

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

**School Board Meeting – December 4, 2018**

**Order of Business**

**6:00 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes of School Board Meeting of November 13, 2018

**RECOMMENDATION:** That the Board approve the minutes of School Board Meeting of November 13, 2018, as recorded.

6. Recognition and Announcements
  - A. Special Recognition of Montegut Elementary School as a “2018 National Blue Ribbon School” by the U.S. Department of Education

**Announcements:**

**12/10**

5:00 Buildings, Food Service, & Transportation Committee

**12/13**

5:00 ERC (Employee Representative Committee)

6:00 PRC (Parent Representative Committee)

**12/17**

5:00 Finance, Insurance, & Section 16 Lands Committee

**12/18**

5:30 Executive Committee

6:00 Regular School Board Meeting

**12/24-1/04** Christmas Holidays

**12/24**

**5:00 Education, Technology, & Policy Committee (Cancelled Due to Christmas Holidays)**

**1/07**

Students Return to School

**1/08**

6:00 Regular School Board Meeting

7. Board Committee Meeting Reports

A. Buildings, Food Service, & Transportation Committee (See Attached Committee Report of November 12, 2018, Meeting)

B. Education, Technology, and Policy Committee (See Attached Committee Report of November 26, 2018, Meeting)

C. Finance, Insurance, & Section 16 Lands Committee (See Attached Committee Report of November 26, 2018, Meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) Parent Appeals for Student Readmissions (Executive Session)

- Student #7079985
- Student #136211

(2) Matter Pertaining to Employee Grievance Appeal Hearing (Executive Session)

9. Individual School Board Member

A. Mr. Roger Dale DeHart – Reschedule School Board Meeting of January 1, 2019, to January 8, 2019 (Due to Christmas Holidays), and Reschedule the Agenda Deadline from noon Wednesday, December 26, 2018, to noon Thursday, December 20, 2018.

**RECOMMENDATION:** That the Board reschedule the School Board Meeting of January 1, 2019, to January 8, 2019 (Due to Christmas Holidays), and reschedule the agenda deadline from noon Wednesday, December 26, 2018, to noon Thursday, December 20, 2018.

10. Adjournment

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Roger Dale DeHart, President  
Terrebonne Parish School Board  
P. O. Box 5097  
Houma, Louisiana 70361  
985-876-7400

**In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Philip Martin, Superintendent, Terrebonne Parish School Board, at 985-876-7400, Ext. 233, describing the assistance that is necessary.**

RLB

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

December 4, 2018

Dear Members of the Board:

**The BUILDINGS, FOOD SERVICE, and TRANSPORTATION COMMITTEE** met at 5:00 P.M. on Monday, November 12, 2018, in the Board Room of the School Board Office with the following members present: Mr. Richard Jackson, chairman, and Mr. L. P. Bordelon, III, vice chairman. Mr. Gregory Harding was absent. Also in attendance were Mr. Donald Duplantis, Mrs. Debi Benoit, Mr. Roger Dale DeHart, Board president, Superintendent Philip Martin, and members of the staff.

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

Ms. Diane Powell, Administrator, Terrebonne Parish Consolidated Government Head Start Program, addressed the Committee regarding the renewal agreement between the Terrebonne Parish School Board and the Terrebonne Parish Consolidated Government Head Start Program (attached).

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board add the Meal Agreement, as per USDA regulations, to the agreement between the Terrebonne Parish School Board and the Terrebonne Parish Consolidated Government Head Start Program, effective August 7, 2018, and ending May 23, 2019, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Monica Walther, MS, RD, LDN, Supervisor of Child Nutrition Program, addressed the Committee regarding acceptance of bids received for a Child Nutrition Program Satellite Delivery Truck (attached).

## **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board accept the lowest bid received, meeting all specifications, for a Child Nutrition Program Satellite Delivery Truck from Southland Dodge, Chrysler, Jeep, LLC, Houma, LA, in the amount of \$67,918.00, funds to be derived from the Child Nutrition Program Fund.

Superintendent Martin addressed the Committee regarding surplus portable classrooms.

## **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board declare as surplus five (5) portable classroom buildings located at Grand Caillou Elementary School, authorize administration to engage a qualified auctioneer for sale of said portable classroom buildings at public auction, or to dispose of them by any other legally allowable method, and authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding surplus property located at 900, 908, and 912 Church Street.

## **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board extend the contract with LaRussa Real Estate, 120 Progressive Blvd., Suite 103, Houma, LA 70360, for the sale of surplus property located at 900, 908, and 912 Church Street, Houma, LA for an additional six (6) month period, as per policy FILE: D-3.9 Sale of Buildings and Land, fees not to exceed 5% of the sale price, contingent upon the completion of the sale, subject to Board attorney review, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Constrantiche addressed the Committee regarding surplus buses and surplus maintenance vehicles.

Superintendent Martin addressed the Committee regarding artificial turf installation at Terrebonne and South Terrebonne High School Stadiums.

Mr. Danny Hebert, P.E., dba Civil and Environmental Consulting Engineers, addressed the Committee regarding artificial turf.

Superintendent Martin addressed the Committee regarding surplus property at H. L. Bourgeois High School (attached).

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

**RECOMMENDATION NO. 5**

**The Committee recommends** that the Board declare as surplus the vacant property located at H. L. Bourgeois High School and authorize the Superintendent to move forward with the sale of the property.

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

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

Mr. Sammy Poiencot, Plant Operations Manager, addressed the Committee regarding maintenance updates.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:45 P.M.

Respectfully submitted,

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Richard Jackson, Chairman

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L. P. Bordelon, III, Vice Chairman

SP/sn

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

December 4, 2018

Dear Members of the Board:

**The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met on Monday, November 26, 2018, at 5:00 P.M. in the Board Room of the School Board Office with the following members present: Ms. Vicki Bonvillain, chairwoman, and Mr. Richard Jackson, vice chairman. Dr. Brenda Leroux Babin was absent. Also in attendance were Mr. Roger Dale DeHart, Board president, Mr. L. P. Bordelon, III, Mr. Donald Duplantis, Mrs. Debi Benoit, Mr. Bubba Orgeron, Assistant Superintendent, and members of the staff.

Chairwoman Bonvillain called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mr. Alton Johnson, Supervisor of Child Welfare and Attendance, presented recent legislative changes to policy File: G-8.3 Computer and Internet Use (*attached Policy Alert*).

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve, as presented, revised policy File: G-8.3 Computer and Internet Use:

**FILE: G-8.3**  
**Cf: E-1.1c, H-3.3h, H-3.3i**

**COMPUTER AND INTERNET USE**

The Terrebonne Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use

such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate on-line behavior, interacting with other individuals on social networking websites and chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

**In addition, the School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety, and online content that is a threat to school safety. The information shall include the following:**

- **Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform;**
- **Visual examples of possible threats;**
- **The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy E-1.1c School and Student Safety.**

**Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board's website and the website of each school.**

**If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.**

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The School Board shall establish appropriate guidelines for exploring and using Internet resources



within the school district to enhance learning and teaching activities. The School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited.

It shall be the policy of the Terrebonne Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

### USE OF INTERNET REGULATIONS

The School Board provides access to the Internet to students, teachers, staff and administrators. The Internet is a very exciting educational tool which can greatly benefit schools. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient, and legal use of any network is the key to a successful linkage with the Internet.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. All users, including students, employees, or any other users of School Board computers, hardware, and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required;
2. No individual student shall be permitted to have an e-mail account, unless mandated for use in a pre-approved online course. Only teachers and classes, as a whole, may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed;
3. No photographs with student names associated, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet;
4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain;
5. Threatening, profane, or abusive messages shall be forbidden;
6. No activities shall be allowed which may damage or interrupt equipment or any networking system;
7. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden;
8. No user is permitted to load or create a computer virus on the Internet or any networking system;
9. Resources offered by the Internet and paid for by the Board may not be willfully wasted;
10. A user shall not attempt to access any Internet resources or

entities not previously authorized by the teacher;

11. Invading the privacy of another user, or using their account, shall not be tolerated;
12. Posting personal messages without the author's consent shall be forbidden;
13. Sending or posting anonymous messages shall be forbidden;
14. Perusing or otherwise accessing obscene or pornographic material, or using profanity, in messages shall be forbidden;
15. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden;
16. Product advertising, political lobbying, or sending messages involving illegal activities, shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet;
17. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage;
18. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users;
19. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

Revised: March 1999

Revised: October 1999

Revised: February 2005

Revised: March 2009

Revised: September 2011

Revised: January 2013

**Revised: November 2018**

Ref: 47 USC 254(h), *Children's Internet Protection Act (CIPA)*; La. Rev. Stat. Ann. §§17:81, 17:100.7, 17:280, **17:410**; Board minutes, 3-16-99, 10-19-99, 3-1-05, 3-17-09, 9-20-11, 01-15-13, **12-4-18**.

Mr. Johnson presented recent legislative changes to policy File: H-3.3h Bullying and Hazing (attached *Policy Alert*).

**RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve, as presented, revised policy File: H-3.3h Bullying and Hazing:

**FILE: H-3.3h**  
**Cf: E-1.1c, ~~F-12.3~~, G-8.3, ~~G-11.4~~**  
**Cf: H-3.3, H-3.3i, H-4.5**

**BULLYING AND HAZING**

The Terrebonne Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student ~~feels bullied, threatened, or harassed~~ **is subject to bullying, hazing, or similar behavior** while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior ~~such as threatening or harassment~~, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, **or** school personnel, ~~or school property~~, shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

*Bullying* shall mean:

1. A pattern of any one or more of the following:
  - A. Gestures, including, but not limited to, obscene gestures and making faces;
  - B. Written, electronic, or verbal communications, including but not limited to, calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes, but is not limited to, a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
  - C. Physical acts including, but not limited to, hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
  - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school,

or have the effect of substantially disrupting the orderly operation of the school.

*Hazing* shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

#### NOTICE TO STUDENTS AND PARENTS

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

#### REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited

exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

### Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, or any parent or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any report shall remain *confidential*.

### School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing, or similar behavior from a student or parent, **immediately**, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents or legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

### False Reports

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

## INVESTIGATION PROCEDURE

Investigations of any reports of bullying, hazing, or similar behavior of a student ~~by another student~~ shall be in accordance with the following:

### 1. Timing

The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed **as expeditiously as possible, but** not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

### 2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining ~~copies or photographs of any audio-visual~~ **oral, visual or written** evidence, **including, but not limited to, statements, writings, recordings, electronic messages, and photographs**. Interviews ~~must~~ **shall** be conducted privately, separately, and confidentially. ~~At no time shall~~ **Unless necessary for the purpose of the investigation,** the alleged offender and alleged victim **shall not** be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.



### 3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

- A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender;
- B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment,

doing so is in the best interests of the student.

4. Documentation

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:

- A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students;
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law;
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law;
- D. Maintain reports/complaints and investigative reports for three (3) years;
- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

## Handling Evidence

**Whenever an employee/administrator receives notice of a bullying or hazing, or similar behavior, such as threats, any physical evidence of the act/communication shall be secured in the building administrator's office with as little physical contact as possible. If the act/communication is in the form of graffiti, the area shall be sealed off by the building administrator. Photographs shall be taken as soon as possible. Student/public exposure shall be as minimal as possible. Graffiti shall not be removed until law enforcement has properly examined the area.**

## APPEAL

If the school principal or his/her designee does not take timely and effective action **in any bullying incident**, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

## DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or

adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

### PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school;
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction;
3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The School Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a

request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

### TRAINING

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus operators, with respect to bullying, in accordance with state statutory provisions.

### RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such conduct, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

### CHILD ABUSE

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. §14:403.

Revised: August 2004

Revised: September 2010

Revised: January 2013

Revised: October 2013

Revised: January 2018

**Revised: November 2018**

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§14:40.3, 14:40.7, **14:40.8**, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S. Ct. 1661

(1991); Board minutes, 8-3-04, 9-21-10, 1-15-13, 10-15-13, Forethought wd. Revisions 1-30-18, **12-4-18**.

Mr. Johnson presented new policy File: H-3.3i Threats of Terrorism or Violence as it relates to recent legislative changes (attached *Policy Alert*).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve, as presented, new policy File: H-3.3i Threats of Terrorism or Violence:

#### **NEW POLICY**

**FILE: H-3.3i**

**Cf: E-1.1b, E-1.1c, G-8.3**

**Cf: H-3.3, H-3.3h**

### **THREATS OF TERRORISM OR VIOLENCE**

**The Terrebonne Parish School Board is committed to providing a safe environment for the students and employees of its schools. Any potential threat of violence or terrorism to students and employees shall be addressed immediately in accordance with policy E-1.1c, School and Student Safety. If the threat is determined to be credible and imminent, the threat shall be reported immediately to a local law enforcement agency and the school shall initiate procedures outlined in policy E-1.1b, Emergency/Crisis Management.**

**Potential threats not rising to the level of reasonable belief which are not reported to law enforcement shall be referred immediately to school administrators for further investigation, in accordance with applicable procedures outlined in policy H-3.3h, Bullying and Hazing.**

#### **DEFINITIONS**

**Threat of terrorism means communication, whether oral, visual, or written, including, but not limited to, electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the**

operation of a school.

Threat of violence means communication, whether oral, visual, or written, including, but not limited to, electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

## EVIDENCE

Whenever potential threats of violence or terrorism are reported to school administrators, any evidence related to a threat such as statements, writings, recordings, electronic messages, and photographs shall be collected and kept in a secure location.

## MANDATORY EVALUATION

If a student is reported to a local law enforcement agency for threats of terrorism or violence, the student shall not be permitted to return to school until undergoing a formal mental health evaluation.

New policy: November 2018

Ref: La. Rev. Stat. Ann. §§17:409.1, 17:409.2, 17:409.3, 17:409.5, 17:401, 17:416, 17:416.1, 17:416.13; Board minutes, 12-4-18.

Ms. Kim Vauclin, Supervisor of Child Welfare and Attendance, presented recent legislative changes to policy File: H-4.5 Child Abuse (attached *Policy Alert*).

## RECOMMENDATION NO. 4

**The Committee recommends** that the Board approve, as presented, revised policy File: H-4.5 Child Abuse:

**FILE: H-4.5**  
**Cf: F-12.3, H-3.5a**

## CHILD ABUSE

The Terrebonne Parish School Board shall ~~endeavor to ensure that all~~ **require that** instances of **suspected** child abuse and/or neglect ~~are~~ **be** reported in accordance with appropriate state and local laws and regulations **procedures**. Therefore, the School Board directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

### DEFINITIONS

Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health of the child:

1. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person;
2. The exploitation or overwork of a child by a parent or any other person **including, but not limited to, commercial sexual exploitation of the child;**
3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent, ~~or the caretaker of the child's sexual involvement with~~ **or** any other person ~~or of the child's involvement in~~ **(i) any sexual act with any other person; (ii) pornographic displays; (iii) or any other involvement of a child in sexual activity constituting a crime under Louisiana law the laws of this state; or (iv) a coerced abortion conducted upon a child.**

*Caretaker* means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

*Child*, for purposes of child abuse, is ~~defined as~~ **means** a person under



eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

A mandatory reporter is **means** any person considered to be a teaching or child care provider performing their occupational duties, such as any person who provides or assists in the teaching, training, or supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff member, bus operator, coach, **professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member,** social worker, **probation officer, foster home parent, group home or other child care institutional staff member, personnel of residential home facilities, a licensed or unlicensed day care provider,** or any individual who provides such services to a child in a voluntary or professional capacity.

**A permitted reporter means any other person having cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect.**

Neglect means the refusal or willful **unreasonable** failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. **Neglect includes prenatal neglect.** In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

#### PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT

**A permitted reporter shall make a report through the designated state child protection reporting hotline phone number or in person at any child**

## welfare office of the state.

Any **A** mandatory reporter, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect, ~~as defined by this policy,~~ or that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall immediately report suspected abuse/neglect in accordance with the following **guidelines**:

1. ~~When the mandatory reporter suspects that a child has been abused/neglected, he/she shall immediately:~~

A. ~~When the suspected abuser is believed to be a parent or caretaker, make the report to the Department of Children and Family Services through the designated state child protection reporting hotline telephone number.~~

B. ~~When the abuse or neglect is believed to be perpetrated by someone other than a parent or caretaker, and a parent or caretaker is not believed to have any responsibility for the abuse or neglect, make the report to a local or state law enforcement agency.~~

**1. Reports in which the abuse or neglect is believed to be perpetrated by a parent or caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker or a person living in the same residence with the parent or caretaker as a spouse whether married or not, the mandatory reporter shall make the report to the Department of Children and Family Services through the designated state child protection reporting hotline telephone number, via the Department of Children and Family Services Mandated Reporter Portal online, or in person at any child welfare office;**

**2. Reports in which the abuse or neglect is believed to be perpetrated by someone other than a caretaker, a person who**

**maintains an interpersonal dating or engagement relationship with the parent or caretaker, or a person living in the same residence with the parent or caretaker as a spouse whether married or not, and the caretaker is not believed to have any responsibility for the abuse or neglect shall be made immediately to a local or state law enforcement agency;**

- 3.** Dual reporting to both agencies **the Louisiana Department of Child and Family Services and the local or state law enforcement agency** is permitted;
- 4.** **A report made to the Louisiana Department of Children and Family Services by facsimile does not relieve the reporter of his/her duty to report in accordance with the applicable requirements.**

### **Reporting Procedure**

- 1.** If the initial report was in oral form, it shall be followed by a written report ~~on the approved form, which written report shall be delivered~~ **made** within five (5) days ~~to the local child protection agency~~ **via the online Mandated Reporter Portal of the Department of Children and Family Services, or by mail to the centralized intake unit of the Department at the address provided on the website of the Department, or, if necessary, to** the local law enforcement agency to whom the initial report was made.
- 2.** The report **shall** contain the following information, **if known by the reporter:**
  - A. The name, address, age, sex, and race of the child;
  - B. The nature, extent, and cause of the child's injuries or endangered condition, including any previous known or suspected abuse to this child or the child's siblings;
  - C. The name and address of the child's parent(s) or other caretaker;

- D. The names and all the ages of all other members of the child's household;
  - E. The name and address of the reporter;
  - F. An account of how this child came to the reporter's attention;
  - G. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person;
  - H. The number of times the reporter has filed a report on the child or the child's siblings;
  - I. Any other information which the reporter believes might be important or relevant.
3. The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if he/she is named by the child.
4. **The reporter shall also immediately notify the principal or his/her designee of the school attended by the child of the fact that a report has been filed and the agency(ies) to which it was reported.**

### INVESTIGATION OF REPORTS

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

### ALLEGATION AGAINST SCHOOL EMPLOYEES OR VOLUNTEERS

When an employee is accused of the use of impermissible corporal punishment or moral offenses involving students, the principal shall initiate an investigation (see procedures under policy *F-12.3, Employee*

*Investigations*). If the offender is a central office employee, or principal, the immediate supervisor will initiate an investigation.

Upon any school employee receiving a report of, or information about, child abuse, against another school employee or volunteer, and the employee receiving said information has cause to believe the truthfulness thereof, the reporting procedure as outlined in this policy shall be followed, depending upon whether the employee or volunteer is considered a caretaker or someone other than a caretaker.

The school employee shall also, as soon as reasonably possible, notify the appropriate immediate supervisor of the accused individual, and that supervisor in turn will, as soon as reasonably possible, notify the Superintendent or **his/her** designee. The Superintendent and the School Board's attorney will determine what appropriate action the school system may take over and above the investigation being conducted by the appropriate state agency. In any incident involving an employee or volunteer which is reported to the Superintendent or **his/her** designee, the person shall be removed from all activities involving direct contact with students until the matter is resolved.

#### ALLEGATIONS OF SEXUAL OFFENSES

The Superintendent or his/her designee shall be required to notify the local law enforcement agency of any allegation made by a student of the commission of a sex offense as defined by La. Rev. Stat. Ann. § 15:541. Such notification shall be made by the Superintendent or his/her designee within twenty-four (24) hours of the time the student notified the Superintendent or other appropriate personnel. Any school employee who receives information from a student concerning the possible commission of a sexual offense shall immediately **comply with the reporting procedure outlined in this policy and** inform the Superintendent and/or his/her designee.

#### CONFIDENTIALITY

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than

those persons or agencies designated by this policy or required by state law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records and accessible only by the principal/designee/supervisory employee or by court order.

### INSERVICE TRAINING

At the beginning of each school year, each principal shall provide mandated in-service training for mandatory reporters and other school personnel and volunteers on how to recognize and report suspected child abuse or child neglect. Each employee and volunteer shall sign a form indicating he/she has received and understands the guidelines for reporting child abuse/neglect.

### IMMUNITY FROM LIABILITY

Any person who in good faith makes a report, cooperates in any investigation arising as a result of such report, or participates in judicial proceedings authorized under the Louisiana Children's Code shall have immunity from civil or criminal liability that otherwise might be incurred or imposed. This immunity, however, does not extend to (1) a person who participates in or conspires with a participant or an accessory to an offense involving the abuse or neglect of a child; (2) any person who makes a report known to be false or with reckless disregard for the truth of the report.

### LIABILITY

The Louisiana Children's Code and Louisiana criminal law provide substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse or neglect has occurred. Additionally, educators or other employees of the Terrebonne Parish School Board who fail or refuse to report child abuse/neglect as provided by law or by this policy may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

Revised: July 1999

Revised: November 2003

Revised: March 2004  
Revised: December 2004  
Revised: April 2008  
Revised: January 2013  
Revised: May 2017  
Revised: January 2018  
**Revised: November 2018**

Ref: La. Rev. Stat. Ann. §§14:403, 15:539, 15:541, 17:81.6; La. Children's Code, Title VI, Art. 601, 603, 609, 610; Board minutes, 7-20-99, 3-15-04, 12-21-04, 4-15-08, 1-15-13, 6-13-17, Forethought wd. revisions 1-30-18, **12-4-18.**

Mr. Orgeron, Assistant Superintendent, presented recent legislative changes to policy File: G-11.4 Parent Conferences (attached *Policy Alert*).

### **RECOMMENDATION NO. 5**

**The Committee recommends** that the Board approve, as presented, revised policy File: G-11.4 Parent Conferences:

**FILE: G-11.4**  
**Cf: H-2.5, H-3.5b**

### **PARENT CONFERENCES**

The Terrebonne Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication.

### **ACADEMIC CONFERENCES**

At least two (2) parent-teacher conferences shall be scheduled by

teachers during the first semester of each school year. At least one (1) parent or guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or guardian to attend a conference, if the conference would be unnecessary, due to the student's academic record. Other conferences may be scheduled as the need arises.

If a middle school or high school student has more than one (1) teacher, the parent or guardian may participate in the conference by conference call.

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

**If a student's academic performance is such that it could threaten the student's ability to be promoted to the next grade level, the student's parent/guardian shall be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the student's academic improvement.**

#### DISCIPLINARY CONFERENCES

Parents may be required to attend a conference with their student's teacher/principal/guidance counselor under the following circumstances:

1. When a student is removed from a classroom by the teacher, the teacher may require that the parent, tutor, or legal guardian of the student have a conference with the teacher in the presence of the principal or his/her designee before the student is readmitted to the classroom;
2. Upon the *third* removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the student's parent, tutor, or legal guardian shall be required prior to the student being readmitted to the classroom;



In any case where a teacher, principal, or other school employee requires the parent, tutor, or legal guardian of a student under eighteen (18) to attend a conference or meeting regarding the student's behavior, and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction;

3. Subsequent to the suspension or recommendation for expulsion of a student, a conference shall be scheduled with the student's parent, tutor, or legal guardian and the principal, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, or in certain cases, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, tutor, legal guardian, court, or other appointed representative responds;
4. When a student is suspended a second time within one school year, the principal may require that a counseling session be held with the parent, student, and the school counselor. If no counselor is available, the principal may require a conference between the parent, student and all the student's teachers, and the principal or other administrator;
5. Upon a student's *third* unexcused absence or unexcused tardy, the principal or his/her designee shall notify the parent or legal guardian, in writing, and shall hold a conference with the parent or legal guardian. The parent or legal guardian shall sign a receipt acknowledging notification. *Tardy*, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

Revised: February 2013

**Revised: November 2018**

Ref: La. Rev. Stat. Ann. §§17:233, 17:406.7, **17:406.9**, 17:416; La. Children's Code, §730, §731; Board minutes, 11-18-08, 2-19-13, **12-4-18**.

Mr. Orgeron presented recent legislative changes to policy File: H-12 Student Privacy and Education Records (attached *Policy Alert*).

### **RECOMMENDATION NO. 6**

**The Committee recommends** that the Board approve, as presented, revised policy File: H-12 Student Privacy and Education Records:

**FILE: H-12**  
**Cf: G-9.4a**

### **STUDENT PRIVACY AND EDUCATION RECORDS**

The Terrebonne Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the Family Educational Rights and Privacy Act (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

### **DEFINITIONS**

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the Terrebonne Parish School Board or school or by a person acting for the School Board or school. **Excluded** from the term

*educational records* are records of instructional, supervisory, or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher.

3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational well-being of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).
5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual including, but not limited to, the following:
  - a. The student's name;

- b. The name of the student's parent or other family members;
  - c. The address of the student or student's family member;
  - d. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records;
  - e. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information;
  - f. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.
7. *School official* shall be defined as a teacher, school principal, school board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the Terrebonne Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the School Board would otherwise use employees, and is under the direct control of the School Board, with respect to the use and maintenance of education records. See 34 CFR §99.31(a)(1)(i)(B).

## FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Terrebonne Parish School Board receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal (or appropriate school official) indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student, when notified of the right to a hearing.

3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

### STUDENT IDENTIFICATION NUMBERS

To protect the privacy of its students, the Terrebonne Parish School Board

will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. §17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

### STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to student PII may be authorized by the Superintendent without parent/eligible student consent to *school officials* with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The School Board is required to record disclosures of PII, except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents and eligible students have a right to inspect and review the record of disclosures.
2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the parents or the eligible student, as follows:
  - a. To other *school officials* whom the school has determined to have legitimate educational interests in accordance with the annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified in the contract;
  - b. Upon request, to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. In

accordance with the *Individuals with Disabilities Education Act* (IDEA), if a student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the Terrebonne Parish School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the School Board and the private school;

- c. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and state legal requirements that relate to those programs. Student information provided to School Board Members, the Louisiana Department of Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, **or as expressly authorized by statute**, if applicable requirements are met;
- d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914(K), such data shall be disclosed solely

for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid pursuant to such consent. **Failure to provide such consent may result in delays or prevent successful application for admission to a postsecondary educational institution and state and federal student aid.** Consent provided under La. Rev. Stat. Ann. §17:3914(K) shall continue unless withdrawn, in writing. Notice **of what items of student information collected and that disclosure will be restricted to Louisiana postsecondary education institutions or to the Louisiana Office of Student Financial Assistance and** of a parent's right to withdraw their previously provided consent will be provided annually;

- e. **To the Louisiana Board of Regents, to be used only by Board of Regents staff for the purposes of providing reports to each public school governing authority on the postsecondary remediation needs, retention rates, and graduation rates for each high school under its jurisdiction and to evaluate comparative postsecondary performance outcomes based upon student transcript in order to develop policies designed to improve student academic achievement. Notice of what items of student information collected and that disclosure shall be restricted to the Board of Regents solely for the purposes of providing reports to the school governing authority and developing policies designed to improve student academic achievement and of a parent's right to withdraw their previously provided consent shall be provided annually;**
  
- f. To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released;



- g. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students;
- h. To accrediting organizations to carry out their accrediting functions;
- i. To parents of an eligible student, if the student is a dependent for IRS tax purposes;
- j. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of Federal and State law;
- k. To appropriate officials in connection with a health or safety emergency, subject to the requirements of Federal and State law;
- l. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student in foster care placement;
- m. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions;

- n. Information provided in accordance with a contract between the School Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's Central Office;
- o. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.

### DIRECTORY INFORMATION

Unless directed, in writing, otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the Terrebonne Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity including, but not limited to, a sport, organization or club;
2. Information to facilitate the operation and daily activities within district facilities including, but not limited to, the display and use of student information in and around student facilities;
3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
4. University transcript requests, scholarships, and admissions;
5. LHSAA, NCAA, and other related sports programs or sanctioning entities;

6. Online resources and educational tools;
7. School photography and yearbook providers;
8. Any other information considered "Directory Information," to the extent allowed in FERPA.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the School Board that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. §7908) and 10 U.S.C. §503(c).] In accordance with federal statutory provisions, the School Board shall honor the requests of military recruiters for names, addresses, and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided in the student handbook.

### ELECTRONIC DATA GOVERNANCE

Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of a public school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

The following persons may access a public school computer system on which student information for students at a particular school is stored:

1. A student who has reached the age of eighteen (18) or is judicially emancipated, or emancipated by marriage, and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. For a student who has reached the age of eighteen (18) or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen (18) and is not emancipated, such access

shall be limited to information about the student. A student who has reached the age of eighteen (18), or is emancipated, and the parent or legal guardian of a student who has not reached the age of eighteen (18) and is not emancipated, may authorize, in writing, another person to access such information;

2. A teacher of record. Such access shall be limited to information about his/her current students;
3. The school principal and school registrar;
4. A school system employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties;
5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide;
6. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public school system on which student information for students from throughout the system is stored:

1. The Superintendent of the school system;
2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties;
3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide;
4. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(3).

Any person who is authorized to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access.

### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Terrebonne Parish School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law to determine program eligibility). This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the Terrebonne Parish School Board's website.

### CREATION OF PROCEDURES

The Terrebonne Parish School Board recognizes its responsibility for establishing procedures governing the privacy of student records, consistent with federal and state laws and regulations. The School Board directs the Superintendent, or designee, to develop and maintain procedures for ensuring and exercising rights provided under this policy. Copies of implementing procedures shall be available at the School Board's Central Office and in each school office. Any access or disclosure and release of personally identifiable student information by the School Board and its assigns must be in accordance with federal and state law and regulations and authorized by the Superintendent.

### EXEMPTION

This policy shall not apply to the completion or correction of required

submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

### REQUIREMENT FOR WRITTEN CONSENT

Written parental/eligible student consent shall be obtained prior to the release of any PII, unless the release of such PII is expressly authorized, without written consent by this policy or by law.

Revised: October 2001

Revised: August 2003

Revised: February 2010

Revised: October 2015

Revised: March 2018

**Revised: November 2018**

Ref: 20 USC §1232(g-i); 34 C.F.R. Part 99 (*Family Educational Rights and Privacy Act*); 20 USC §1400 et seq. (*Individuals with Disabilities Education Act*); 20 USC §7908 (*Armed Forces Recruiter Access to Student Information*); La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4, 44:4.1, 44:31, 44:32; La. Civil Code arts. 131, 134, 250; Louisiana Attorney General Opinion No. 15-0103; Board minutes, 8-15-03, 2-23-10, 10-20-15, 3-6-18, **12-4-18**.

Mr. Orgeron presented recent legislative changes to policy File: F-9.14 Dismissal/Separation of Professional Personnel (attached *Policy Alert*).

### **RECOMMENDATION NO. 7**

**The Committee recommends** that the Board approve, as presented, revised policy File: F-9.14 Dismissal/Separation of Professional Personnel:

**FILE: F-9.14**

**Cf: F-9.1, F-9.2**

**Cf: F-9.11, F-9.17**

**Cf: F-10.13, F-12.8**

## **DISMISSAL/SEPARATION OF PROFESSIONAL PERSONNEL**

~~The Terrebonne Parish School Board shall strive to assist personnel in adjusting to their positions and to perform their duties satisfactorily.~~

With the exception of lay-offs caused by programmatic changes, budget cuts, staff reorganizations, and/or other personnel actions reducing numbers of employees, no Terrebonne Parish School Board employee shall be dismissed except as provided below **by state law and this policy**. Any school employee shall be dismissed by the Superintendent or by the School Board, in accordance with statutory provisions, upon final conviction of or pleading *nolo contendere* to certain crimes enumerated in La. Rev. Stat. Ann. §15:587.1 and/or any other felony offense.

## **CRIMINAL OFFENSES**

**The Superintendent, on behalf of the School Board, shall dismiss:**

- 1. An administrator, teacher, or substitute teacher upon final conviction or submission of plea of nolo contendere to any felony offense, in accordance with statutory provisions for dismissal applicable to the employee;**
- 2. An administrator, teacher, or substitute teacher who is found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization;**
- 3. An administrator, teacher, or substitute teacher who is found to have facilitated cheating on any state assessment as determined by BESE;**
- 4. Any other school employee if such employee is convicted of or pleads nolo contendere to crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74.**

**The Superintendent shall notify the State Superintendent of Education of any employee's dismissal for the criminal offenses above no later than thirty (30) days after such dismissal.**

In addition, employees may be dismissed shall be subject to removal for failure to properly report arrests for certain offenses enumerated in La. Rev. Stat. Ann. §17:16.

## **ABANDONMENT OF POSITION**

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee may be terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances. The Superintendent or his/her designee shall be responsible for determining acceptability of evidence of extenuating circumstances.

## **CERTIFICATED EMPLOYEES**

### **Non-Tenured Teachers**

The Superintendent may terminate the employment of any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The Superintendent shall notify the teacher, in writing, of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

### **Tenured Teachers**

A **tenured** teacher ~~with tenure~~ shall not be removed from office except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity



to respond. Dismissal of a teacher with tenure shall be governed by the provisions for discipline of **tenured** teachers ~~with tenure~~ as included in policy F-9.17, **Employee Discipline**.

### Contract Appointees

Personnel who have entered into promotional employment contracts with the School Board, pursuant to La. Rev. Stat. Ann. §17:444, may be removed from their positions by non-renewal of their contracts or by termination of their contracts. Contracts may be non-renewed by the School Board for any of the following reasons:

1. The Superintendent has recommended against renewal of the contract based on an evaluation of the employee's performance;
2. The failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;
3. The position in question has been discontinued; or
4. The position in question has been eliminated as a result of district reorganization.

In a non-renewal situation, the employee shall not be entitled to a hearing before the School Board.

For *mid-contract termination* of promotional employment contracts, the employee shall ~~receive~~ **have the right to** written charges and a hearing before a disciplinary hearing officer **in the manner provided in La. Rev. Stat. Ann. §17:443** ~~conducted in accordance with hearing procedures adopted by the School Board~~. A contract may be terminated if the employee is found guilty of being incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract, or other reasons provided for by state law.

Revised: September 1998

Revised: February 1999

Revised: March 2004

Revised: November 2010  
Revised: December 2011  
Revised: September 2012  
Revised: October 2013  
Revised: September 2014  
**Revised: November 2018**

Ref: La. Rev. Stat. Ann. §§13:3204, 15:587.1, 17:15, 17:16, 17:81.5, 17:442, 17:443, 17:444, 17:492, 17:493, 17:493.1; La. Code of Civil Procedure, Art. 2592; Rouselle v. Plaquemines Parish School Board, 633 So2d 1235 (La. 2/28/94); Board minutes, 9-15-98, 2-9-99, 3-16-04, 11-16-10, 12-20-11, 9-18-12, 10-15-13, 9-16-14, **12-4-18**.

Mr. Orgeron presented recent legislative changes to policy File: F-9.17 Employee Discipline (attached *Policy Alert*).

### **RECOMMENDATION NO. 8**

**The Committee recommends** that the Board approve, as presented, revised policy File: F-9.17 Employee Discipline:

**FILE: F-9.17**  
**Cf: F-8, F-14.13**  
**Cf: F-10.13, F-12.3**

### **EMPLOYEE DISCIPLINE**

The Superintendent and his/her designee shall possess the authority to discipline employees when an employee's behavior warrants such action. A principal shall have the authority to recommend to the Superintendent, when appropriate, that employees at the school in which he/she is employed should be disciplined.

Discipline of an employee shall be progressive in nature such that penalties for poor job performance or broken rules become increasingly harsh as similar or related conditions continue or infractions are repeated. Such progressive discipline, however, shall not inhibit the Superintendent's authority or, in the case of certain employees, the School Board's authority, to discipline, suspend, or terminate an employee based on the

circumstances of any single event. Documentation of employee behavior, employee performance, and any disciplinary action taken shall be properly and thoroughly recorded.

Should any disciplinary measure become necessary, any documentation shall be considered *confidential* and treated in accordance with statutory provisions and School Board policy.

## TEACHERS

Hearing procedures are statutorily required for certain disciplinary actions for teachers as defined below. However, such procedures do not prevent the Superintendent and/or principal from taking other disciplinary measures which do not require a hearing, as he/she feels appropriate.

### Definitions

For the purpose of this section:

*Discipline* and *disciplinary action* shall include **only** suspension without pay, reduction in pay, involuntary demotion, or dismissal.

*Written notice* shall be considered given when the notice is hand-delivered to the teacher, or on the day it is delivered to the teacher by registered mail, certified mail, or a commercial courier.

### Non-Tenured Teachers

The Superintendent may take disciplinary action against any non-tenured teacher after providing such teacher with the written reasons therefore and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The Superintendent shall notify the teacher, in writing, of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

## Tenured Teachers

A teacher with tenure shall not be disciplined except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond.

The teacher shall have ten (10) calendar days from written notice of the charges to respond, in person or in writing. Following review of the teacher's response, the Superintendent may take *interim disciplinary action*, which may include placing the teacher on paid administrative leave. The teacher shall not be placed on administrative leave without pay unless the teacher has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent's interim decision.

Within ten (10) calendar days after written notice of the interim disciplinary action or within ten (10) calendar days after receipt of the teacher's response if no interim disciplinary action is taken, a teacher may request a hearing before a disciplinary hearing officer. If the teacher fails to timely request a hearing, the disciplinary action shall become final.

## **Hearing Procedures**

Upon request for a review hearing, the Superintendent shall randomly appoint a hearing officer from a list of persons previously approved by the School Board as *disciplinary hearing officers*. If the school district serves fewer than twenty thousand (20,000) students, the School Board shall maintain a list of at least five (5) hearing officers. If the school district

serves twenty thousand (20,000) students or more, the School Board shall maintain a list of at least ten (10) hearing officers. All hearing officers shall be qualified to serve as a disciplinary hearing officer in accordance with state law. If the School Board fails to maintain such a list, the Superintendent may randomly appoint a hearing officer from a list of persons previously approved by the Louisiana Board of Elementary and Secondary Education.

Such hearing may be private or public, at the option of the teacher, and shall commence no sooner than ten (10) calendar days nor later than thirty (30) calendar days after receipt of the teacher's request for such hearing. The disciplinary hearing officer shall have the power to issue subpoenas, and shall conduct the hearing in accordance with procedures adopted by the School Board.

The teacher shall have the right to appear before the disciplinary hearing officer with witnesses on his/her behalf and with counsel of his/her selection. The disciplinary hearing officer shall hold a hearing and review on whether the interim decision of the Superintendent was arbitrary or capricious and shall either affirm or reverse the action of the Superintendent. The disciplinary hearing officer shall notify the Superintendent and the teacher of his/her final determination, with written reasons, within ten (10) days from the date of the hearing. If the Superintendent's disciplinary action is affirmed, it shall become effective upon the teacher's receipt of the decision of the disciplinary hearing officer. If the Superintendent's disciplinary action is reversed, the teacher shall be restored duty.

Within sixty (60) days from the postmarked date of such written notification of the decision of the disciplinary hearing officer, the School Board or the teacher may petition a court of competent jurisdiction to review the matter as a summary proceeding.

The time periods contained above may be extended by mutual agreement of the parties.

The above due process procedures shall be used to discipline administrators holding contracts pursuant to La. Rev. Stat. Ann. §17:44.

## BUS OPERATORS/CONTRACT APPOINTEES

The Superintendent shall have the authority to discipline persons employed on performance contracts, including suspension, with or without pay, when circumstances necessitate immediate action. If sufficient grounds for suspension without pay are subsequently not found to exist by the School Board or Superintendent, the contract appointee shall be reimbursed for any loss of compensation.

## NON-TENURED EMPLOYEES

The Superintendent shall have the authority to discipline, including suspension, any non-tenured/non-contract employee, with or without pay, when circumstances warrant such action.

New policy: March 2007

Revised: November 2012

Revised: September 2014

**Revised: November 2018**

Ref: La. Rev. Stat. Ann. §§17:81, 17:81.8, 17:443; Reed v. Orleans Parish School Board, April 30, 1945, 21 So.2d 895; Frazier v. East Baton Rouge Parish School Board, App. 1 Cir. 1961, 128 So.2d 250; Board minutes, 11-20-12, 9-16-14, **12-4-18.**

Mr. Orgeron presented recent legislative changes to policy File: F-10.13 Dismissal/Separation Non-Instructional/Support Personnel (attached *Policy Alert*).

## **RECOMMENDATION NO. 9**

**The Committee recommends** that the Board approve, as presented, revised policy File: F-10.13 Dismissal/Separation Non-Instructional/Support Personnel:

**FILE: F-10.13**  
**Cf: F-9-14, F-9.17**

## **DISMISSAL/SEPARATION NON-INSTRUCTIONAL/SUPPORT PERSONNEL**

With the exception of layoffs caused by programmatic changes, budget cuts, staff reorganization, reduction in force and/or dismissal of tenured employees, no Terrebonne Parish School Board employee shall be dismissed except in accordance with the following procedure and except as provided by law.

### BUS OPERATORS

#### Non-Tenured Bus Operators

No bus operator hired after July 1, 2012, shall earn tenure.

A non-tenured bus operator shall be immediately dismissed if he/she is convicted of or has pled nolo contendere to violations of local or existing state law prohibiting operating a vehicle while intoxicated regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

Each school bus operator shall serve a probationary term of three (3) years reckoned from the date of his/her first employment with the School Board. During such probationary term, any bus operator may be dismissed by the School Board upon the written recommendation of the Superintendent. However, any bus operator employed on or after July 1, 2012, who has successfully completed his/her probationary term, may be dismissed by the Superintendent after providing such bus operator with written reasons therefor and providing the bus operator with the opportunity to respond. The bus operator shall have seven (7) days to respond, and such response shall be included in the bus operator's personnel file. Regardless of the date of his/her employment, a non-tenured bus operator shall not be entitled to a hearing before the School Board prior to termination.

#### Tenured Bus Operators

~~The School Board may dismiss any tenured bus operator only after written and signed charges against the bus operator, and the bus operator have~~

~~been prepared by the Superintendent and submitted to the School Board. The School Board, if it decides to proceed upon the charges, shall notify the bus operator in writing at least twenty (20) days prior to the hearing, stating the charges brought against him/her, and shall arrange for a hearing to be held in accordance with due process provisions of the law, such hearing to be public or private at the option of the bus operator. A tenured bus operator may be dismissed for willful neglect of duty, or incompetence, or immorality, or drunkenness while on duty, or failure to comply with requirements of La. Rev. Stat. Ann. §17:491.3 relative to being arrested for one or more of the specified offenses, or physical disability to perform his/her duties, or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition, or of being a member of or contributing to any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state, and then only if found guilty after a hearing by the School Board by a majority of the School Board's membership.~~

Additional grounds for the removal from office of any school bus operator shall be:

1. the abolition, discontinuance, or consolidation of routes, but then only if it is found as a fact, ~~after a hearing by the School Board~~ **based upon a determination by the Superintendent**, that it is in the best interests of the school system to abolish, discontinue, or consolidate said route or routes. If abolition, discontinuance, or consolidation of bus routes is approved, the principle of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed;
2. conviction of or plea of nolo contendere to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of the existing state offenses relative to operating a vehicle while intoxicated, as enumerated in La. Rev. Stat. Ann. §17:493, regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.



**A tenured bus operator shall not be removed from his/her position except upon written and signed charges against the bus operator, and the bus operator having been furnished with a copy of such written charges and given the opportunity to respond, in person or in writing, within ten (10) calendar days from written notice of the charges.**

**The Superintendent shall have ten (10) calendar days to review the school bus operator's response and to provide written notice to the bus operator of the *interim disciplinary action*, which may include placing the bus operator on paid administrative leave. If the bus operator has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent's interim decision.**

**Within twenty (20) calendar days after written notice of the charges, the bus operator may request a hearing before a disciplinary hearing officer, following the hearing procedures for tenured teachers found in policy F-9.17, *Employee Discipline*. If the bus operator fails to timely request a hearing, the disciplinary action shall become final.**

## SCHOOL EMPLOYEES

All employees of the system whose dismissal is not governed by the provision of La. Rev. Stat. Ann. §§17:441-446, or by the provisions of La. Rev. Stat. Ann. §§17:491-494, shall be subject to dismissal by the Superintendent after providing such employee with the written reasons therefor and providing the employee the opportunity to respond. The school employee shall have seven (7) days to respond, and such response shall be included in the school employee's personnel file. Such employees shall not be entitled to a hearing before the School Board.

Revised: November 2010

Revised: December 2011

Revised: October 2012

Revised: August 2013

Revised: September 2015

**Revised: November 2018**

Ref: La. Rev. Stat. Ann. §§15:587.1, 17:15, 17:16, 17:81.5, 17:492, 17:493, 17:493.1; Board minutes, 2-23-88, 5-17-90, 11-16-10, 12-20-11, 10-16-12, 10-15-13, 10-20-15, **12-4-18.**

Ms. Katie Portier, Executive Director, Terrebonne Foundation for Academic Excellence (TFAE), presented information regarding New Teacher, Bayou Board of REALTORS Journey to Careers, and Innovative Ed-Venture Grants (attached). She stated that thirty-three (33) teachers from nineteen (19) schools (Acadian Elementary, Bourg Elementary, Coteau Bayou-Blue Elementary, Elysian Fields Middle, Evergreen Jr. High, Gibson Elementary, Grand Caillou Elementary, Houma Jr. High, Lisa Park Elementary, Mulberry Elementary, Oaklawn Jr. High, Pointe-Aux-Chenes Elementary, Terrebonne High, Village East Elementary, Legion Park Elementary, Montegut Middle, Montegut Elementary, H. L. Bourgeois High, and South Terrebonne High Schools) were recipients of the grants. The Committee expressed their gratitude for the generous opportunities afforded to our schools, teachers, and students through TFAE.

Mr. Mark Torbert, Supervisor of Secondary Education, presented information on the 29<sup>th</sup> Annual Louisiana Showcase of Marching Bands State Championship held at University of Louisiana Lafayette (ULL) Cajun Field on Saturday, November 3, 2018 (attached). He stated thirty-five (35) high school bands throughout the state participated in the event. Ellender Memorial High School's Band, Class AA, and H. L. Bourgeois High School's Band, Class AAA, placed 2<sup>nd</sup> in the 2018 Best in Individual Class, Drum Major competition. In addition, H. L. Bourgeois High School's Band placed 2<sup>nd</sup> in Best in Individual Class, Band competition. Terrebonne Parish School District had two (2) bands that progressed to the Top 10 finals: H. L. Bourgeois High School (ranked 8<sup>th</sup>) and Terrebonne High School (ranked 10<sup>th</sup>). The Committee expressed congratulations to our four (4) high school bands for their participation in the competition.

Mrs. Sandra LaRose, Supervisor of Elementary Education, presented information on the U.S. Department of Education's announcement of

Montegut Elementary School being named a 2018 National Blue Ribbon School, Closing the Achievement Gap recipient (attached). She stated that only six (6) schools in the state of Louisiana were recognized as National Blue Ribbon Schools.

Mr. Orgeron presented Terrebonne Parish School District's Performance Scores. He stated that Terrebonne Parish School District is a "B" school district according to the new standards provided by the state (attached).

Mr. Orgeron presented information on The Friends of the Library Annual Spelling Bee that was held on November 10, 2018, at the Terrebonne Parish Library-Main Branch (attached). Nine (9) Terrebonne Parish schools participated in the event. Six (6) schools had students to place: Oakshire Elementary (1<sup>st</sup> place, Level 1); Mulberry Elementary (3<sup>rd</sup> place, Level 1, and 1<sup>st</sup> place, Level 3); Coteau Bayou-Blue Elementary (1<sup>st</sup> place, Level 2); Dularge Elementary (3<sup>rd</sup> place, Level 2); and Lisa Park Elementary (2<sup>nd</sup> & 3<sup>rd</sup> place, Level 3). The Committee congratulated the participating schools, including Grand Caillou, Gibson, and Upper Little Caillou Elementary.

Mr. Orgeron presented information on the Bayou Regional FIRST LEGO Robotics Competition that was held at Hope Extreme on November 6, 2018 (attached). He stated ten (10) schools have LEGO Clubs; six (6) of those schools participated in the competition. The school clubs that placed were: Oakshire Elementary's BearBots (1<sup>st</sup> place, Project Award); Lacache Middle's Down Da'Bayou Robotics (1<sup>st</sup> place, Robot Design Award); Coteau Bayou-Blue Elementary's Determinators (2<sup>nd</sup> place, Robot Design Award, and 2<sup>nd</sup> place, Robot Game); Coteau Bayou-Blue Elementary's Wolf Invaders (1<sup>st</sup> place, Core Values Award), and Mulberry Elementary's Cougar Steambots (1<sup>st</sup> place, Robot Game and 1<sup>st</sup> place, Champion's Award). Three (3) schools qualified to attend the state competition: Oakshire Elementary, Mulberry Elementary, and Coteau Bayou-Blue Elementary. The Committee applauded all six (6) schools for their participation, including Broadmoor Elementary and Legion Park Elementary.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 5:37 P.M.

Respectfully submitted,

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Vicki Bonvillain, Chairwoman

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Richard Jackson, Vice Chairman

ABO/jb

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

December 4, 2018

Dear Members of the Board:

**The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE** met immediately following the 5:00 P.M. Education, Technology, & Policy Committee meeting on Monday, November 26, 2018, in the Board Room of the School Board Office with the following members present: Mr. Donald Duplantis, chairman, and Mrs. Debi Benoit. Mr. Roosevelt Thomas was absent. Also in attendance were Mr. Roger Dale DeHart, Board president, Mr. L. P. Bordelon, III, Mr. Richard Jackson, Assistant Superintendent Aubrey "Bubba" Orgeron, and members of the staff.

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

Mr. Loney Grabert, Terrebonne Parish Assessor, addressed the Committee concerning a Cooperative Endeavor Agreement between the Terrebonne Parish School District, the Terrebonne Parish Assessor's Office, and the Terrebonne Parish Sheriff's Office (attached).

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve, as presented, the attached Cooperative Endeavor Agreement between the Terrebonne Parish School District, the Terrebonne Parish Assessor's Office, and the Terrebonne Parish Sheriff's Office for a review of Homestead Exemption Claims and Senior, Disabled, and Veteran Freezes in Terrebonne Parish, pending Board attorney review, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Rebecca Breaux, Chief Financial Officer, addressed the Committee concerning the surplus property located at 222 Connely Street, Houma, LA 70363 (East Houma Elementary School).

## **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board enter into a contract with LaRussa Real Estate, 120 Progressive Blvd., Suite 103, Houma, LA 70360, for the sale of surplus property located at 222 Connely Street, Houma, LA 70363 (East Houma Elementary School) for a period of six (6) months, as per policy FILE: D-3.9 Sale of Buildings and Land, fees not to exceed 5% of the sale price, contingent upon the completion of the sale, subject to Board attorney review, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Breaux addressed the Committee concerning the authorization for the Purchasing Department to re-advertise for a Commercial Surface Lease on Section 16 Lands.

## **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board allow the Purchasing Department to re-advertise for a Commercial Surface Lease on Section 16, Township 20 South, Range 16 East, on an as-is/where-is basis, as referenced on the attached map as Tract H-I-J-K-L-M-N-O-P-Q-R-S-T-C-D-E-F-G-H, in accordance with Louisiana R.S. 41:1211 et seq., due to non-payment of the lease amount by the previous low bidder.

Mrs. Breaux addressed the Committee concerning bid results for Material and Supplies for Teaching.

## **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board accept the lowest bid received, meeting all specifications, for a Catalog Contract for Material and Supplies for Teaching from School Specialty, Inc., dba Frey Scientific, LLC, W6316 Design Drive, Greenville, WI 54942, for a period of one year,

with the possibility of two (2) one-year renewals, upon mutual agreement between the Terrebonne Parish School Board and School Specialty, Inc., dba Frey Scientific, LLC.

Mrs. Breaux presented the 2018/2019 revised budget for the General Operating Fund.

**RECOMMENDATION NO. 5**

**The Committee recommends** that the Board adopt the following 2018/2019 revised budget for the General Operating Fund:

**General Operating Fund  
Revised Budget  
2018/2019 Fiscal Year**

**REVENUES**

Local Revenues	\$18,725,611
State Revenues	<u>93,434,609</u>
<b>TOTAL REVENUES</b>	112,160,220

**EXPENDITURES**

Instructional	73,012,293
Instructional Support Services	48,964,762
Operation of Non-Instructional Services	1,080,886
Debt Services	<u>0</u>
<b>TOTAL EXPENDITURES</b>	123,057,941

**OTHER FINANCING SOURCES (USES) OF FUNDS**

Other Sources of Funds	16,035,009
Other Uses of Funds	<u>(4,886,735)</u>
<b>TOTAL OTHER SOURCES (USES) OF FUNDS</b>	11,148,274

Net Change in Fund Balance 250,553

**FUND BALANCE**

Beginning Fund Balance 16,901,674

Ending Fund Balance	
Committed, Artificial Turf	200,000
Unassigned	<u>16,952,227</u>
<b>TOTAL ENDING FUND BALANCE</b>	<b><u>\$17,152,227</u></b>

Mrs. Breaux presented the 2018/2019 revised budget for the Child Nutrition Program Fund.

**RECOMMENDATION NO. 6**

**The Committee recommends** that the Board adopt the following 2018/2019 revised budget for the Child Nutrition Program Fund:

**Child Nutrition Program  
Revised Budget  
2018/2019 Fiscal Year**

**REVENUES**

Local Sources	\$708,280
State Sources	135,834
Federal Sources	<u>8,965,341</u>
<b>TOTAL REVENUES</b>	<b>9,809,455</b>

**EXPENDITURES**

Salaries	2,883,734
Employee Benefits	2,038,057
Purchased Services	821,205
Supplies	4,036,311
Property	<u>831,403</u>
<b>TOTAL EXPENDITURES</b>	<b>10,610,710</b>

**OTHER FINANCING SOURCES (USES) OF FUNDS**

Other Sources of Funds	<u>318,719</u>
<b>TOTAL OTHER SOURCES (USES) OF FUNDS</b>	<b>318,719</b>

Net Change in Fund Balance	(482,536)
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**FUND BALANCE**



Beginning Fund Balance	2,533,094
Ending Fund Balance	
Non-spendable	0
Assigned	<u>2,050,558</u>
<b>TOTAL ENDING FUND BALANCE</b>	<b><u>\$2,050,558</u></b>

Mrs. Breaux presented the 2018/2019 revised budget for the One Cent Sales Tax Fund.

**RECOMMENDATION NO. 7**

**The Committee recommends** that the Board adopt the following 2018/2019 revised budget for the One Cent Sales Tax Fund:

**One Cent Sales Tax Fund (1996)**  
**Revised Budget**  
**2018/2019 Fiscal Year**

**REVENUES**

Local Sales Tax	\$21,626,244
Interest	72,000
Refund of Prior Year E-Rate	<u>0</u>
<b>TOTAL REVENUES</b>	<b>21,698,244</b>

**EXPENDITURES**

Compensation & Benefits	17,514,746
Technology	2,357,196
Capital & Building Improvements	14,015
Debt Service	<u>142,000</u>
<b>TOTAL EXPENDITURES</b>	<b>20,027,957</b>

**OTHER FINANCING SOURCES (USES) OF FUNDS**

Other Sources of Funds	0
Other Uses of Funds	<u>(4,200,000)</u>
<b>TOTAL OTHER SOURCES (USES) OF FUNDS</b>	<b>(4,200,000)</b>

Net Change in Fund Balance (2,529,713)

**FUND BALANCE**

Beginning Fund Balance 7,687,020

Ending Fund Balance

Restricted, Salaries & Benefits 4,496,079

Restricted, Technology/Construction 661,228

**TOTAL ENDING FUND BALANCE** \$5,157,307

Mrs. Breaux presented the 2018/2019 revised budget for the 1/2 Cent Sales Tax Fund.

**RECOMMENDATION NO. 8**

**The Committee recommends** that the Board adopt the following 2018/2019 revised budget for the 1/2 Cent Sales Tax Fund:

**1/2 Cent Sales Tax Fund (2014)  
Revised Budget  
2018/2019 Fiscal Year**

**REVENUES**

Local Sales Tax \$10,360,035

Interest 40,000

**TOTAL REVENUES** 10,400,035

**EXPENDITURES**

Salaries 7,089,558

Employee Benefits 2,015,437

Purchased Services 81,000

**TOTAL EXPENDITURES** 9,185,995

**OTHER FINANCING SOURCES (USES) OF FUNDS**

Other Sources of Funds 0

Other Uses of Funds 0

**TOTAL OTHER SOURCES (USES) OF FUNDS** 0

Net Change in Fund Balance 1,214,040

**FUND BALANCE**

Beginning Fund Balance 3,851,509

Ending Fund Balance  
Restricted, Salaries & Benefits \$5,065,549

Mrs. Breaux presented the 2018/2019 revised budget for the ¾ Cent Sales Tax Fund.

**RECOMMENDATION NO. 9**

**The Committee recommends** that the Board adopt the following 2018/2019 revised budget for the ¾ Cent Sales Tax Fund:

**¾ Cent Sales Tax Fund (1976)  
Revised Budget  
2018/2019 Fiscal Year**

**REVENUES**

Local Sales Tax \$16,550,000

Interest 40,000

**TOTAL REVENUES** 16,590,000

**EXPENDITURES**

Purchased Services 678,268

Materials & Supplies 2,737,440

Debt Service & Miscellaneous 15,500

**TOTAL EXPENDITURES** 3,431,208

**OTHER FINANCING SOURCES (USES) OF FUNDS**

Other Sources of Funds 0

Other Financing Uses of Funds (13,174,576)

**TOTAL OTHER SOURCES (USES) OF FUNDS** (13,174,576)

Net Change in Fund Balance (15,784)

**FUND BALANCE**

Beginning Fund Balance 2,190,188

Ending Fund Balance

Restricted, Instructional Programs 1,967,609

Committed, Band Uniforms 206,795

**TOTAL ENDING FUND BALANCE** \$2,174,404

Mrs. Breaux presented the 2018/2019 revised budget for the Special Revenue Funds.

**RECOMMENDATION NO. 10**

**The Committee recommends** that the Board adopt the following 2018/2019 revised budgets for the Special Revenue Funds:

**Special Revenue Funds  
Revised Budgets  
2018/2019 Fiscal Year**

<b><u>FUND NUMBER</u></b>	<b><u>FEDERAL FUNDS</u></b>	<b><u>CURRENT BUDGET</u></b>	<b><u>INCREASE DECREASE)</u></b>	<b><u>REVISED BUDGET</u></b>
220	NCLB ESSA-TITLE I	\$7,475,564	1,434,589	\$8,910,153
230	MIGRANT	\$239,267	58,757	\$298,024
240	US DEPARTMENT OF HEALTH AND HUMAN SERVICES BLOCK GRANT Early Childhood Program-TANF	\$2,074,440	9,857	\$2,084,297
	Federal - Jobs for America's Graduates – TANF	<u>73,820</u>	<u>(3,094)</u>	<u>70,726</u>
	TOTAL	\$2,148,260	6,763	\$2,155,023

280	US DEPARTMENT OF HEALTH AND HUMAN SERVICES Early Childhood Community Network Lead Agencies	\$26,644	2,007	\$28,651
310	ESSA – TITLE III, PART A	\$72,861	16,211	\$89,072
320	ESSA TITLE IV-A	\$396,321	79,417	\$475,738
370	ESSA TITLE II, PART A Eisenhower Act	\$1,000,643	183,851	\$1,184,494
410	NCLB TITLE VII- INDIAN EDUCATION Current Year	\$419,433	321	\$419,754
	NYCP Current Year	610,983	78,752	689,735
	NYCP Prior Year	<u>0</u>	<u>172,343</u>	<u>172,343</u>
	TOTAL	\$1,030,416	251,416	\$1,281,832
490	LCTCS FEDERAL ADULT EDUCATION Basic Current Year	\$380,893	50,505	\$431,398
	Prior Year	0	8,314	8,314
	English Lang./Civics Current Year	32,277	1,475	33,752
	Federal Leadership Award Current Year	18,509	(18,509)	0
	Prior Year FY18	0	18,509	18,509
	Carry Over FY17	<u>0</u>	<u>25,447</u>	<u>25,447</u>
	TOTAL	\$431,679	85,741	\$517,420
560	ESSA TITLE IX- SUBTITLE A MCKINNEY-VENTO HOMELESS			

	Current Year	\$103,863	55,277	\$159,140
750	NCLB IDEA SPECIAL ED IDEA Part B	\$4,000,438	881,172	\$4,881,610
	JAG AIM High	60,000	0	60,000
	Redesign	66,126	0	66,126
	Believe and Prepare	<u>0</u>	<u>1,500</u>	<u>1,500</u>
	TOTAL	\$4,126,564	882,672	\$5,009,236

760	NCLB IDEA SPECIAL ED Preschool	\$121,609	12,393	\$134,002
	Early Childhood IDEA 619	<u>6,978</u>	<u>(1,249)</u>	<u>5,729</u>
	TOTAL	\$128,587	11,144	\$139,731

<u>FUND NUMBER</u>	<u>STATE FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
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142	MFP LEVEL 4 FUNDING REVENUE Supplemental Course Allocation MFP	\$425,803	0	\$425,803
	Career Development Funds – Prior Year	233,954	0	233,954
	Career Development Funds – JAG	<u>26,180</u>	<u>3,094</u>	<u>29,274</u>
	TOTAL REVENUE	685,937	3,094	689,031

	EXPENDITURES Supplemental Course Allocation MFP	474,785	80,807	555,592
	Career Development Funds – Prior Year	314,000	63,961	377,961
	Career Development Funds – JAG	<u>26,180</u>	<u>3,094</u>	<u>29,274</u>
	TOTAL			

	EXPENDITURES	814,965	147,862	962,827
	EXCESS (DEFICIENCY) OF REVENUES	(129,028)	(144,768)	(273,796)
	BEGINNING FUND BALANCE	334,012	(60,216)	273,796
	ENDING FUND BALANCE	\$204,984	(204,984)	\$0
10	EDUCATION EXCELLENCE FUND REVENUE	\$351,568	(24,394)	\$327,174
	EXPENDITURES	349,919	(5,205)	344,714
	EXCESS (DEFICIENCY) OF REVENUE	1,649	(19,189)	(17,540)
	BEGINNING FUND BALANCE	10,001	17,539	27,540
	ENDING FUND BALANCE	11,650	(1,650)	\$10,000
520	EARLY CHILDHOOD COMMUNITY NETWORK LEAD AGENCIES STATE FUNDS	\$29,816	(6,896)	\$22,920
550	CECIL J. PICARD LA4 EARLY CHILDHOOD PROGRAM State	\$1,731,540	8,463	\$1,740,003
680	LCTCS STATE ADULT EDUCATION			

Basic – Current Year	\$236,743	(3,387)	\$233,356
Testing & Reimbursement	<u>7,564</u>	<u>0</u>	<u>7,564</u>
TOTAL	\$244,307	(3,387)	\$240,920

<b><u>FUND NUMBER</u></b>	<b><u>LOCAL FUNDS</u></b>	<b><u>CURRENT BUDGET</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>REVISED BUDGET</u></b>
740	STATE TEXTBOOKS REVENUE			
	General Fund- Textbooks	\$1,000,000	0	\$1,000,000
	Non-Public Textbooks	97,621	(2,061)	95,560
	Lost/Damaged Books	<u>1,000</u>	<u>0</u>	<u>1,000</u>
	TOTAL	\$1,098,621	(2,061)	\$1,096,560
	EXPENDITURES			
	Textbooks	\$1,700,000	0	1,700,000
	Non-Public Textbooks	<u>97,621</u>	<u>(2,061)</u>	<u>95,560</u>
	TOTAL	1,797,621	(2,061)	1,795,560
	EXCESS (DEFICIENCY) OF REVENUES	(699,000)	0	(699,000)
	BEGINNING FUND BALANCE	1,865,446	(685,064)	1,180,382
	ENDING FUND BALANCE	\$1,166,446	(685,064)	\$481,382

Mrs. Breaux presented the 2018/2019 original budget for the Building Fund.

### **RECOMMENDATION NO. 11**

**The Committee recommends** that the Board adopt the following 2018/2019 original budget for the Building Fund:



**Building Fund**  
**Original Budget**  
**2018/2019 Fiscal Year**

**REVENUES**

Interest and Investment Income	\$ 130,000.00
Building Rental	<u>100,000.00</u>
<b>TOTAL REVENUES</b>	<u><b>230,000.00</b></u>

**APPROPRIATIONS:**

Cash Management Fees on Investments	22,000.00
Audit Fees	250.00
Artificial Turf – Terrebonne High School & South Terrebonne High School Football Stadiums	2,000,000.00
Playground Equipment-Various Elementary Schools	700,000.00
Metal Classroom Building Career & Technical High School	285,000.00
Stage Floor – H. L. Bourgeois High School	5,000.00
Auditorium Seats-South Terrebonne High School	40,000.00
Boiler-Old Gym - South Terrebonne High School	85,000.00
Stage Floor - South Terrebonne High School	5,000.00
Stage Floor – Terrebonne High School	5,000.00
PA System – All Schools (ALLOTMENT)	4,871.00
Exterior Door Replacement (ALLOTMENT)	34,759.98
School Security	<u>250,000.00</u>
<b>TOTAL APPROPRIATIONS</b>	<u><b>3,436,880.98</b></u>

**OTHER FINANCING SOURCES (USES)**

Other Sources of Funds - General Fund Transfer	2,000,000.00
Other Uses of Funds – Southdown Elementary School	<u>(231,321.00)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u><b>1,768,679.00</b></u>

Net Change in Fund Balance (1,438,201.98)

**Fund Balance**

Beginning 14,516,411.10

Ending	
Assigned for School Security	131,387.44
Assigned for Future Projects	<u>12,946,821.68</u>
<b>TOTAL ENDING FUND BALANCE</b>	<b><u>\$13,078,209.12</u></b>

Mrs. Breaux presented the 2018/2019 original budget for the Capital Project Fund.

**RECOMMENDATION NO. 12**

**The Committee recommends** that the Board adopt the following 2018/2019 original budget for the Capital Projects Fund:

**Capital Projects Fund – Series 2016  
Original Budget  
2018/2019 Fiscal Year**

**REVENUES**

Interest	<u>\$100,000.00</u>
Total Revenues & Other Sources of Funds	100,000.00

**EXPENDITURES**

Cash Management Fee	10,000.00
Construction	<u>5,953,425.29</u>
Total Expenditures	<u>5,963,425.29</u>

**OTHER SOURCES OF FUNDS**

Transfer from Building Fund	231,321.00
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**Excess of (Expenditures)** (5,632,104.29)

Fund Balance:	
Beginning	<u>5,632,104.29</u>

\$0.00

Ending Restricted for Capital Projects

Mrs. Breaux presented the 2018/2019 original budget for the Workers' Compensation Fund.

**RECOMMENDATION NO. 13**

**The Committee recommends** that the Board adopt the following 2018/2019 original budget for the Workers' Compensation Fund:

**Workers' Compensation Fund  
Original Budget  
2018/2019 Fiscal Year**

**Revenue**

Interest	\$9,000
Claims Recovery	100,000
Rate Charges to Other Funds	<u>795,124</u>
Total Revenues	904,124

**Expenses**

Workers' Compensation Claims	700,000
Excess Loss Policies	80,000
Claims Administration and Loss Control	20,000
Second Injury Fund	20,000
Annual Assessment Fees	3,200
Administrative Fees	100
Financial Audit Fees	<u>250</u>
Total Expenditures	823,550
Net Change in Fund Balance	80,574

**Fund Balance**

Beginning	<u>2,207,759</u>
Ending	<u><u>\$2,288,333</u></u>

Mrs. Breaux presented the 2018/2019 original budget for the Loss Fund.

**RECOMMENDATION NO. 14**

**The Committee recommends** that the Board adopt the following 2018/2019 original budget for the Loss Fund:

**Loss Fund  
Original Budget  
2018/2019 Fiscal Year**

**Revenues**

Interest Income	\$7,000
Third Party Recovery	20,000
Claims Recovery	<u>1,000</u>
Total Revenues	28,000

**Expenditures**

Financial Audit Fees	50
Insurance Premiums	1,216,947
Casualty Claims	50,000
Casualty Claims - Auto Liability	300,000
Casualty Claims - E&O	25,000
Property Claims	25,000
Claims Administration	<u>24,000</u>
Total Expenditures	1,640,997

**Other Financing Sources (Uses)**

Transfer from General Fund	1,370,000
Net Change in Fund Balance	(242,997)

**Fund Balance**

Beginning	<u>3,171,322</u>
Ending	<u>\$2,928,325</u>

Mrs. Breaux presented the 2018/2019 original budget for the Group Insurance Claims Fund.

**RECOMMENDATION NO. 15**

**The Committee recommends** that the Board adopt the following 2018/2019 original budget for the Group Insurance Claims Fund:

**Group Insurance Claims Fund  
Original Budget**

## 2018/2019 Fiscal Year

### **REVENUES**

Interest Income & Earnings on Investments	\$110,000
Medicare Part D Subsidy	900,000
Claim Recoveries - All Types	500,000
Rebates	1,000,000
Insurance Premium Billings	<u>42,700,000</u>
<b>TOTAL REVENUES</b>	<b>45,210,000</b>

### **EXPENDITURES**

Claims Administration Fees	565,000
Dental Administration Fees	1,450,000
Scriptcare Administrative Fee	50,000
Prescription Care Administrative Fee	82,000
Life Insurance Premiums	1,700,000
PPO Access Fees	120,000
Utilization Review	75,000
Advantage Care	18,000
Disease Management Program	150,000
Patient Centered Outcomes	15,000
Financial Audit Fees	13,000
Actuary Fees	8,000
Broker Fee	45,000
Cash Management Fees	11,000
Stop Loss Premium	665,000
Group Insurance Claims Paid	<u>42,000,000</u>
<b>TOTAL EXPENDITURES</b>	<b>46,967,000</b>

NET CHANGE IN FUND BALANCE (1,757,000)

### **Fund Balance**

Beginning	<u>8,078,925</u>
Ending	<u><u>\$6,321,925</u></u>

Mrs. Breaux presented the 2018/2019 original budget for the Special Revenue Funds.

**RECOMMENDATION NO. 16**

**The Committee recommends** that the Board adopt the following 2018/2019 original budget for the Special Revenue Funds:

**Special Revenue Funds  
Original Budgets  
2018/2019 Fiscal Year**

<b><u>FUND NUMBER</u></b>	<b><u>FEDERAL FUNDS</u></b>	<b><u>CURRENT BUDGET</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>REVISED BUDGET</u></b>
210	NCLB-TITLE I Striving Readers Comprehensive Literacy-Prior Year	\$0	133,016	\$133,016
610	8g BLOCK GRANT Believe and Prepare	\$0	1,500	\$1,500

Mrs. Breaux presented the 2018 Consolidated Drive report.

**RECOMMENDATION NO. 17**

**The Committee recommends** that the Board approve the 2018 Consolidated Drive collection of \$6,999.81, to be distributed equally to the following list of participating organizations, as per Board action of July 3, 2012, and further, authorize the distribution of the Consolidated Drive collections:

1. American Red Cross
2. CASA of Terrebonne (Court Appointed Special Advocates)
3. Louis Infant's Crisis Center
4. MacDonell United Methodist Children's Services
5. Marine Toys for Tots Foundation
6. Project LEARN-LaTerre
7. The Haven

Mrs. Breaux presented information on a Monthly Budget-to-Actual Comparison report (attached).

Mrs. Breaux presented an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of September 2018 are approximately 2.8% higher than September 2017.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, motion of Mrs. Benoit, seconded by Mr. Duplantis, the meeting adjourned at 6:28 P.M.

Respectfully submitted,

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Donald Duplantis, Chairman

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Debi Benoit

RB/bp