

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

**School Board Meeting – November 5, 2019**

**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 October 1, 2019, and Special School Board Meeting of October 15, 2019

**RECOMMENDATION:** That the Board approve the minutes of School Board Meeting of October 1, 2019, and Special School Board Meeting of October 15, 2019, as recorded.

6. Recognitions and Announcements
  - A. Special Recognition of Bayou Black Elementary School as a “2019 National Blue Ribbon School” by the U.S. Department of Education
  - B. Special Recognition of Oaklawn School's 7<sup>th</sup>/8<sup>th</sup> Grade Football Team for Winning Middle School Parish Championship

**Announcements**

**11-1/12-5** Terrebonne Parish School System Food Drive (sponsored by Terrebonne Churches United)

**11/11** Veterans' Day

**11/14**

5:00 ERC (Employee Representative Committee)

**11/18-22** American Education Week

**11/19**

5:00 Education, Technology, & Policy Committee  
Buildings, Food Service, & Transportation Committee  
Finance, Insurance, & Section 16 Lands Committee  
Executive Committee

**11/25-29** Thanksgiving Holidays

**12/03**

6:00 Regular School Board Meeting

7. Presentation by Citizen

A. Wanda R. Triggs – Follow-up to Bus Incident of 8/26/19, residual effects of children involved

8. Board Committee Meeting Reports

A. Finance, Insurance, & Section 16 Lands Committee (See attached Committee Report of October 15, 2019, Meeting)

B. Education, Technology, & Policy Committee (See attached Committee Report of October 15, 2019, Meeting)

C. Buildings, Food Service, & Transportation Committee (See attached Committee Report of October 15, 2019, Meeting)

D. Executive Committee (See attached Committee Report of October 15, 2019, Meeting)

9. Superintendent's Agenda

A. Information Items

(1) American Education Week: November 18-22, 2019

American Education Week will be observed on November 18-22, 2019, in Terrebonne Parish Schools. This special week focuses attention on the importance of education and all that it stands for. Annually, the week preceding the week of Thanksgiving is proclaimed American Education Week.

(2) Educational Support Personnel Day: November 20, 2019

Educational Support Personnel Day will be observed in Terrebonne Parish Schools on November 20, 2019. Annually, the Wednesday in American Education Week is designated as a special day to honor the many contributions of school support employees. School districts, parents, and students will pay tribute to school support personnel on this annual observance of Educational Support Personnel Day.

B. Agenda Items

(1) Personnel Section

(a) Leave of Absence

1) Family and Medical Leave

**RECOMMENDATION:** That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Julie B. Fanguy, Teacher at Dularge Elementary School, beginning October 31, 2019, through February 17, 2020, (medical).

(b) Personnel Actions for Period of September 23, 2019 – October 25, 2019 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]

10. Individual School Board Member

- A. Mrs. Debi Benoit – Reschedule Agenda Deadline for School Board Meeting of December 3, 2019

**RECOMMENDATION:** That the Board reschedule the agenda deadline for the School Board Meeting of December 3, 2019, from noon Wednesday, November 27, 2019, to noon Thursday, November 21, 2019 (due to Thanksgiving Holidays).

- B. Mrs. Debi Benoit – Reschedule Agenda Deadline for School Board Meeting of January 7, 2020

**RECOMMENDATION:** That the Board reschedule the agenda deadline for the School Board Meeting of January 7, 2020, from noon Wednesday, January 1, 2020, to noon Wednesday, December 18, 2019 (due to Christmas Holidays).

11. Adjournment

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Philip Martin, Superintendent  
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. 860-233, describing the assistance that is necessary.**

RLB

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

November 5, 2019

The **Finance, Insurance, and Section 16 Lands Committee** met immediately following the 5:00 P.M. Special School Board Meeting on Tuesday, October 15, 2019, in the Board Room of the School Board Office with the following members present: Mr. Clyde Hamner, chairman; Mr. Michael LaGarde, vice chairman, and Mrs. Stacy Solet. Also in attendance were Mrs. Debi Benoit, Board president; Mr. Dane Voisin, Dr. MayBelle Trahan, Mr. Matthew Ford, Mr. Roger Dale DeHart, Superintendent Philip Martin, and members of the staff.

Chairman Hamner called the meeting to order.

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

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board accept the renewal proposal from HCC Insurance Co., for Stop-Loss Reinsurance for Group Health, with specific deductible of \$450,000 per claim with \$250,000 Tiered Split Fund for an estimated annual cost of \$664,822, effective January 1, 2020, through December 31, 2020.

Mrs. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding a bid received for Hunting and Trapping privileges on Section 16 Lands.

**RECOMMENDATION NO. 2**

**The Committee recommends** that the Board accept the following highest bid received, meeting all specifications, for Hunting and Trapping privileges on Section 16 Lands, for a five (5) year period, beginning November 1, 2019, through October 31, 2024, allow the Purchasing

Department to re-advertise those sections where no bid was received and those sections in which leases were surrendered, and further, authorize the Board president to sign all necessary documents pertaining thereto:

<p><b>Section 16, Township 18 South, Range 12 East</b>          Jerry Gisclair          800 S. Oregon Avenue          Tampa, Florida 33606</p>	<p><b>\$8,500.00</b></p>
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Mrs. Breaux presented the 2019/2020 revised budget for the General Operating Fund.

**RECOMMENDATION NO. 3**

**The Committee recommends** that the Board adopt the following 2019/2020 revised budget for the General Operating Fund:

**General Operating Fund  
 Revised Budget  
2019/2020 Fiscal Year**

**REVENUES**

Local Revenues	\$18,767,265
State Revenues	<u>94,378,171</u>
<b>TOTAL REVENUES</b>	<b>113,145,436</b>

**EXPENDITURES**

Instructional	74,188,047
Instructional Support Services	49,810,115
Operation of Non-Instructional Services	1,065,360
Facility Acquisition & Construction Services	<u>44,945</u>
<b>TOTAL EXPENDITURES</b>	<b>125,108,467</b>

**OTHER FINANCING SOURCES (USES)**

Other Sources of Funds	15,961,663
Other Uses of Funds	<u>(10,065,367)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>5,896,296</b>

Net Change in Fund Balance	(6,066,735)
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**FUND BALANCE**

Beginning Fund Balance	17,742,271
Ending Fund Balance	
Unassigned	<u>11,675,536</u>
<b>TOTAL ENDING FUND BALANCE</b>	<u><b>\$11,675,536</b></u>

Mrs. Breaux presented the 2019/2020 revised budget for the Child Nutrition Program Fund.

**RECOMMENDATION NO. 4**

**The Committee recommends** that the Board adopt the following 2019/2020 revised budget for the Child Nutrition Program Fund:

**Child Nutrition Program  
Revised Budget  
2019/2020 Fiscal Year**

**REVENUES**

Local Sources	\$690,280
State Sources	134,830
Federal Sources	<u>8,824,365</u>
<b>TOTAL REVENUES</b>	<b>9,649,475</b>

**EXPENDITURES**

Salaries	2,888,259
Employee Benefits	2,037,712
Purchased Services	805,111
Supplies	3,892,293
Property	<u>730,300</u>
<b>TOTAL EXPENDITURES</b>	<b>10,353,675</b>

**OTHER FINANCING SOURCES (USES)**

Other Sources of Funds	<u>348,329</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>348,329</b>

Net Change in Fund Balance	(355,871)
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**FUND BALANCE**

Beginning Fund Balance	3,158,582
Ending Fund Balance	
Assigned	<u>2,802,711</u>
<b>TOTAL ENDING FUND BALANCE</b>	<b><u>\$2,802,711</u></b>

Mrs. Breaux presented the 2019/2020 revised budget for the One Cent Sales Tax Fund.

**RECOMMENDATION NO. 5**

**The Committee recommends** that the Board adopt the following 2019/2020 revised budget for the One Cent Sales Tax Fund:

**One Cent Sales Tax Fund (1996)**  
**Revised Budget**  
**2019/2020 Fiscal Year**

**REVENUES**

Local Sales Tax	\$21,944,808
Interest	125,000
Refund of Prior Year E-Rate	<u>32,860</u>
<b>TOTAL REVENUES</b>	<b>22,102,668</b>

**EXPENDITURES**

Compensation & Benefits	15,297,523
Technology	1,870,369
Capital & Building Improvements	14,050
Debt Service	<u>142,620</u>
<b>TOTAL EXPENDITURES</b>	<b>17,324,562</b>

**OTHER FINANCING SOURCES (USES)**

Other Uses of Funds	<u>(4,169,672)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(4,169,672)</b>

Net Change in Fund Balance	608,434
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## **FUND BALANCE**

Beginning Fund Balance	6,172,097
Ending Fund Balance	
Restricted, Salaries & Benefits	6,387,395
Restricted, Technology/Construction	<u>393,136</u>
<b>TOTAL ENDING FUND BALANCE</b>	<u><b>\$6,780,531</b></u>

Mrs. Breaux presented the 2019/2020 revised budget for the 1/2 Cent Sales Tax Fund.

## **RECOMMENDATION NO. 6**

**The Committee recommends** that the Board adopt the following 2019/2020 revised budget for the 1/2 Cent Sales Tax Fund:

### **1/2 Cent Sales Tax Fund (2014) Revised Budget 2019/2020 Fiscal Year**

#### **REVENUES**

Local Sales Tax	\$10,924,764
Interest	<u>90,000</u>
<b>TOTAL REVENUES</b>	11,014,764

#### **EXPENDITURES**

Salaries	8,315,988
Employee Benefits	1,983,294
Purchased Services	<u>82,370</u>
<b>TOTAL EXPENDITURES</b>	10,381,652

Net Change in Fund Balance	633,112
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## **FUND BALANCE**

Beginning Fund Balance	5,909,454
Ending Fund Balance	
Restricted, Salaries & Benefits	<u><b>\$6,542,566</b></u>

Mrs. Breaux presented the 2019/2020 revised budget for the 3/4 Cent Sales Tax Fund.

**RECOMMENDATION NO. 7**

**The Committee recommends** that the Board adopt the following 2019/2020 revised budget for the 3/4 Cent Sales Tax Fund:

**3/4 Cent Sales Tax Fund (1976)  
Revised Budget  
2019/2020 Fiscal Year**

**REVENUES**

Local Sales Tax	\$16,458,605
Interest	<u>84,000</u>
<b>TOTAL REVENUES</b>	<b>16,542,605</b>

**EXPENDITURES**

Purchased Services	734,040
Materials & Supplies	2,774,534
Debt Service & Miscellaneous	<u>15,500</u>
<b>TOTAL EXPENDITURES</b>	<b>3,524,074</b>

**OTHER FINANCING SOURCES (USES)**

Other Financing Uses	<u>(13,151,924)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(13,151,924)</b>

Net Change in Fund Balance	(133,393)
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**FUND BALANCE**

Beginning Fund Balance	3,214,433
Ending Fund Balance	
Restricted, Instructional Programs	2,844,245
Committed, Band Uniforms	<u>236,795</u>
<b>TOTAL ENDING FUND BALANCE</b>	<b><u>\$3,081,040</u></b>

Mrs. Breaux presented the 2019/2020 revised budget for the Special

Revenue Funds.

Mr. LaGarde addressed the Committee relative to adjusting the compensation of the Turnaround Specialist, as presented in the 2019/2020 Original Title I Budget.

**RECOMMENDATION NO. 8**

**The Committee recommends**, with the exception of Mr. Hamner who objected, that the Board adopt the following 2019/2020 revised budgets for the Special Revenue Funds, with an amendment to include the compensation of the Turnaround Specialist, as presented in the 2019/2020 Original Title I Budget:

**Special Revenue Funds  
Revised Budgets  
2019/2020 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	ESSA TITLE I	\$7,614,210	1,275,698	\$8,889,908
225	ESSA DIRECT STUDENT SERVICES	\$253,638	235,075	\$488,713
230	ESSA TITLE I- MIGRANT	\$324,459	17,827	\$342,286
310	ESSA – TITLE III PART A	\$74,316	37,330	\$111,646
320	ESSA TITLE IV A-SSAE	\$585,524	72,110	\$657,634
	ESSA TITLE IV PART A SET ASIDE	<u>10,000</u>	<u>13,640</u>	<u>23,640</u>
	TOTAL	\$595,524	85,750	\$681,274
370	ESSA TITLE II PART A EISENHOWER Act	\$1,111,371	217,387	\$1,328,758
410	NCLB TITLE VII-			

	INDIAN EDUCATION			
	Current Year	\$419,099	0	\$419,099
	NYCP Current Year	598,425	64,526	662,951
	NYCP Prior Year	<u>0</u>	<u>104,608</u>	<u>104,608</u>
	TOTAL	\$1,017,524	169,134	\$1,186,658
490	LCTCS FEDERAL ADULT EDUCATION			
	Basic Current Year	\$439,712	(1,600)	\$438,112
	Prior Year	0	36,268	36,268
	English Lang./Civics			
	Current Year	33,752	(3,417)	30,335
	Federal Leadership Award			
	Current Year	2,545	0	2,545
	Prior Year FY18	18,509	(18,509)	0
	Carry Over FY17	<u>25,447</u>	<u>(25,447)</u>	<u>0</u>
	TOTAL	\$519,965	(12,705)	\$507,260
560	ESSA TITLE IX PART A	\$130,369	69,254	\$199,623
590	CARL PERKINS FEDERAL VOCATIONAL ED			
	Current Year	\$243,290	(31,921)	\$211,369
750	NCLB IDEA SPECIAL ED			
	IDEA Part B	\$4,433,431	608,988	\$5,042,419
	JAG AIM High	50,000	0	50,000
	Redesign	36,009	0	36,009
	SPDG-UIR	<u>27,063</u>	<u>0</u>	<u>27,063</u>
	TOTAL	\$4,546,503	608,988	\$5,155,491
760	NCLB IDEA SPECIAL ED			
	Preschool	\$135,116	20,913	\$156,029
	Early Childhood IDEA 619	<u>5,729</u>	<u>(5,729)</u>	<u>0</u>
	TOTAL	\$140,845	15,184	\$156,029

<b><u>FUND NUMBER</u></b>	<b><u>STATE FUNDS</u></b>	<b><u>CURRENT BUDGET</u></b>	<b><u>INCREASE (DECREASE)</u></b>	<b><u>REVISED BUDGET</u></b>
510	EDUCATION EXCELLENCE REVENUE	\$346,429	16,195	\$362,624
	EXPENDITURES	346,429	25,520	371,949
	EXCESS (DEFICIENCY) OF REVENUE	0	(9,325)	(9,325)
	BEGINNING FUND BALANCE	10,000	9,325	19,325
	ENDING FUND BALANCE	\$10,000	0	\$10,000
680	LCTCS STATE ADULT EDUCATION Basic – Current Year Testing & Reimbursement TOTAL	\$233,356 <u>7,564</u> \$240,920	14,823 <u>0</u> 14,823	\$248,179 <u>7,564</u> \$255,743
<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 Non Public Textbooks Lost/Damaged Books TOTAL	\$1,000,000 95,560 <u>1,000</u> \$1,096,560	0 (2,102) <u>0</u> (2,102)	\$1,000,000 93,458 <u>1,000</u> \$1,094,458
	EXPENDITURES			
	Textbooks Non Public Textbooks TOTAL	\$1,030,000 95,560 <u>1,125,560</u>	0 (2,102) (2,102)	1,030,000 93,458 1,123,458

EXCESS (DEFICIENCY) OF REVENUE	(29,000)	0	(29,000)
BEGINNING FUND BALANCE	481,382	285,031	766,413
ENDING FUND BALANCE	\$452,382	285,031	\$737,413

Mrs. Breaux presented the 2019/2020 original budget for the Building Fund.

**RECOMMENDATION NO. 9**

**The Committee recommends** that the Board adopt the following 2019/2020 original budget for the Building Fund:

**Building Fund  
Original Budget  
2019/2020 Fiscal Year**

**REVENUES**

Interest and Investment Income	\$ 130,000.00
Building Rental	<u>140,000.00</u>
<b>TOTAL REVENUES</b>	<u>270,000.00</u>

**APPROPRIATIONS:**

Cash Management Fees on Investments	22,000.00
Artificial Turf –South Terrebonne High School Football Stadium	248,609.61
Artificial Turf –Terrebonne High School Football Stadium	112,278.64
Playground Equipment-Various Elementary Schools	657,402.03
Auditorium Renovation-South Terrebonne High School	371,410.76
Auditorium Renovation-Terrebonne High School	371,410.78
Boiler - Old Gym - South Terrebonne High School	85,000.00

Boiler – Terrebonne High School	260,181.45
Boiler – Broadmoor Elementary School	96,325.45
Air Handler – Ellender Memorial High School	293,430.44
Stage Floor – H. L. Bourgeois High School	5,000.00
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)	24,941.98
School Security	<u>200,000.00</u>
<b>TOTAL APPROPRIATIONS</b>	<u><b>2,760,862.14</b></u>

**OTHER FINANCING SOURCES (USES)**

Other Sources of Funds - General Fund Transfer	<u>4,000,000.00</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u><b>4,000,000.00</b></u>

Net Change in Fund Balance 1,509,137.86

**Fund Balance**

Beginning	<u>15,229,793.52</u>
Ending	
Assigned for School Security	72,456.08
Assigned for Future Projects	<u>16,666,475.30</u>
<b>TOTAL ENDING FUND BALANCE</b>	<u><b>\$16,738,931.38</b></u>

Mrs. Breaux presented the 2019/2020 original budget for the Capital Projects Fund.

**RECOMMENDATION NO. 10**

**The Committee recommends** that the Board adopt the following 2019/2020 original budget for the Capital Projects Fund:

**Capital Projects Fund – Series 2016 and Series 2019 Bonds**  
**Original Budget**  
**2019/2020 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
Bond Issuance Costs	85,000.00
Construction – Southdown Elementary	467,445.33
Construction – Mulberry Elementary Addition	<u>9,822,982.35</u>
Total Expenditures	10,385,427.68

**OTHER SOURCES OF FUNDS**

Issuance of Bonds	10,000,000.00
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**Excess of (Expenditures)** (285,427.68)

Fund Balance:

Beginning 290,427.68

Ending Restricted for Capital Projects \$5,000.00

Mrs. Breaux presented the 2019/2020 original budget for the Workers' Compensation Fund.

**RECOMMENDATION NO. 11**

**The Committee recommends** that the Board adopt the following 2019/2020 original budget for the Workers' Compensation Fund:

**Workers' Compensation Fund  
Original Budget  
2019/2020 Fiscal Year**

**Revenues**

Interest	\$36,000
Claims Recovery	140,000
Rate Charges to Other Funds	<u>803,042</u>
Total Revenues	979,042

**Expenditures**

Workers' Compensation Claims	680,000
Excess Loss Policies	77,000
Claims Administration and Loss Control	20,000



Second Injury Fund	30,000
Annual Assessment Fees	3,200
Administrative Fees	100
Financial Audit Fees	<u>325</u>
Total Expenditures	810,625

Net Change in Fund Balance 168,417

**Fund Balance**

Beginning 2,104,297

Ending \$2,272,714

Mrs. Breaux presented the 2019/2020 original budget for the Loss Fund.

**RECOMMENDATION NO. 12**

**The Committee recommends** that the Board adopt the following 2019/2020 original budget for the Loss Fund:

**Loss Fund  
Original Budget  
2019/2020 Fiscal Year**

**Revenues**

Interest Income	\$20,000
Third Party Recovery	<u>21,000</u>
Total Revenues	41,000

**Expenditures**

Financial Audit Fees	50
Insurance Premiums	1,339,632
Casualty Claims	230,000
Casualty Claims - Auto Liability	129,000
Casualty Claims – E & O	40,000
Property Claims	10,000
Claims Administration	<u>24,000</u>
Total Expenditures	1,772,682

**Other Financing Sources (Uses)**

Transfer from General Fund	1,000,000
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Net Change in Fund Balance (731,682)

**Fund Balance**

Beginning 2,676,528

Ending \$1,944,846

Mrs. Breaux presented the 2019/2020 original budget for the Group Insurance Claims Fund.

**RECOMMENDATION NO. 13**

**The Committee recommends** that the Board adopt the following 2019/2020 original budget for the Group Insurance Claims Fund:

**Group Insurance Claims Fund**

**Original Budget**

**2019/2020 Fiscal Year**

**REVENUES**

Interest Income & Earnings on Investments \$150,000

Medicare Part D Subsidy 800,000

Claim Recoveries - All Types 600,000

Rebates 1,000,000

Insurance Premium Billings 42,730,000

**TOTAL REVENUES** 45,280,000

**EXPENDITURES**

Claims Administration Fees 530,000

Dental Insurance Premium 1,500,000

Scriptcare Administrative Fee 50,000

Prescription Care Administrative Fee 82,000

Life Insurance Premiums 2,000,000

PPO Access Fees 120,000

Utilization Review 75,000

Advantage Care 18,200

Disease Management Program 150,000

Patient Centered Outcomes 15,000

Actuary Fees	8,000
Broker Fee	45,500
Financial Audit Fees	13,000
Cash Management Fees	10,000
Stop Loss Premium	675,000
Group Insurance Claims Paid	<u>46,000,000</u>
<b>TOTAL EXPENDITURES</b>	51,291,700
<b>Other Financing Sources (Uses)</b>	
Other Financing Source	5,000,000
Net Change in Fund Balance	(1,011,700)
<b>Fund Balance</b>	
Beginning	<u>2,841,659</u>
Ending	<u>\$1,829,959</u>

Superintendent Martin addressed the Committee regarding a one-time salary supplement for Fiscal Year 2019/2020.

**RECOMMENDATION NO. 14**

**The Committee recommends** that the Board approve a one-time salary supplement for Fiscal Year 2019/2020 for full-time employees in the amount of \$1,000 for instructional/professional employees, \$500 for non-instructional/support employees, and \$200 for part-time employees, for personnel employed as of October 31, 2019, monies to be derived from the 1/2 Cent Sales Tax Fund or the respective funding sources for part-time employees, payable in November 2019.

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 August 2019 are approximately 11% higher than August 2018.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 5:36 P.M.

Respectfully submitted,

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Clyde Hamner, Chairman

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Michael LaGarde, Vice Chairman

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Stacy Solet

RB/bp

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

November 5, 2019

Dear Members of the Board:

The **Education, Technology, and Policy Committee** met on Tuesday, October 15, 2019, immediately following the 5:00 P.M. Special School Board Meeting; the Finance, Insurance, & Section 16 Lands Committee; and the Executive Committee, in the Board Room of the School Board Office with the following members present: Dr. MayBelle Trahan, chairwoman; Mr. Matthew Ford, vice chairman, and Mrs. Debi Benoit. Also in attendance were Mrs. Stacy Solet, Board vice president; Mr. Clyde Hamner, Mr. Roger Dale DeHart, Mr. Michael LaGarde, Mr. Dane Voisin, Superintendent Philip Martin, and members of the staff.

Chairwoman Trahan called the meeting to order.

Ms. Cherie Roger, 4-H Agent, LSU AgCenter, presented information on the Terrebonne 4-H Youth Development Program. The goal of the 4-H Program is to develop citizenship, leadership, responsibility, and life skills through experiential hands-on learning. Ms. Roger stated the extra-curriculum program has over four hundred (400) members in grades 4-12, and offers the "Clover Buds" Program for 3<sup>rd</sup> graders.

Mr. Gregory Harding entered the meeting at this time.

Mr. Bubba Orgeron, Assistant Superintendent, introduced Ms. Lanie Gravois, 9<sup>th</sup> Grade Teacher, Terrebonne High School, who presented a PowerPoint on the Project Lead the Way-Introduction to Engineering Design Program. Several Terrebonne High School students provided projects that were made using the following seven steps:

- identify the need
- research the problem
- develop possible solutions

- select the most promising solution
- construct a prototype
- test and evaluate the prototype
- communicate the design, and redesign

Ms. Marilyn Schwartz, Administrator, Bayou Cane Adult Education, presented information on the Terrebonne Parish WorkReady U Adult Education's 2018-2019 performance rankings. Ms. Schwartz stated that the WorkReady U Program ranked 1<sup>st</sup> in English as a Second Language (ESL) Program, and ranked 1<sup>st</sup> overall, according to the Louisiana Community and Technical College System. She said the program served one thousand forty-three (1,043) members last school session. Sixty-three (63) of those members were co-enrolled at Fletcher Community College, and one hundred seven (107) had earned high school equivalency diplomas.

Ms. Kim Vauclin, Supervisor of Child Welfare and Attendance, presented changes to policy File: E-1.1b Emergency/Crisis Management (*Policy Alert* attached).

### **RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve, as presented, revised policy File: E-1.1b Emergency/Crisis Management.

**FILE: E-1.1b**  
**Cf: E-1.1c**

## **EMERGENCY/CRISIS MANAGEMENT**

### **CRISIS MANAGEMENT AND RESPONSE**

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a *Crisis Management and Response Plan*. A *Crisis Management and Response Plan* means a plan to address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-

related activities; to respond effectively to such incidents; and to ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning. Such plans shall also address the management of any other emergency.

Each public school principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials shall prepare the Crisis Management and Response Plan. In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall detail the roles and responsibilities of each school employee and the relevant coordination agreements, services, and security measures of a school and provide for parental notification in the event of a shooting or other violent incident or emergency situation. The plan may also provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. In reviewing and revising the plan, the principal and such officials shall consider and include input, if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. **When conducting the annual review for a high school, the school principal shall seek input from the president of the senior class or the president of the student council, and at least one other responsible student selected by the principal as representatives of students enrolled in the high school.** Each principal shall submit such plan, in writing, to the Superintendent for approval at least once annually, including upon each revision, and shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis*

*Management and Response Plan*. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent.

The Superintendent shall make an annual report to the School Board on the status of the plan of each school under the School Board's jurisdiction.

#### OTHER EMERGENCY DRILLS

The Terrebonne Parish School Board shall require procedures be planned by the principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of fire, weather, or other disasters. Practice drills shall be used to ensure the effectiveness of the procedures.

Every separate administration building shall conduct practice drills as well.

Revised: October 2013

Revised: October 2018

**Revised: October 2019**

Ref: La. Rev. Stat. Ann. §§17:416.16, 40:1578.6; Louisiana School Transportation Specifications and Procedures, Bulletin 119; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Life Safety Code, National Fire Protection Association; Board minutes, 10-15-13, 10-2-18, **11-5-19**.

Mr. Alton Johnson, Supervisor of Child Welfare and Attendance, presented changes to policy File: E-1.1c School and Student Safety (*Policy Alert* attached).

#### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve, as presented, revised policy File: E-1.1c School and Student Safety.

**FILE: E-1.1c**  
**Cf: E-1.1b, ~~H-3.3i~~**



## SCHOOL AND STUDENT SAFETY

The Terrebonne Parish School Board is committed to providing a safe environment for the students and employees of its schools. The School Board shall take immediate action to address any potential threats of violence or terrorism to students and employees as required by the *Louisiana School and Student Safety Act* (La. Rev. Stat. Ann. §§17:409.1-17:410).

The School Board shall develop, in consultation with local law enforcement agencies, age appropriate information regarding internet and cell phone safety and online content that is a potential threat to school safety. The information shall include how to recognize and report potential threats to school safety posted on the internet, including but not limited to social media posts. This information shall be distributed or explained to school personnel and students at the beginning of each school year, and posted on an easily accessible page of each school's website, as well as the website of the School Board. Such information shall include instruction on how to detect potential threats to school safety, visual examples of possible threats, and the process for reporting such threats.

### DEFINITIONS

***Student means any person registered or enrolled at a school.***

~~The term~~ *School* is as defined by La. Rev. Stat. Ann. §17:236 as an institution for the teaching of children, consisting of an adequate physical plant, whether owned or leased, instructional staff members, and students, and which operates a minimum session of not less than one hundred eighty (180) days.

***Threat is credible and imminent means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the person communicating the threat actually intends to carry out the threat in the near future or has the apparent ability to carry out the threat in the near future.***

~~The term~~ *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.

~~The term~~ *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.

### MANDATORY REPORTING

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication, shall:

1. Immediately report the threat to a local law enforcement agency if ~~there is a reasonable belief that~~ the threat is credible and imminent.
2. Immediately report the threat to school administrators for further investigation, in compliance with this policy, if the threat ~~does not meet the standard of reasonable belief provided for above~~ **is not credible and imminent**.

No person shall have a cause of action against any person for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended to cause harm to, harass, or otherwise deceive law enforcement or school officials.

### Reporting Procedures

The Superintendent shall ~~be authorized to~~ develop and maintain

administrative procedures for reporting potential threats to school safety. The reporting procedures, at a minimum, shall include:

1. A standardized form to be used by students and school personnel to report potential threats, which requests, at a minimum, the following information:
  - A. Name of school, person, or group being threatened.
  - B. Name of student, individual, or group threatening violence.
  - C. Date and time the threat was made.
  - D. Method by which the threat was made, including the social media outlet or website where the threat was posted, a screenshot or recording of the threat, if available, and any printed evidence of the threat.
2. A process for allowing school personnel to assist students in completing the standardized form.
3. A process for allowing reporting by an automated voice system.
4. A process for allowing anonymous reporting and for safeguarding the identity of a person who reports a threat.
5. For every threat reported, a school administrator shall record, on the form provided, the action taken by the school.

If information reported to a school is deemed a ~~potential~~ threat to school safety, the school shall present the form and evidence to local law enforcement agencies. If the information poses an immediate threat, school administrators shall follow procedures provided in the school's *Crisis Management and Response Plan*.

### THREAT ASSESSMENT

When any ~~potential~~ threat of violence or terrorism has been reported to a school administrator, an investigation shall be made according to

administrative procedures, which shall include, at a minimum:

1. Conducting an interview with the person reporting a threat, the person allegedly making a threat, and all witnesses, and;
2. Securing any evidence, including but not limited to statements, writings, recordings, electronic messages, and photographs.

If the investigation results in evidence or information that raises a concern that a threat is credible and imminent, the threat shall be immediately reported to a local law enforcement agency for further investigation.

### MANDATORY EVALUATION

~~If the person who is reported to a local law enforcement agency is a student, the student shall not be permitted to return to school until undergoing a formal mental health evaluation.~~

**If a law enforcement agency, based on its investigation as required by La. Rev. Stat. Ann. §17:409.4, determines that a student's threat is credible and imminent, it shall report it to the district attorney, who may file a petition no later than seven (7) days after receiving such report with the appropriate judicial district court for medical, psychological, and psychiatric examination. Where the district attorney, in his/her discretion, decides not to file the petition or does not file such petition during the requisite period, the student who is the subject of a complaint and investigation shall be permitted to return to school. The school shall permit a student who is the subject of a complaint and investigation to return to school if at any point prior to a hearing the threat is determined not to be credible after an investigation by the school administration, a law enforcement agency, or the district attorney or by order of the court after a hearing.**

If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500') of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a health care professional not to be dangerous to himself/herself or others.

New policy: October 2018

**Revised: October 2019**

Ref: La. Rev. Stat. Ann. §§17:236, 17:409.1, 17:409.2, 17:409.3, 17:409.4, 17:409.5, 17:410; Board minutes, 10-2-18, 11-5-19.

Mr. Johnson presented a request to delete policy File: H-3.3i Threats of Terrorism or Violence as directed by Forethought (*Policy Alert* attached).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve the deletion of policy File: H-3.3i threats of Terrorism or Violence from the Policy Manual.

### **RECOMMENDED DELETION**

**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.~~

Mr. Mark Torbert, Supervisor of Secondary Education presented changes to policy File: H-13 Student Fees, Fines, and Charges (*Policy Alert* attached).

### **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board approve, as presented, revised policy File: H-13 Student Fees, Fines, and Charges.

**FILE: H-13  
Cf: H-12**

## STUDENT FEES, FINES, AND CHARGES

The School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. ~~No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.~~ **Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).**

**The School Board shall publish the *Student Fees, Fines and Charges* policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.**

**The *Student Fees, Fines and Charges* policy shall be reviewed annually and revised as necessary.**

### **DEFINITIONS**

**Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.**

***Curricular and co-curricular activities* are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.**

***Extracurricular activities* are those activities, which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.**

## REGULATIONS

1. A school shall not charge or access a fee unless the fee has been set and included in the School Board's approved *Schedule of Fees*.
2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.
3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the *Schedule of Fees* (Appendix A) attached to this policy.

### Economic Hardship Waivers

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not be limited to the following, relative to the student or his/her family:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
2. Is in foster care or is caring for children in foster care.
3. Is homeless.
4. Is serving in, or within the previous year has served in, active military service.
5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.
6. Is an emancipated minor.



**A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal, in writing, within five (5) school days of the receipt of the appeal.**

**All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be *confidential*.**

**All records associated with a fee waiver request due to economic hardship shall not constitute a *public record*, but may be audited to ensure compliance with the School Board's policy. A student's *personally identifiable information* associated with such a waiver request shall not be made public.**

## **SCHOOL SUPPLIES**

**School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.**

## **DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS**

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school system and parents/guardians may elect to have students perform school/community service activities provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

School systems may withhold the grades of a student if a parent or guardian fails to adequately compensate the school or school system for lost, destroyed, or unnecessarily damaged books (through monetary fees or community/school service activities). However, under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school per requirements of the Federal Family Educational Rights and Privacy Act. Transfer of records shall not exceed forty-five (45) days from the date of request.

Under no circumstances may a school or school district deny a student promotional opportunities as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation regarding reasonable and proper control of textbooks.

New policy: July 1999

Revised: December 2001

**Revised: October 2019**

Ref: 20 USC 1232(g-i) (*Family Educational and Privacy Rights*); La. Rev. Stat. Ann. §§17:8, 17:81, 17:112, 17:177, 17:178; ~~State Textbook Adoption Policies and Procedures Manual~~, Bulletin 1794, Louisiana Department of Education; Board minutes, 7-20-99, 12-8-01, **11-5-19**.

**Appendix A**

<b>Purpose of Fee</b>	<b>Amount Not to Exceed</b>	<b>Use of Fee</b>	<b>Collection Method</b>
<b>Choir</b>	<b>\$70</b>	<b>Festival Fees, Music, and Supplies</b>	
<b>Band</b>	<b>\$250</b>	<b>Festival Fees, Music, and Supplies</b>	<b>Collected at the beginning of the school year or (optional) through the participation in fund raising activities</b>
<b>DECA</b>	<b>\$20</b>	<b>Supplies</b>	<b>Collected at the beginning of the school year</b>
<b>FACS</b>	<b>\$10</b>	<b>Supplies</b>	<b>Collected at the beginning of the school year</b>
<b>Food Services I &amp; II</b>	<b>\$30</b>	<b>Supplies</b>	<b>Collected at the beginning of the school year</b>
<b>Clothing &amp; Textiles/Sewing</b>	<b>\$10</b>	<b>Supplies</b>	<b>Collected at the beginning of the school year</b>
<b>Science</b>	<b>\$10</b>	<b>Goggles</b>	<b>Collected at the beginning of the school year</b>
<b>IBCA</b>	<b>\$5</b>	<b>Supplies</b>	<b>Collected at the beginning of the school year</b>
<b>PE</b>	<b>\$30</b>	<b>PE Uniforms</b>	<b>Collected at the beginning of the school year</b>

<b>Media Arts</b>	<b>\$30</b>	<b>Supplies</b>	<b>Collected at the beginning of the school year</b>
<b>Art I &amp; II</b>	<b>\$40</b>	<b>Supplies</b>	<b>Collected at the beginning of the school year</b>

Mr. Torbert presented changes to policy File: G-2.4f School Music Groups.

**RECOMMENDATION NO. 5**

**The Committee recommends** that the Board approve, as presented, revised policy File: G-2.4f School Music Groups.

**FILE: G-2.4f**

**SCHOOL MUSIC GROUPS**

GENERAL PROVISIONS AND REGULATIONS

1. The number of beginners who are permitted to enter the instrumental music program at the fifth grade level will have no numerical limits except through selectivity as follows:
  - a. The student must have average grades or better, and a music aptitude rating of 88 or better, with exceptions therefrom only after consultation between band director and principal to insure that the best interests of the student can be served by instrumental music instruction. Special Education students require special consideration.
  - b. Adequate facilities and a minimum of six (6) students are necessary in order to have a beginning class in a school.
  - c. Beginning students must have their instruments by the Tuesday following Labor Day in order to qualify for enrollment in the instrumental music program.
  
2. Marching units will be offered in grades 7-12 only.

3. The size of the performing marching band units will be limited to 80 members in grades 7-8 and 96 members in grades 9-12. The 80 members for grades 7-8 bands and the 96 members for grades 9-12 bands shall include any student carrying a wind musical instrument (brass, woodwind). Special auxiliary units (rifles, flags, majorettes, drum and bugle corps, drum majors) are not included in the numerical limitations. The uniform inventory of 95 for grades 7-8 and 125 for grades 9-12 will remain the same. Exception to this limitation shall be made by the principal and director not to exceed the number of uniforms in inventory (95 for grades 7-8 and 125 for grades 9-12); and further, this exception shall accrue no additional cost to the parents, the school, or the School Board.
  - a. Parents should be informed of the size restriction on performing units so that they will be aware of the possibility that the student might not be selected for the performing unit.
  - b. The Terrebonne Parish School Board will purchase band uniforms for the individual schools under the following guidelines:
    - (1) Grades 9-12 are to be allowed to purchase full uniforms.
    - (2) Grades 7-8 are to be allowed to purchase blazers and trousers only.
    - (3) Grades 9-12 are limited to the maximum purchase of 125 uniforms.
    - (4) Grades 7-8 are limited to the maximum purchase of 95 blazers and trousers.
4. Continuance of Membership
  - a. A student may be removed from performing band or choir for violation of regulations, but will be permitted to continue to receive music instruction.
  - b. A student may be allowed to drop performing band or choir

with parental permission and administrative approval. He/She may be reinstated in the program the following semester after meeting entrance requirements.

- c. Music students shall not be penalized for failure to appear in a performance of their group because of religious beliefs or reasons.
  - d. A student may elect to enroll in music classes for instruction only. Once the decision to be in a non-performing group has been made, the student cannot be reinstated in a performing group until the following semester.
5. Elementary students who are retained in the same grade, or those high school students who did not earn at least three (3) academic units in the preceding year, may be allowed to continue to receive instrumental music instruction if, after consultation with the parents, principal, and band director, it is found to be in the best interest of the student. This policy also applies to high school choral students.
  6. Beginning choral students must have average grades or better, a score of 88 or better on the music aptitude test, as well as pass a vocal audition in order to qualify for membership in a performing choral group.
  7. ~~No practice session at any school will be held any later than 5:30 P.M. (Dismissal shall be early enough to allow ample time for students to board the buses at 5:30 P.M.)~~ **Practice sessions are limited to no more than three (3) hours per school day.**
  8. The use of board-owned music instruments is to be limited to students in grades 7-12, housed at any middle, junior or senior high schools.
    - a. Board-owned music instruments, presently not in use by grades 7-12, may be borrowed by feeder schools, provided that there will be no additional expense to the schools or to the School Board.

- b. Elementary and/or middle schools housing grades 5-6 instrumental music programs may purchase low brass instruments and bass drums through the school's general funds and/or sales tax allocations only. Fundraising activities, specifically for instrument purchase, are prohibited.
9. Principals and music directors should take the necessary precautions in the scheduling of activities so that they do not interfere with study requirements or examination schedules.

## PARTICIPATION IN NON-SCHOOL ACTIVITIES

### 1. Activities Allowed

School music groups may participate in activities sponsored by organizations that are not political or religious in nature.

- a. At the discretion of the Superintendent, subject to the approval of the Executive Committee, music groups may be permitted to participate in statewide functions that are religious or political in nature.
- b. No music group shall be permitted to participate in more than one non-school function on a given day.

### 2. Applications by Sponsoring Organizations

An organization desiring the services of a band must, 14-days prior to the scheduled event, submit to the principal, on a form to be supplied by the principal, a written application signed by the major officer of the organization.

- a. In addition to the written application, the principal may require a personal interview to complete details of the engagement.
- b. Under extenuating circumstances, with the approval of the Superintendent and principal, the 14-day requirement for applications may be reduced.

### 3. Authority of the Principal in Approving or Refusing Requests

#### a. Approvals

- (1) The principal has the authority to approve any application that is in keeping with these policies.
- (2) The principal may object to any phases of the activity that do not lend themselves to the best interests of the pupils and the school. If the organization is unwilling to make the suggested changes, the principal should refuse the application.

#### b. Refusals

The principal has the authority to refuse an application for the use of the band of his/her school; and, if so, shall notify the sponsoring organization by a letter co-signed by the Superintendent.

### 4. Expenses

- a. Private organizations requesting the services of a band will be required to pay, when necessary, for such expenses as laundering of uniforms, meals, lodging, etc.
- b. Private organizations requesting the use of a school band and marching unit shall be assessed a fee of \$950.00, plus applicable transportation costs for use of band and marching units for a parade route of two (2) miles or less, and a fee of \$1,800.00 for a parade route of more than two (2) miles, effective with the 2013-2014 school year, based on each club's normal and traditional route, and further, that each club president, according to the rotation schedule, shall notify the Superintendent, in writing, ninety (90) days before their scheduled parade date as to the number they will use.
- c. The following contingency is stipulated in the event of inclement weather. In the event school marching units are



required to report to the staging area, and the band does not march, the user organization shall be responsible for transportation cost and a minimum of fifty percent (50%) of the fee. Further, once the parade starts and the band marches, the entire fee is due.

- d. Also in the event of a serious conflict with a scheduled school activity, the school activity takes precedent.

## 5. Security

- a. The sponsoring organization shall provide the necessary measures to assure the safety and security of the participating group.
- b. Where conditions warrant, law enforcement officers must be present.

## PURCHASE OF BAND INSTRUMENTS

1. All music dealers submitting bids on school-owned instruments will be extended an invitation for the subsequent year's display.
2. The dealers must meet with the respective music instructors prior to the display.
3. Only instruments approved by the music directors may be presented at the display to assure the quality and the equity of the recommendations.
4. No "high pressure" sales tactics or "gimmicks" may be employed.
5. In order to avoid annoyance to parents, the names and addresses of the students will not be given to sales representatives by music instructors without the agreement of the parents.
6. A survey will be made by the music instructors to determine if the parents desire a dealer to be given their names.

7. If parents request that a specific music dealer call upon them, the names of the parents will be given to that dealer.
8. If parents request that a music dealer call upon them, but they do not express a preference, their names will be divided among the dealers so that only that dealer will call upon a parent.
9. The dealers must keep in mind that, since they are invited guests of the school, and the school must take an unbiased opinion of all the instruments displayed, their presentations must be confined to a discussion of their own brands of instruments.
10. Points, which are not covered in these directions, will be determined by the music instructors who must keep in mind that their first allegiance is to the child and the parent.
11. Dealers should understand that failure to comply with the conduct stated and implied in these procedures will affect future invitations.

#### PARTICIPATION IN THE STATE MUSIC FESTIVAL

If any Terrebonne Parish School Music Group competes in order to qualify for the State Music Festival, then that music group, upon qualifying, will be permitted to attend the State Music Festival at no expense to the Terrebonne Parish School Board.

An adequate number of buses, if available as determined by the Supervisor of Transportation, will be provided at no expense to the Board.

September 1998

December 2000

Revised: June 2004

Revised: November 2013

**Revised: October 2019**

Ref: Board minutes, 2-14-78, 3-20-79, 12-11-79, 3-18-80, 8-4-87, 4-16-91, 5-21-91, 5-18-93, 9-15-98, 12-5-00, 12-19-00, 6-15-04, 8-17-04, 9-21-04, 11-19-13, **11-5-19**.

Mr. Torbert presented changes to policy File: G-4.1 Interscholastic Athletics.

## **RECOMMENDATION NO. 6**

**The Committee recommends** that the Board approve, as presented, revised policy File: G-4.1 Interscholastic Athletics.

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

## **INTERSCHOLASTIC ATHLETICS**

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

### **ATHLETIC PROGRAM**

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

### **PARTICIPATION REQUIREMENTS**

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

1. To participate in interscholastic athletic activities, students must be enrolled in a Terrebonne Parish public school.
2. Evidence of having had a physical examination by a licensed physician who shall have completed documentation as required by the Louisiana High School Athletic Association (LHSAA).
3. Properly complete a *School Entrance and General Health Exam Form/LHSAA Medical History* and pass a medical examination by a licensed physician prior to the first time he/she participates in a sport in a LHSAA school. Physicians may continue to use the original *LHSAA Sports Physical Form* in performing sports physicals. In addition, parents shall be required to complete the *Authorization for Release of Confidential Information*.
4. Once a student passes the initial medical examination and completes an *LHSAA Medical History Form* prior to the sports season in which he/she participates, he/she shall annually pass any medical screening or medical examination required by a licensed physician and shall update his/her *LHSAA Medical History Form* as required.
5. A copy of all completed and signed medical examination and participation/release of information forms (and any others required by the School Board) must be on file at the school for every student before he/she practices or participates in interscholastic athletics during that school year.
6. An agreement signed by the student's parent(s) or legal guardian(s) to hold the School Board and its members, employees, agents, assigns and insurers harmless from and against any liability for any accidents involving the student while participating in such athletic activities and any injuries suffered by the student during, or as a result of, such participation. The agreement shall also authorize team physicians to treat the student in the event of an injury

requiring emergency treatment.

7. Students shall sign a form consenting to random drug screening and must obtain the written consent of their parent(s) or guardian(s) for said tests in order to be eligible to participate in any athletic or extracurricular activity. (See policy G-4.2, *Extracurricular Activity Drug Testing*)

## RULES VIOLATION

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

## SCHOLASTIC REQUIREMENTS

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

1. To be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous school year, which shall be listed on the student's transcript, and shall have at least a "C" average as determined by the School Board when considering all "graded" subjects.
2. To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester. A senior attempting four (4) units in the first semester must pass all four (4) units to be eligible in the second semester. Likewise, a senior attempting five (5) units in the first semester must pass all five (5) units, and a senior taking six (6) or more units in the first semester must pass six (6) units for second semester

eligibility.

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

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

### INSURANCE COVERAGE

Athletes shall have district approved accident/injury insurance showing that the student is covered for any accident or injuries that may occur during any athletic participation. No students shall be allowed to practice or participate in interscholastic athletics until this requirement has been met.

### REGULATIONS GOVERNING SPORTS

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

participation in sports.

### PRACTICES BEFORE SCHOOL OPENS

1. One early and/or one late practice to utilize the coolest part of the day is allowed.
2. A break of approximately 10-15 minutes at each session must be provided at which time ~~a fruit juice and salt tablets~~ **rehydration fluids** will be available to replenish the loss of body fluids.
3. A designated trainer or coach will be responsible for the care of any injuries. Parents should be notified immediately of any serious injuries.
4. All practice sessions must be approved by the principal of the school.

### PRACTICES AFTER SCHOOL OPENS

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

Revised: February 1996

Revised: October 1996

Revised: October 1998

Revised: August 2006

Revised: September 2010

Revised: October 2011

Revised: August 2012  
Revised: October 2013  
Revised: November 2013  
**Revised: October 2019**

Ref: La. Rev. Stat. Ann. §§17:169, 17:176; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Official Handbook, Louisiana High School Athletic Association; Board minutes, 5-14-74, 9-14-76, 10-12-76, 9-13-77, 5-21-91, 4-21-92, 2-13-96, 10-15-96, 10-6-98, 8-19-03 (ref. only, no action), 8-15-06, 9-21-10, 10-18-11, 08-21-12, 10-15-13, 11-19-13, **11-5-19**.

Mr. Tobert presented information on the advertisement of bids for a CNC (Computer Numerical Control) machine to be housed at Louis Miller Terrebonne Career & Technical High School.

### **RECOMMENDATION NO. 7**

**The Committee recommends** that the Board authorize the Purchasing Department to advertise for bids for a CNC (Computer Numerical Control) machine to be housed at Louis Miller Terrebonne Career & Technical High School; funds to be derived from Career Development Funds.

Mrs. Sandra LaRose, Supervisor of Elementary Education, presented information on the U. S. Department of Education's announcement of Bayou Black Elementary School being named a 2019 National Blue Ribbon School, Exemplary Achievement Gap Closing recipient (attached). She stated that although seven (7) schools were recognized as Blue Ribbon Schools, only two (2) schools in the state of Louisiana were recognized for closing the gap.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 6:40 P.M.

Respectfully submitted,

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MayBelle Trahan, Ed.D., Chairwoman



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Matthew Ford, Vice Chairman

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Debi Benoit

ABO/jb

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

November 5, 2019

Dear Members of the Board

The **Buildings, Food Service, and Transportation Committee** met immediately following the 5:00 P.M. Special School Board Meeting; Finance, Insurance, & Section 16 Lands Committee; Executive Committee; and Education, Technology, & Policy Committee on Tuesday, October 15, 2019, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, chairman; Mr. Dane Voisin, vice chairman, and Mr. Roger Dale DeHart. Also in attendance were Mrs. Debi Benoit, Board president; Mrs. Stacy Solet, Board vice president; Dr. MayBelle Trahan, Mr. Clyde Hamner, Mr. Michael LaGarde, Mr. Matthew Ford, Superintendent Philip Martin, and members of the staff.

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

Mrs. Erin Pitre, representing Friends of Bourg Athletics/Louisiana Wahoo, addressed the Committee regarding use of South Terrebonne High School's Softball Field.

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board renew the request of the Friends of Bourg Athletics/Louisiana Wahoo baseball and softball teams (boys and girls) and waive Policy FILE: E-1.6 Use of School Facilities relative to the usage fee for South Terrebonne High School's Softball Field for the 2019/2020 baseball season (October 2019 to October 2020), from 5:30 P.M. to 7:30 P.M. on Tuesdays and Thursdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met; and approval is obtained from the school's principal.

Superintendent Martin addressed the Committee regarding surplus property located behind the old Grand Caillou Middle School.

## **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board declare as surplus the vacant property located behind the old Grand Caillou Middle School (6741 Grand Caillou Road, Dulac, Louisiana), authorize the Superintendent to have the property surveyed and appraised, and authorize the sale of said property by entering into a contract with LaRussa Real Estate, 120 Progressive Blvd., Suite 103, Houma, Louisiana, for a period of six 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.

Mr. Stevie Smith, All South Consulting Engineers, LLC, addressed the Committee regarding partial substantial completion of playground equipment installation.

## **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve the partial substantial completion of the playground equipment installation project to include eight (8) completed playgrounds.

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding a construction update of the South Terrebonne and Terrebonne High Schools' Auditorium Renovations Project.

Mr. Lirette addressed the Committee regarding a construction update of the Mulberry Elementary School addition.

Superintendent Martin addressed the Committee regarding an update of the Facility Strategic Task Force (attached).

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

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 7:08 P.M.

Respectfully submitted,

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Gregory Harding, Chairman

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Dane Voisin, Vice Chairman

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Roger Dale DeHart

SP/sn

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

November 5, 2019

Dear Members of the Board:

The **Executive Committee** met immediately following the 5:00 P.M. Special School Board Meeting and the Finance, Insurance, and Section 16 Lands Committee meeting on Tuesday, October 15, 2019, in the Board Room of the School Board Office with the following members present: Mrs. Debi Benoit, president; Mrs. Stacy Solet, vice president, and Mr. Michael LaGarde. Also in attendance were Mr. Matthew Ford, Mr. Clyde Hamner, Mr. Roger Dale DeHart, Mr. Dane Voisin, Dr. MayBelle Trahan, Superintendent Philip Martin, and Mrs. Rebecca Breaux.

Board president Benoit call the meeting to order.

**The Executive Committee** examined and authorized payment of invoices for the current month (including supplemental payroll and travel expenses).

There were no Committee member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 5:39 P.M.

Respectfully submitted,

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Debi Benoit, President

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Stacy Solet, Vice President

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Michael LaGarde

RB/bp