeen (17) years of age and who, after successfully completing a program established by the Louisiana Board of Elementary and Secondary Education, has been issued a Louisiana high school equivalency diploma in accordance with criteria established by the Louisiana Board of Supervisors of Community and Technical Colleges shall be considered exited from high school and shall not be subject to compulsory attendance laws.**
3. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program in Louisiana.

FAILURE TO COMPLY

Failure to abide by the compulsory school attendance laws of the state may result in a referral to *Families in Need of Services (FINS)* which is a state mandated program or to the District Court with jurisdiction.

Revised: May 1999

Revised: September 2001

Revised: October 2002

Revised: February 2006

Revised: March 2009

Revised: September 2010

Revised: October 2011

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:226.1, 17:233; La. Children's Code, Art. 730; Bulletin 741, *Louisiana Handbook for School Administrators*, Louisiana Department of Education; Board minutes, 5-18-99, 9-18-01, 10-15-02, 2-21-06, 3-17-09, 09-21-10.

Mrs. Monica Walther, Supervisor of Child Nutrition, presented revisions to policy FILE: H-3.6g Comprehensive School Wellness. She said the major change to this policy was the combination and elimination of two (2) policies FILE: F-12.1 Tobacco Use and FILE: H-3.3a Student Smoking, into one compliant district-wide policy.

RECOMMENDATION NO. 7

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

FILE: H-3.6g

Cf: E-4

COMPREHENSIVE 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.

(Moved from section below; Other School Based Activities)

8. Provide parents a list of foods that meet the Board's snack standards and ideas for health celebrations/parties, rewards, and fundraising activities.

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.
- 6. Provide a variety of fitness training, motor skills, and team work modules in physical education required at the high school level for graduation.**
- 7. Ensure that all high school students take one and a half units of physical education.**

(Moved from section below; Other School Based Activities)

8. Offer classroom health education that compliments 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.
9. Recognize that daily physical activity is essential to student welfare and academic performance.
10. Encourage physical activity during recess for elementary students, intramural programs, integration in the academic curriculum, and clubs, as well as in physical education programs.
11. 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.
12. Encourage school staff to participate in physical activities to serve as role-models.
13. Support community-based physical activity programs.

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).~~

Tobacco-Free Schools

The Terrebonne Parish School Board shall provide a smoke-free work environment. Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, or possessing any tobacco product or any other combustible plant materials, chewing, or otherwise consuming any tobacco or tobacco products in any elementary or secondary school building, vehicle, school bus, any other non-school property, or any Terrebonne Parish School Board building shall be strictly prohibited.

“No Smoking/Tobacco-Free” signs shall be displayed on school property. Individuals shall not be permitted to have tobacco products in their possession or to smoke on the school grounds or in school facilities during the school day, or at school activities held in school facilities after school hours, or when riding school buses to and from school or a school function away from school. Violations shall be subject to the appropriate disciplinary actions. Smoking cessation information will be made available to all individuals who were in violation of the district’s policy.

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~~ **National 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 **will be in compliance with Senate Bill No. 146 Act 331, passed during the Louisiana Legislature’s Regular Session in 2005 and at the high school level, HB767/Act 306, passed by the Louisiana Legislature during the 2009 Regular Session. All school sites will be visited annually to assure compliance.**

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

Revised: February 2010

Revised: July 2010

Revised: February 2011

Revised: October 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*); **Ref: 20 U.S.C. 7183 (No Child Left Behind Act of 2110)**; La. Rev. Stat. Ann. §§17:7.1, **17:240, 17:416, 40:1300.251, 40:1300.252, 40:1300.253, 40:1300.255, 40:1300.261**;; Board minutes, **04-20-99**, 8-15-06, **11-21-06**, 2-23-10, 07-20-10, 02-15-11.

There being no further business to come before the **Education and Policy Committee**, the meeting adjourned at 6:00 P.M.

Respectfully submitted,

Richard Jackson, Chairman

Brenda Leroux Babin, Vice-Chairman

Donald Duplantis

DC

Motion of Mr. Bordelon, seconded by Mr. Duplantis, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: G-4.1 Interscholastic Athletics).

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board deferred revised Policy (FILE: B-11.5 Executive Sessions), as outlined in the foregoing report, to the next meeting of the Education and Policy Committee.

Mr. Clayton Lovell, Board Attorney, addressed the Board regarding the foregoing motion.

Motion of Ms. Babin, seconded by Mr. Duplantis, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: F-9.14a Reduction in Force).

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

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented and outlined in the foregoing report, the following new Policy (FILE: G-3.10 Kindergarten):

FILE: G-3.10
Cf: H-2.3, H-2.3a, H-2.3c

KINDERGARTEN

The Terrebonne Parish School Board shall require every child entering kindergarten for the first time be given a valid and reliable readiness screening. The results of this screening shall be used for measuring student readiness for kindergarten and for planning instruction.

Each child entering kindergarten for the first time shall be screened at the beginning of the school year. The parent or guardian of each child shall be informed of the child's level of readiness.

New policy: October 2011

Ref: La. Rev. Stat. Ann. §17:391.11.

Motion of Mr. Badeaux, seconded by Ms. Babin, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy (FILE: H-2.2 Compulsory School Attendance Ages).

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

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

The following 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, October 10, 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 was absent. Others in attendance were Mr. L. P. Bordelon, III, 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.

Ms. Natalie Bergeron, representing Project LEARN-LaTerre, Inc., addressed the Committee regarding use of Little Caillou School for Project LEARN-LaTerre (see attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board enter into a Cooperative Endeavor Agreement between Terrebonne Parish School Board and

Project LEARN-LaTerre, Inc., for use of Little Caillou School, for a period of three (3) years, from October 19, 2011, to October 19, 2014, with two (2) optional three (3) year renewals, provided that the necessary insurance, non-profit status and all other School Board policy requirements are met, and further, authorize the Board President to sign all necessary documents pertaining thereto, subject to Board attorney review.

Ms. Monica Walther, Supervisor of Child Nutrition Department, presented the Committee with information on a grant awarded to the Child Nutrition Department by the State of Louisiana, Department of Education (see attached).

Mr. Merlin Lirette, AIA, REFP, The Merlin Group, LTD, addressed the Committee with an update on H. L. Bourgeois High School's Freshman Center. He stated the pre-bid conference on September 27, 2011, was a success. The opening of bids will be completed on Wednesday, October 12, 2011, and will be brought before the full Board on October 18, 2011, for consideration.

Mr. Donald Chamberlain addressed the Committee relative to completed maintenance issues.

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

Respectfully submitted,

Hayes J. Badeaux, Chairman

Roger Dale DeHart, Vice-Chairman

JB

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board entered into the following Cooperative Endeavor Agreement between Terrebonne Parish School Board and Project LEARN-LaTerre, Inc., for use of Little Caillou School, for a period of three (3) years, from October 19, 2011, to October 19, 2014, with two (2) optional three (3) year renewals, provided that the necessary insurance, non-profit status and all other School Board policy requirements are met, and further, authorized the Board President to sign all necessary documents pertaining thereto, subject to Board attorney review:

**COOPERATIVE ENDEAVOR AGREEMENT BETWEEN TERREBONNE PARISH
SCHOOL BOARD AND PROJECT LEARN - LATERRE, INC.**

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

TERREBONNE PARISH SCHOOL BOARD, a school board organized and existing under the laws of the State of Louisiana, herein represented by its President, L. P. Bordelon, III, pursuant to the resolution which is attached hereto and made a part hereof, ("SCHOOL BOARD"), and

PROJECT LEARN - LATERRE, INC., a non-profit corporation organized and existing under the laws of the State of Louisiana, whose mailing address is 5906 Hwy. 56, Chauvin, Louisiana 70344, herein represented by its Director, Natalie Bergeron, pursuant to a resolution of its Board of Directors which is

attached hereto and made a part hereof, ("PROJECT LEARN");

who declare as follows:

WHEREAS, the parties hereto wish to enter into an agreement for the purpose of utilizing Little Caillou School located on the property more fully described on Exhibit "A" attached hereto ("Little Caillou School Property") for the housing and operation of PROJECT LEARN's education, economic, self-sufficiency, retraining and jobless skills program; and

WHEREAS, SCHOOL BOARD is agreeable to allowing the Little Caillou School Property to be utilized in such a fashion by PROJECT LEARN; and

WHEREAS, pursuant to Louisiana Constitution Art. 7, Section 14, the parties hereto believe that this project will constitute a very needed educational program for the residents of Terrebonne and Lafourche Parishes and thus justify the utilization of the Little Caillou School Property to implement PROJECT LEARN's programs; and

WHEREAS, in order to set forth each party's duties and responsibilities under this agreement they do hereby agree as follows:

SCHOOL BOARD grants to PROJECT LEARN the use and occupancy of the Little Caillou School Property as more fully described on Exhibit "A" attached hereto for the sole purpose of housing and operating the education, economic, retraining and jobless skills programs of PROJECT LEARN on the following terms and conditions:

- a. Use: PROJECT LEARN shall use the Little Caillou School Property for the purpose of housing and operating its education, economic, retraining and jobless skills program for the residents of Terrebonne and Lafourche Parishes.
- b. Utilities and Services: All utility services on the Little Caillou School Property shall be paid by PROJECT LEARN including cost of electricity, water, gas, garbage pickup, sewer and any special fees, which shall be PROJECT LEARN's obligation to pay commencing upon the execution of this Agreement.
- c. Maintenance and Repair: PROJECT LEARN will at PROJECT LEARN's sole expense, keep and maintain in good repair the Little Caillou School Property and all improvements located on said property, including foundation, parking lot, roof, interior and exterior walls, floors, ceilings, ducts, utilities, air-conditioning, heating, lighting, plumbing and mechanical. PROJECT LEARN will only be responsible to repair the foundation, roof and exterior walls if they are damaged by the negligence or fault of PROJECT LEARN.
- d. Construction: PROJECT LEARN shall be allowed to make construction improvements to the Little Caillou School Property at its expense so long as such construction improvements are made according to the appropriate parish, state and federal requirements. It shall be PROJECT LEARN's responsibility to obtain the necessary government permits and approvals for such construction improvements.
- e. Insurance and Indemnity:

Liability and Property Damage: PROJECT LEARN shall, at all times during the term of this Agreement, carry and maintain at PROJECT LEARN's cost and expense, general public liability insurance against claims for personal injury or death and property damage occurring on the Little Caillou School Property, such insurance to afford protection to both SCHOOL BOARD and PROJECT LEARN, as their interests may appear, with limits of not less than \$1,000,000.00 per occurrence. All required policies of insurance shall name SCHOOL BOARD as additional insured, contain a waiver of subrogation in favor of SCHOOL BOARD and a thirty day notice of cancellation. SCHOOL BOARD agrees to pay to PROJECT LEARN any insurance proceeds that SCHOOL BOARD may receive as a result of any property damage claim on the Little Caillou School Property so long as such proceeds are used to repair the damage to the Little Caillou School Property that necessitated such property damage claim.

Indemnification: PROJECT LEARN shall occupy the Little Caillou School Property at its own risk and shall indemnify SCHOOL BOARD against any expense, loss, cost, damage, claim, action or liability paid, suffered or incurred as the result of any breach by PROJECT LEARN, its agents, servants, employees, customers, visitors or licensees of any covenant or condition of this Agreement, or as the result of PROJECT LEARN's use or occupancy of the Little Caillou School Property or the carelessness, negligence or improper conduct of PROJECT LEARN, its agents, servants, employees, customers, visitors or licensees.

- f. Term: The term of this Agreement shall be for three (3) years from this date so long as PROJECT LEARN utilizes the Little Caillou School Property for the purposes set forth herein. At the end of the initial three year term, PROJECT LEARN will be granted two (2) additional three-year terms so long as PROJECT LEARN utilizes the Little Caillou School Property for the purposes set forth herein.

THUS DONE AND SIGNED this _____ day of _____, 2011 at Houma, Louisiana.

WITNESSES: TERREBONNE PARISH SCHOOL BOARD

BY: _____
L. P. BORDELON, III, President

THUS DONE AND SIGNED this _____ day of _____, 2011 at Houma, Louisiana.

WITNESSES: PROJECT LEARN - LATERRE, INC.

BY: _____
NATALIE BERGERON, Director

EXHIBIT "A"

A certain parcel of land situated in the Parish of Terrebonne, State of Louisiana on the right descending bank of Bayou Little Caillou and comprised within the points A-B-C-H-I-D-G as shown on the attached map.

RESOLUTION

BE IT RESOLVED, by the Board of Directors of PROJECT LEARN - LATERRE, INC. that its Director, Natalie Bergeron, is hereby authorized, directed and empowered, for and on behalf of this corporation to:

1. Enter into a Cooperative Endeavor Agreement with the Terrebonne Parish School Board; said Cooperative Endeavor Agreement to contain such terms and conditions as the said officer may deem necessary.
2. Do and perform all such other acts or things, and to execute all such other documents, instruments, writings, as in the sole and uncontrolled discretion of the said officer to effect the intent and purpose of this resolution.

CERTIFICATE

THIS IS TO CERTIFY that the above and foregoing resolution was duly adopted by the Board of Directors of PROJECT LEARN - LATERRE, INC. at the corporation's offices at a meeting held on _____, 2011, pursuant to proper notice and call.

I DO FURTHER CERTIFY that I am the duly elected, qualified and acting secretary of this corporation, and that in my capacity as such, I am the custodian of the books and records of said corporation, including the minute book.

I DO FURTHER CERTIFY that the above and foregoing resolution remains in full force and effect, and has not been modified, repealed, or rescinded in whole or in part.

WITNESS MY HAND, this _____ day of _____, 2011.

SECRETARY

Ms. Natalie Bergeron, representing Project LEARN-LaTerre, Inc., addressed the Board regarding the foregoing motion.

President Bordelon addressed the Board regarding the pre-bid conference held on September 27, 2011, as it relates to H. L. Bourgeois High School's Freshman Center.

Motion of Mr. Bordelon, seconded by Mr. Duplantis, unanimously carried, the Board awarded the contract to Thompson Construction Co., Inc., lowest responsible bidder meeting all specifications, reviewed and approved by The Merlin Group, LTD, architectural firm for H. L. Bourgeois High School's Freshman Center, for the total base bid of \$9,264,000.00, plus alternate #1 in the amount of \$33,000.00 (addition of perimeter chain link fence and swing gates), and alternate #2 in the amount of \$264,000.00 (addition of student gathering area canopy), for a total construction bid price of \$9,561,000.00, funds to be derived

from previously approved Qualified School Construction Bonds (QSCB) and the dedicated portion of the One Cent Sales Tax Fund, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Mr. Merlin Lirette, Architect, and Mr. Mathew Gravois, Project Manager for Thompson Construction Co., Inc., addressed the Board regarding the foregoing motion.

Ms. Monica Walther, Supervisor of Child Nutrition, addressed the Board regarding a grant awarded to the Child Nutrition Department by the State of Louisiana, Department of Education.

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

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, October 17, 2011, with the following members present: Mr. Donald Duplantis, Chairman, and Mr. Roosevelt Thomas, Vice-Chairman. Ms. Debi Benoit was absent. Also in attendance were Mr. L. P. Bordelon, III, Board President, 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.

Mrs. Judy Martin presented the revised General Operating Fund budget for Fiscal Year 2011/2012.

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

RECOMMENDATION NO. 1

The Committee recommends that the Board adopt the following 2011/2012 revised budget for the General Operating Fund:

GENERAL OPERATING FUND REVISED BUDGET 2011/2012 FISCAL YEAR <u>OCTOBER 2011</u>	
REVENUE AND OTHER FINANCING SOURCES	
LOCAL	\$ 16,048,334
STATE	85,746,781
OTHER SOURCES	15,130,536
TOTAL - REVENUES	\$116,925,651
EXPENDITURES AND OTHER FINANCING USES	

SALARIES	\$ 65,864,983
EMPLOYEE BENEFITS	40,188,069
PURCHASED SERVICES	4,407,032
MATERIALS & SUPPLIES	4,571,635
OTHER EXPENDITURES	114,980
CAPITAL OUTLAY	0
OTHER FINANCING USES	1,911,389
TOTAL - EXPENDITURES	<u>\$117,058,088</u>
EXCESS OF REVENUES OR	
(EXPENDITURES)	(132,437)
FUND BALANCE:	
BEGINNING	\$ 6,456,628
ENDING FUND BALANCE	
Unassigned	<u>\$ 6,324,191</u>
TOTAL ENDING FUND BALANCE	<u>\$ 6,324,191</u>
	<u>5.4%</u>

Mrs. Martin then presented the revised Child Nutrition Program budget for Fiscal Year 2011/2012.

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

RECOMMENDATION NO. 2

The Committee recommends that the Board adopt the following 2011/2012 revised budget for the Child Nutrition Program:

**CHILD NUTRITION PROGRAM
REVISED OPERATING BUDGET
2011/2012 FISCAL YEAR
OCTOBER 2011**

REVENUE AND OTHER FINANCING SOURCES	
LOCAL	\$1,805,110
STATE	321,761
FEDERAL	7,229,524
OTHER SOURCES	<u>358,060</u>
TOTAL - REVENUES	\$9,714,455

EXPENDITURES AND OTHER FINANCING USES	
SALARIES	\$2,719,260
BENEFITS	1,832,348
MATERIALS AND SUPPLIES	431,336
FOOD COSTS	4,271,218
OTHER OPERATING EXPENSES	606,715
	<hr/>
TOTAL - EXPENDITURES	\$9,860,877
EXCESS OF REVENUES OR (EXPENDITURES)	(146,422)
FUND BALANCE BEGINNING RESTRICTED	\$ 435,950
FUND BALANCE ENDING RESTRICTED	<u>\$ 289,528</u>

Mrs. Martin also presented the revised One Cent Sales Tax Fund budget for Fiscal Year 2011/2012.

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

RECOMMENDATION NO. 3

The Committee recommends that the Board adopt the following 2011/2012 revised budget for the One Cent Sales Tax Fund:

**ONE CENT SALES TAX FUND (1996)
REVISED OPERATING BUDGET
2011/2012 FISCAL YEAR
OCTOBER 2011**

Revenue

Local - Sales Tax	\$22,018,472
-Interest	45,000
	<hr/>
TOTAL	<u>\$22,063,472</u>

Expenditures:

Compensation & Benefits	\$16,461,209
Technology	1,848,285
Building Improvements	798,435
Transfers Out	2,814,265
Debt Service	142,000

TOTAL	<u><u>\$22,064,194</u></u>
Excess of Revenue	(722)
Fund Balance:	
Beginning	\$ 8,118,133
Ending Fund Balance	
Restricted for:	
Salaries & Benefits	\$2,598,675
Technology/Construction	1,752,081
Building Improvements/Construction	3,266,655
Committed for:	
Student Software	<u><u>500,000</u></u>
Ending Fund Balance	<u><u>\$8,117,411</u></u>

Mrs. Martin presented the revised 3/4 Cent Sales Tax Fund budget for Fiscal Year 2011/2012.

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

RECOMMENDATION NO. 4

The Committee recommends that the Board adopt the following 2011/2012 revised budget for the 3/4 Cent Sales Tax Fund:

**Terrebonne Parish School Board
3/4 Cent Sales Tax Fund (1976)
Revised October 2011
Fiscal Year 2011/2012**

	2011/2012 REVISED BUDGET
Revenues and Other Financing Sources	
Local - Sales Tax	\$16,513,852
-Interest	68,000
TOTAL	<u><u>\$16,581,852</u></u>
Expenditures and Other Financing Uses	
Purchased Services	\$ 278,433
Materials & Supplies	2,792,482
Capital Outlay	0
Other Expenditures	12,600
Other Financing Uses	13,820,157
TOTAL	<u><u>\$16,903,672</u></u>

Excess of Revenues or (Expenditures) (321,820)

Fund Balance

Beginning \$ 6,550,471

Ending Fund Balance

Restricted

Instructional Programs \$ 5,935,729

Committed

Band Uniforms 292,922

Total Ending Fund Balance \$ 6,228,651

Mrs. Martin then presented the revised Special Revenue Funds budget for Fiscal Year 2011/2012.

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

RECOMMENDATION NO. 5

The Committee recommends that the Board adopt the following 2011/2012 revised budget for the Special Revenue Funds:

**SPECIAL REVENUE FUNDS
FISCAL YEAR 2011-2012
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	\$6,623,641	\$335,403	\$6,959,044
230	Migrant			
	-Current Year	\$ 125,902	\$ 31,721	\$ 157,623
	-Prior Year	<u>0</u>	<u>2,789</u>	<u>2,789</u>
	TOTAL	\$ 125,902	\$ 34,510	\$ 160,412
240	U S DEPARTMENT OF HEALTH AND HUMAN RESOURCES - TANF BLOCK GRANT			
	-Early Childhood Program - TANF	\$4,089,297	(81,722)	\$4,007,575
	-Strategies to Empower People Program (STEP)	3,934	172	4,106
	-Federal-Jobs for America's Graduates (JAG #1) – TANF	50,000	0	50,000
	Graduates (JAG #2) – TANF	50,000	0	50,000
	Graduates (JAG #3) – TANF	<u>0</u>	<u>50,000</u>	<u>50,000</u>
	TOTAL	\$4,193,231	(31,550)	\$4,161,681
310	NCLB - TITLE III			
	-Current Year	\$ 57,991	\$ 17,561	\$ 75,552
	-Immigrant Set Aside	<u>13,487</u>	<u>(13,487)</u>	<u>0</u>
		\$ 71,478	\$ 4,074	\$ 75,552
370	NCLB TITLE II – PART A,			

	EISENHOWER Act			
	-Staff Development	\$1,438,111	(273,326)	\$1,164,785
	NCLB TITLE II - PART B,			
	-Mathematics and Science Partnerships	28,000	0	28,000
	NCLB - SCHOOL LEADERSHIP PROGRAM			
	-Current Year 3	699,165	(330)	698,835
	-Prior Year 2	0	112,835	112,835
	-Carry Over Year 2	0	3,173	3,173
	TOTAL	\$2,165,276	(157,648)	\$2,007,628
410	NCLB TITLE VII - INDIAN EDUCATION			
	-Current Year	\$ 389,982	\$ 5,375	\$ 395,357
490	LCTCS FEDERAL ADULT EDUCATION			
	-Basic-Current Year	\$ 200,631	\$ 4,483	\$ 205,114
	-Basic-Prior Year	\$ 0	\$ 1,619	\$ 1,619
	-English Lang. /Civics Cur. Yr.	22,788	4,743	27,531
	-Family Literacy-Current Year	89,286	(51,833)	37,453
	-Family Literacy-Prior Year	0	707	707
	-Work-Ready U-Current Year	0	100,000	100,000
	TOTAL	\$ 312,705	\$ 59,719	\$ 372,424
750	NCLB IDEA B	\$5,842,859	\$201,497	\$6,044,356
	-High Risk Pool	0	392,620	392,620
	-JAG AIM High!	0	70,000	70,000
		<u>\$5,842,859</u>	<u>\$664,117</u>	<u>\$6,506,976</u>
760	NCLB IDEA Preschool	\$ 139,057	\$ 10,566	\$ 149,623
630	LQEA 8(g) PRESCHOOL/EARLY CHILDHOOD PROGRAM			
	-8(g) Student Enhancement Block Grant	\$ 339,992	(148,017)	\$ 191,975
660	Extended School Year	\$ 80,066	(1,030)	\$ 79,036
680	LCTCS ADULT EDUCATION STATE BASIC GRANT	\$ 160,603	\$ 17,540	\$ 178,143
	-Testing	0	2,511	2,511
	TOTAL	\$ 160,603	\$ 20,051	\$ 180,654
730	STATE LIBRARY ALLOTMENT REVENUE:			
	MFP - LIBRARY	\$ 94,705	(135)	\$ 94,570
	EXPENDITURES	\$ 94,705	\$ 15,673	\$ 110,378
	EXCESS (DEFICIENCY) OF REVENUE	\$ 0	(15,808)	(15,808)
	FUND BALANCE: BEGINNING	\$ 0	\$ 15,808	\$ 15,808
	ENDING FUND BALANCE	\$ 0	\$ 0	\$ 0
740	STATE TEXTBOOKS REVENUE:			
	-¾ Cent-Textbooks	\$ 573,810	\$ 0	\$ 573,810

-Non-Public Textbooks	85,772	2,492	88,264
-Lost/Damaged Books	<u>1,000</u>	<u>0</u>	<u>1,000</u>
TOTAL	\$ 660,582	\$ 2,492	\$ 663,074
EXPENDITURES:			
-Textbooks	\$1,186,650	\$ 0	\$1,186,650
-Non-Public Textbooks	<u>85,772</u>	<u>2,492</u>	<u>88,264</u>
TOTAL	\$1,272,422	\$ 2,492	\$1,274,914
EXCESS (DEFICIENCY) OF REVENUE			
	(611,840)	\$ 0	(611,840)
FUND BALANCE: BEGINNING	\$1,000,000	\$762,437	\$1,762,437
ENDING FUND BALANCE	\$ 388,160	\$762,437	\$1,150,597

Mrs. Martin presented the original Building Fund budget for Fiscal Year 2011/2012.

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

RECOMMENDATION NO. 6

The Committee recommends that the Board adopt the following 2011/2012 original budget for the Building Fund:

**BUILDING FUND
ORIGINAL BUDGET
2011/2012 FISCAL YEAR**

	ORIGINAL BUDGET
REVENUES AND OTHER FINANCING SOURCES:	
Revenue	
Interest and Investment Income	\$ 7,000.00
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 7,000.00</u>
APPROPRIATIONS:	
Financial Audit Fees	\$ 100.00
Cash Management Fees on Investments	1,300.00
Transfer out to General Operating Fund	300,000.00
Relocation of Portables	9,356.38
Stadium Lights - South Terrebonne	130,285.49
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)	<u>342,475.34</u>
TOTAL APPROPRIATIONS	<u>\$ 853,977.55</u>
EXCESS OF APPROPRIATIONS OVER REVENUES AND TRANSFERS IN	(846,977.55)
FUND BALANCE	

Beginning	<u>\$1,096,335.48</u>
Ending - Assigned for Future Projects	<u>\$ 249,357.93</u>

Mrs. Martin then presented the original Capital Projects Fund – QSCB Series 2009 budget for Fiscal Year 2011/2012.

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

RECOMMENDATION NO. 7

The Committee recommends that the Board adopt the following 2011/2012 original budget for the Capital Projects Fund – QSCB Series 2009:

**CAPITAL PROJECTS FUND - QSCB SERIES 2009
ORIGINAL BUDGET
FISCAL YEAR 2011/2012**

REVENUES

Interest	<u>\$15,000</u>
Total Revenues	\$15,000

EXPENDITURES

Bank Service Charges	\$ 280
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New School Construction - HLB Freshman Center	<u>\$9,108,645</u>
Total Expenditures	\$9,108,925

Excess of (Expenditures)	(9,093,925)
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Fund Balance:

Beginning	<u>\$9,093,925</u>
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Ending - Restricted for Capital Projects	<u>\$ 0</u>
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Mrs. Martin also presented the original Capital Projects Fund – QSCB Series 2011 budget for Fiscal Year 2011/2012.

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

RECOMMENDATION NO. 8

The Committee recommends that the Board adopt the following 2011/2012 original budget for the Capital Projects Fund – QSCB Series 2011:

**CAPITAL PROJECTS FUND - QSCB SERIES 2011
ORIGINAL BUDGET
FISCAL YEAR 2011/2012**

REVENUES

Interest	<u>\$ 56,000</u>
Total Revenues	\$ 56,000

EXPENDITURES

New School Construction - HLB Freshman Center	<u>\$3,391,355</u>
Total Expenditures	\$3,391,355

Excess of (Expenditures) (3,335,355)

Fund Balance:

Beginning \$9,928,239

Ending – Restricted for Capital Projects \$6,592,884

Mrs. Martin presented the original Workers' Compensation Fund budget for Fiscal Year 2011/2012.

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

RECOMMENDATION NO. 9

The Committee recommends that the Board adopt the following 2011/2012 original budget for the Workers' Compensation Fund:

**WORKERS' COMPENSATION FUND
2011/2012 FISCAL YEAR
ORIGINAL BUDGET**

Revenue	
Interest	\$ 3,000
Claims Recovery	2,000
Rate Charges to Other Funds	<u>757,329</u>
Total	<u>\$762,329</u>

Expenses	
Workers' Compensation Claims	\$475,000
Excess Loss Policies	70,000
Claims Administration and Loss Control	20,000
Second Injury Fund	40,000
Audit Fees	200
DOL Administrative Fees	<u>7,200</u>
Total	<u>\$612,400</u>

Net Income \$149,929

Retained Earnings:

Beginning \$444,401

Ending \$594,330

Mrs. Martin then presented the original Loss Fund budget for Fiscal Year

2011/2012.

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

RECOMMENDATION NO. 10

The Committee recommends that the Board adopt the following 2011/2012 original budget for the Loss Fund:

**LOSS FUND
2011/2012 FISCAL YEAR
ORIGINAL BUDGET**

Revenues and Other Financing Sources

Interest Income	\$ 4,000
Third Party Recovery	15,000
Transfer from General Fund	<u>1,466,165</u>

Total Revenues and Other Financing Sources	\$1,485,165
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Expenditures:

Financial Audit Fees	\$ 475
Claims Administration	24,000
Insurance Premiums	1,479,227
Auto Liability Claims	300,000
General Liability Claims	150,000
Professional Liability Claims	30,000
Property Claims	25,000
Support Transfer To General Fund	<u>500,000</u>

Total Expenditures	\$2,508,702
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Net Operating Gain (Loss)	(1,023,537)
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Retained Earnings:

Beginning	<u>\$1,504,767</u>
Ending - Designated for Future Losses	<u><u>\$ 481,230</u></u>

Mrs. Martin also presented the original Special Revenue Funds budget for Fiscal Year 2011/2012.

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

RECOMMENDATION NO. 11

The Committee recommends that the Board adopt the following 2011/2012 original budget for the Special Revenue Funds:

**SPECIAL REVENUE FUNDS
FISCAL YEAR 2011-2012**

ORIGINAL BUDGETS

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
751	NCLB-IDEA-ARRA -Part B	0	\$ 2,717	\$ 2,717
550	THE CECIL J. PICARD LA 4 EARLY CHILDHOOD PROGRAM -State General	0	\$259,037	\$259,037
610	8(g) BLOCK GRANTS -LA School Turnaround Specialist Program (LSTS) -High School Redesign Everybody Graduates TOTAL	0 0 0	\$ 2,400 \$ 20,000 \$ 22,400	\$ 2,400 \$ 20,000 \$ 22,400
670	LA Gates Integration Project	0	\$184,177	\$184,177

Ms. Lydia Alleman presented the Committee with a request authorizing the Purchasing Department to advertise for bids on Bulk Materials and Supplies for Teaching.

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

RECOMMENDATION NO. 12

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for Bulk Materials and Supplies for Teaching.

Mr. Jack Moore presented the Committee with a renewal proposal from HCC Insurance Co. for Stop-Loss Reinsurance for the 2012 Group Health Plan.

Mr. Len Fontaine, Terrebonne Parish School Board Group Health Plan Broker, addressed the Committee relative to the Group Health Plan current year claims and affect these claims had on renewal of the Stop-Loss Reinsurance for 2012.

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

RECOMMENDATION NO. 13

The Committee recommends that the Board accept the renewal proposal from HCC Insurance Co. for Stop-Loss Reinsurance for Group Health with a specific deductible of \$350,000.00 per claim (\$450,000.00 for certain individual claim) with an estimated annual cost of \$533,304.00, effective January 1, 2012.

Mr. Moore also presented the Committee with the proposed rates (attached) for Group Health, Life, and Dental plans for 2012. Mr. Moore stated the only increase for employees would be a 5% on the Dental plan.

Superintendent Martin addressed the Committee concerning the proposed increased rates for the Group Health, Life, and Dental plans for 2012. Superintendent Martin stated he would like to send a message to all

Terrebonne Parish School Board employees that the School System will be subsidizing the increase in the premiums for the 2012 Group Health plan, and that each employee should recognize this as having the same net effect of a pay raise.

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

RECOMMENDATION NO. 14

The Committee recommends that the Board accept the proposed rates (attached) for Group Health, Life, and Dental plans, effective January 1, 2012.

Mr. Henry updated the Committee on the Sales Tax collections report. He stated sales tax collections for the month of August 2011 are less than August 2010.

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 5:40 P.M.

Respectfully submitted,

Donald Duplantis, Chairman

Roosevelt Thomas, Vice-Chairman

MH

Motion of Mr. Thomas, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2011/2012 revised budget for the General Operating Fund, as outlined in the foregoing report.

Motion of Mr. Bordelon, seconded by Mr. Jackson, unanimously carried, the Board adopted the 2011/2012 revised budget for the Child Nutrition Program, as outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2011/2012 revised budget for the One Cent Sales Tax Fund, as outlined in the foregoing report.

Motion of Mr. Badeaux, seconded by Mr. Bordelon, unanimously carried, the Board adopted the 2011/2012 revised budget for the $\frac{3}{4}$ Cent Sales Tax Fund, as outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2011/2012 budget for the Special Revenue Funds, as outlined in the foregoing report.

Motion of Mr. Bordelon, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2011/2012 original budget for the Building Fund, as outlined in the foregoing report.

Motion of Mr. Thomas, seconded by Mr. Bordelon, unanimously carried, the Board adopted the 2011/2012 original budget for the Capital Projects Fund – QSCB Series 2009, as outlined in the foregoing report.

Motion of Ms. Babin, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2011/2012 original budget for the Capital Projects Fund – QSCB Series 2011, as outlined in the foregoing report.

Motion of Mr. Bordelon, seconded by Mr. Badeaux, unanimously carried, the Board adopted the 2011/2012 original budget for the Workers' Compensation Fund, as outlined in the foregoing report.

Motion of Mr. Badeaux, seconded by Mr. Jackson, unanimously carried, the Board adopted the 2011/2012 original budget for the Loss Fund, as outlined in the foregoing report.

Motion of Mr. Thomas, seconded by Mr. DeHart, unanimously carried, the Board adopted the 2011/2012 original budget for the Special Revenue Funds, as outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Ms. Babin, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for Bulk Materials and Supplies for Teaching.

Motion of Mr. Bordelon, seconded by Mr. Badeaux, unanimously carried, the Board accepted the renewal proposal from HCC Insurance Co. for Stop-Loss Reinsurance for Group Health with a specific deductible of \$350,000.00 per claim (\$450,000.00 for certain individual claim) with an estimated annual cost of \$533,304.00, effective January 1, 2012.

Motion of Mr. Thomas, seconded by Mr. Bordelon, unanimously carried, the Board accepted, as presented, the proposed rates for Group Health, Life, and Dental plans, effective January 1, 2012.

Motion of Mr. DeHart, unanimously seconded, unanimously carried, the Board approved the following resolution declaring the month of November 2011 as Native American Indian Month in the Terrebonne Parish School System:

RESOLUTION

WHEREAS, The Title VII Indian Education Program is a viable part of the Terrebonne Parish educational system, and

WHEREAS, Emphasis on the cultural heritage of Indian students is one of the four goals of the Title VII Indian Education Grant, and

WHEREAS, The month of November has been observed as "National American Indian Heritage Month" since 1990, and

WHEREAS, Instructional lessons on Indians and their heritage are traditionally taught to students during the month of November, and

WHEREAS, The Title VII Indian Education staff and the Title VII Indian Education Parent Committee are requesting that the month of November 2011, be recognized as Native American Indian Month in the Terrebonne Parish School System, now

THEREFORE, BE IT RESOLVED, That the Terrebonne Parish School Board does hereby declare the month of November 2011, as Native American Indian Month in the Terrebonne Parish School System, and

BE IT FURTHER RESOLVED, That copies of this resolution be forwarded to all Terrebonne Parish public schools and departments.

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Melissa LeBlanc, School Secretary at Terrebonne Career and Technical High School, beginning October 13, 2011, through January 24, 2012 (medical).

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board approved a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Laurie Dugas, Special Education Health Nurse, beginning October 13, 2011, through October 12, 2012 (medical).

Motion of Mr. DeHart, seconded by Ms. Babin, unanimously carried, the Board authorized Mr. Alexander "Kip" Crighton, Attorney, to represent interests of the Terrebonne Parish School District in Tenure Proceedings at a rate of \$125.00 per hour, in accordance with State Law and Board policy.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board voted to go into executive session, at this time (8:20 P.M.), relative to a parent appeal for early readmission of Student #149354.

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board reconvened in regular session with all members present (9:00 P.M.), with the exception of Ms. Debi Benoit, who was absent.

Mr. Duplantis moved, seconded by Mr. DeHart, that the Board deny the parent appeal for early readmission of Student #149354.

Substitute motion of Mr. Harding, seconded by Mr. Thomas, with the exception of Mr. Duplantis who objected, the Board directed that pending successful participation in a counseling program and positive reassessment, that said Student #149354 be eligible for readmission in January 2012, subject to signing a contract.

Motion of Mr. Duplantis, seconded by Ms. Babin, unanimously carried, the Board voted to adjourn its meeting **(9:20 P.M.)**.

/s/ Philip Martin, Secretary

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

RLB