

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

School Board Meeting – December 1, 2020

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 4, 2020

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of November 4, 2020, as recorded.

6. Recognitions and Announcements
 - A. Special Recognition of Talented Program Christmas Artwork

Announcements

12/10

5:00 ERC (Employee Representative Committee – Virtual Meeting)

6:00 PRC (Parent Representative Committee – Virtual Meeting)

12/15

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

12/21-1/01 Christmas Holidays

1/04 Students Return to School

1/05

6:00 Regular School Board Meeting

7. Board Committee Meeting Reports

- A. Buildings, Food Service, & Transportation Committee (See attached Committee Report of November 17, 2020, Meeting)
- B. Education, Technology, & Policy Committee (See attached Committee Report of November 17, 2020, Meeting)
- C. Finance, Insurance, & Section 16 Lands Committee (See attached Committee Report of November 17, 2020, Meeting)
- D. Executive Committee (See attached Committee Report of November 17, 2020, Meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) Personnel Section

- (a) Personnel Actions for Period of October 26, 2020, through November 13, 2020 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]

- (2) Parent Appeal for Student #7449988 Readmission (Executive Session)

9. Adjournment

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**

December 1, 2020

Dear Members of the Board:

The **Buildings, Food Service, and Transportation Committee** met at 5:00 P.M. on Tuesday, November 17, 2020, 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. Matthew Ford, Mr. Michael LaGarde, 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.

Mr. Ron Pitre, Friends of Bourg Athletics/Louisiana Wahoo Softball Coach, addressed the Committee regarding use of South Terrebonne High School's Softball Field for the 2020-2021 softball season.

RECOMMENDATION NO. 1

The Committee recommends that the Board renew the request of the Friends of Bourg Athletics/Louisiana Wahoo softball teams (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 2020-2021 softball season (November 2020 to November 2021), from 5:30 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.

Mr. Ryan Williams, Louisiana Lady Hornets II AAU Basketball Coach, addressed the Committee regarding use of Oaklawn Middle School's gym.

RECOMMENDATION NO. 2

The Committee recommends that the Board grant the request of the Louisiana Lady Hornets II AAU basketball team and waive Policy FILE: E-1.6 Use of School Facilities relative to the usage fee for Oaklawn Middle School's gym for the 2020-2021 basketball season (December 2020 to December 2021), from 6:00 to 8:00 P.M. on Monday through Thursday and some Saturdays, if needed, 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.

Mr. Chris Chaisson, Terrebonne Parish Recreation District No. 2/3, addressed the Committee regarding the addition of a community playground/park behind Lisa Park Elementary School. He stated the addition would be at no expense to the Terrebonne Parish School Board and would be maintained by Terrebonne Parish Recreation District No. 2/3 (attached).

Mr. DeHart, seconded by Mr. Voisin, offered the following motion:

RECOMMENDATION NO. 3

The Committee recommends that the Board enter into a Cooperative Endeavor Agreement with Terrebonne Parish Recreation District No. 2/3 for the construction and maintenance of a playground/park behind Lisa Park Elementary School, to include all insurance requirements, subject to Board attorney review and approval.

Mrs. Monica Walther, MS, RD, LDN, Supervisor of Child Nutrition Program, addressed the Committee regarding the acceptance of bids received on Meats and Frozen Items for the 2020-2021 spring session (attached).

RECOMMENDATION NO. 4

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Meats and Frozen Items for the 2020-2021 spring session from F. Christiana & Co., Marrero, LA, in the amount of \$16,641.70; Diamond Food Distributors, Inc., Jefferson, LA, in the

amount of \$321,196.85; G & J Land and Marine Food Distributors, Inc., Morgan City, LA, in the amount of \$3,312.50; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$12,122.00; and Pon Food Corporation, Ponchatoula, LA, in the amount of \$241,571.20, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding the acceptance of bids received on Canned and Dry Goods for the 2020-2021 spring session (attached).

RECOMMENDATION NO. 5

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Canned and Dry Goods for the 2020-2021 spring session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$205,240.30; Groetsch, Inc., Harahan, LA, in the amount of \$38,562.70; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$15,755.00; and Pon Food Corporation, Ponchatoula, LA, in the amount of \$58,499.66, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding authorization to advertise for bids for kitchen equipment.

RECOMMENDATION NO. 6

The Committee recommends that the Board authorize the Child Nutrition Department to advertise for bids for Kitchen Equipment, funds to be derived from the USDA 2020 National School Lunch Program (NSLP) Equipment Assistance Grant and Child Nutrition Program Fund.

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

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

Mr. Ford addressed the Committee regarding a parish-wide renovation and beautification project for schools.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:53 P.M.

Respectfully submitted,

Gregory Harding, Chairman

Dane Voisin, Vice Chairman

Roger Dale DeHart

SP/jb

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

December 1, 2020

Dear Members of the Board:

The **Education, Technology, and Policy Committee** met on Tuesday, November 17, 2020, immediately following the 5:00 p.m. Buildings, Food Service, and Transportation Committee meeting 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. Michael LaGarde, Mr. Dane Voisin, Superintendent Philip Martin, and members of the staff.

Chairwoman Trahan called the meeting to order.

The Committee deviated from the regular order of the agenda to take up agenda item #3 Matter pertaining to Montegut Middle Band Uniforms.

Mr. Mark Torbert, Supervisor of Secondary Education, presented information on Montegut Middle Band Uniforms and introduced Mr. Ben Templet, Band Director. Mr. Templet expressed his appreciation to the Committee for the uniforms and stated it will be a great contribution to the band program for the students.

The Committee returned to the regular order of the agenda.

Mr. Torbert presented information on behalf of the College Board's Advanced Placement Program (AP®) and Educational Testing Service (ETS®). He introduced and commended Mrs. Susan Adams, teacher at South Terrebonne High School. Mrs. Adams stated that along with 1,768 high school AP teachers and college faculty, they scored 333,980 AP English Literature and Composition exams. She described the experience she received through the process as a great asset to her classroom.

Mr. Bubba Orgeron, Assistant Superintendent, presented NEW policy FILE: B-11.6 Teleconference/Remote Participation in School Board Meetings (*Policy Alert* attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, NEW policy FILE: B-11.6 Teleconference/Remote Participation in School Board Meetings.

NEW POLICY

FILE: B-11.6
Cf: B-11, B-12, B-12.1
Cf: B-12.6, B-12.8, A-10.1

TELECONFERENCE/REMOTE PARTICIPATION IN SCHOOL BOARD MEETINGS

The Terrebonne Parish School Board may conduct and its members may attend and participate in a meeting via electronic means provided that all of the following conditions are met:

- 1. The Governor has declared a state of emergency or disaster involving a geographic area within the jurisdiction of the School Board and the nature of the emergency or disaster would cause a meeting of the School Board conducted pursuant to the other provisions of this policy to be detrimental to the health, safety, or welfare of the public.**
- 2. The President of the School Board certifies on the notice of the meeting that the agenda of the meeting is limited to one or more of the following:**
 - A. Matters that are directly related to the School Board's response to the disaster or emergency and are critical to the health, safety, or welfare of the public.**
 - B. Matters that if they are delayed will cause curtailment of vital public services or severe economic dislocation and hardship.**

C. Matters that are critical to continuation of the business of the School Board and that are not able to be postponed to a meeting held in accordance with the other provisions of this policy due to a legal requirement or other deadline that cannot be postponed or delayed by the School Board.

3. The School Board and its President comply with all of the requirements of this policy.

No later than twenty-four (24) hours prior to a meeting conducted pursuant to the provisions of this policy, the School Board shall provide for all of the following:

1. The notice and agenda for the meeting, which shall be posted on the School Board's website, emailed to any member of the public or the news media who requests notice of meetings of the School Board, and widely distributed to every known news media outlet that broadcasts or publishes news within the geographic area within the jurisdiction of the School Board.

2. Detailed information regarding how members of the public may participate in the meeting and submit comments regarding matters on the agenda, which information shall be posted on the School Board's website, emailed to any member of the public or the news media who requests notice of meetings of the School Board, and widely distributed to every known news media outlet that broadcasts or publishes news within the geographic area within the jurisdiction of the School Board.

For each meeting conducted with remote participation:

1. The School Board shall provide a mechanism to receive public comment, electronically, both prior to and during the meeting.

2. The School Board shall properly identify and acknowledge all public comments during the meeting and shall maintain those comments in its record of the meeting.

3. The President of the School Board shall ensure that each person

participating in the meeting is properly identified.

4. The President shall ensure that all parts of the meeting, excluding any matter discussed in executive session, are clear and audible to all participants in the meeting including the public.

For the purposes of this policy, the following words and phrases shall have the following meanings:

1. Meeting via electronic means shall mean a meeting occurring via teleconference or video conference.
2. Teleconference shall mean a method of communication which enables persons in different locations to participate in a meeting and to hear and otherwise communicate with each other.
3. Video conference shall mean a method of communication which enables persons in different locations to participate in a meeting and to see, hear, and otherwise communicate with each other.

New policy: November 2020

Ref: La. Rev. Stat. Ann. §§17:1, 17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20, 42:24, 42:25; Board Minutes 12-1-20.

Mr. Orgeron presented revisions to policy FILE: C-3.3 Employment of Superintendent (*Policy Alert* attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, revised policy FILE: C-3.3 Employment of Superintendent.

FILE: C-3.3

EMPLOYMENT OF SUPERINTENDENT

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

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

The Superintendent shall be employed by the Terrebonne Parish School Board pursuant to a written contract. Such contract shall contain, but need not be limited to, specific performance objectives/performance targets as required by La. Rev. Stat. Ann. §17:54. In case of a discrepancy between the contract and any policy, the contract provisions shall prevail.

The School Board shall submit a copy of its current employment contract with the Superintendent to the State Superintendent of Education.

RECRUITMENT

Prior to filling a vacancy in the position of permanent Superintendent, the School Board shall advertise the vacancy and solicit applications for the position. At a minimum, the School Board shall publish a notice of the vacancy together with a request for the submission of applications to fill the position in accordance with all of the following:

1. On two (2) separate days, at least one week apart, in the official journal of the School Board.
2. Once in a daily newspaper published in the metropolitan area in the state having a population in excess of one hundred thousand persons that is nearest to the School Board office, if

such newspaper is not the official journal of the School Board.

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

RENEWAL OF CONTRACT

The Superintendent may choose not to enter into a subsequent contract and may either terminate his/her employment or, if he/she has acquired permanent status as a teacher, resume employment as a teacher.

The School Board shall negotiate and offer the Superintendent a new contract at the expiration of each existing contract unless a *majority of the Board membership* votes at least ninety (90) days prior to the termination of the existing contract against offering a new contract. For new or extended contracts entered into after July 1, 2012, the School Board shall notify the Superintendent of termination of his/her contract not less than thirty (30) days prior to contract termination.

REMOVAL FROM OFFICE

If the Superintendent is found incompetent, unworthy, or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract or to comply with School Board policy, then the Superintendent shall be removed from office prior to the expiration of his/her contract by the concurring vote of at least *two-thirds (2/3) of the membership of the entire School Board* at any regular or special meeting after due notice. Before the Superintendent can be removed during the contract period, he/she shall have the right to written charges and a fair hearing before the School Board after written notice.

A School Board may place a Superintendent on paid administrative leave prior to the expiration of his/her contract:

- 1. For the purpose of investigating cause for termination.**
- 2. Without cause during the final three (3) months of the term of his/her contract when the School Board has voted not to**

extend a new contract offer.

3. At a time as agreed by the Superintendent.
4. At a time as provided for in his/her contract.

Paid administrative leave shall be subject to the following:

1. Approval of a majority of the membership of the School Board.
2. A three (3) month time limit within a six (6) month period.
3. All compensation afforded under the terms of the existing contract.

The School Board shall notify the State Superintendent of Education any time it terminates or fails to renew its employment contract with the Superintendent, along with the reasons therefor.

INTERIM SUPERINTENDENT

The School Board may, by a majority vote of its membership, select a person to serve as the interim Superintendent in the event of the death, resignation, or termination of the Superintendent or his/her being placed on paid administrative leave in accordance with this policy.

An interim Superintendent shall have the same authority as a Superintendent. If at any point in the final three (3) months of a Superintendent's contract he/she has been placed on notice that the School Board has voted not to offer him/her a new contract and an interim Superintendent has been selected in accordance with State law, the authority delegated to the Superintendent by the School Board for hiring and placement of all school personnel shall extend to the interim Superintendent without action of the School Board.

The election of an interim Superintendent is not subject to the School Board's policy applicable to the process of selection or employment of a Superintendent or to the requirement or content of a contract.

A School Board shall not employ an interim Superintendent for longer than

six (6) months in any given twelve (12) month period unless the appointment is made during the final year of the term of the majority of members.

Revised: August 1998

Revised: March 2000

Revised: August 2005

Revised: November 2006

Revised: January 2009

Revised: February 2011

Revised: August 2012

Revised: November 2020

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, 23:291, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34; Board minutes, 9-9-77, 2-14-78, 2-10-81, 7-10-90, 5-21-91, 4-1-92, 1-4-00, 1-20-09, 2-15-11, 8-21-12, **12-1-20**.

Mrs. Becky Breaux, Chief Financial Officer, presented revisions to policy FILE: D-7.4 Purchasing (*Policy Alert* attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, revised policy FILE: D-7.4 Purchasing.

FILE: D-7.4

Cf: B-16, D-6.1

Cf: D-74a, D-7.4b

PURCHASING

All purchasing for the school system to be paid from Terrebonne Parish School Board funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the Terrebonne Parish School Board without action by the School

Board except those items which are provided for in the regular budget. No obligations shall be incurred except those approved by the Superintendent of Schools or his authorized agent. Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service. The Terrebonne Parish School Board shall not be responsible for unauthorized purchases made by school personnel.

Each principal shall assure that purchases by the individual school shall be made in accordance with **applicable state and federal law, and** administrative regulations and procedures developed by the Superintendent and staff ~~and the laws pertinent to state and federal agencies.~~

No employee, officer, or agent of the Terrebonne Parish School Board shall participate in the selection, award, or administration of a contract or purchase of supplies, materials, and equipment if a conflict of interest, real or apparent, would be involved. Terrebonne Parish School Board employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. All purchasing shall comply with the U.S. Department of Education *General Administrative Regulations* (EDGAR), the *Louisiana Public Bid Law*, the *Louisiana Code of Governmental Ethics*, the *Louisiana Procurement Code*, and applicable state or federal regulations, as applicable.

PROCUREMENT METHOD

~~Depending on the funding source and purchase amount, the following procurement methods shall be used:~~

Procurement Methods	Federal Requirement Uniform Grants Guidance Section 200.320	State Requirement Title 38 La. Bid Law R.S. 38:2212.1	State Requirement Title 39 La. Procurement Code R. S. 39:1551- 1736	Action required
Micro Purchases (new method)	Purchases less than \$3,500 per Federal Acquisition Regulations at 48 CFR 2.101** No competitive process required.	Purchases less than \$1,000 No competitive process required.	Purchases less than \$5,000 No competitive process required.	Title 38 — Follow more restrictive state requirement. Title 39 — Follow more restrictive federal requirement.

Small Purchases (informal)	\$3,500—\$150,000	\$1,000—\$10,000	Purchases less than \$5,000 No competitive process required.	Title 38 — Follow more restrictive state requirement. Title 39 — Follow more restrictive federal requirement.
	Price or rate quotation from adequate number of qualified sources.	\$10,000—\$30,000	\$5,000—\$15,000	Title 38 and Title 39 Align with federal requirement.
		Solicit 3 or more quotes.	\$15,000—\$25,000	Solicit 5 or more quotes.
Sealed Bids (formal advertising)	Exceeding \$150,000 Publicly bid and award to lowest responsible bidder.	Materials and Supplies Exceeding \$30,000 Public Works Exceeding \$152,400 Publicly bid and award to lowest responsible bidder.	Exceeding \$25,000 Refer to LA Procurement Code (R.S. 39:1551-1736)	Title 38 — Follow more restrictive state requirements for materials and supplies; use more restrictive federal requirements for public works. Title 39 — Follow more restrictive state requirements.
Competitive Proposals	Exceeding \$150,000 Request for Proposal from adequate number of sources; must have written method for selecting recipients.	Materials and Supplies Exceeding \$30,000 Public Works Exceeding \$152,400 Publicly bid and award to lowest responsible bidder.	Exceeding \$25,000 Refer to LA Procurement Code (R.S. 39:1551-1736)	Follow more restrictive state requirements.
Noncompetitive Proposals— Sole Source Purchases	Sole source purchases are appropriate only under the circumstances listed below. These circumstances must be adequately documented.			
	<ol style="list-style-type: none"> 1. The item procured is only available from a single source; 2. The purchase is in response to a public emergency that will not permit a delay resulting from the competitive process; 3. The purchase is expressly authorized by awarding or pass through agency in response from the School Board; or 4. After soliciting a number of sources competition is deemed inadequate. Process must be adequately documented. 			
Note:	** Refer to 48 CFR Subpart 2.101 to identify the current micro purchase threshold designated by the Federal Acquisition Regulations (FAR) which is subject to adjustment due to inflation.			

The School Board may choose, by resolution, to adopt the Louisiana Procurement Code in part or in its entirety. The School Board may also purchase from vendors with state contracts that have been pre-approved by the Office of State Procurement (OSP).

USE OF FEDERAL FUNDS

All procurement of materials, supplies, and services, as well as the construction of public works, funded in whole or in part, with federal funds, shall comply with the requirements contained in Title 2, Section 200, of the Code of Federal Regulations. All procurements using federal funds, in whole or in part, shall employ one of the procedures identified in 2 CFR 200.320, if more stringent than those procedures required by Louisiana law. made when using federally generated funds shall follow the appropriate procurement method as summarized in the above chart **Should the School Board adopt the Louisiana Procurement Code, whether in part or in its entirety, the accompanying administrative regulations as promulgated in the Louisiana Procurement Code, as well as guidelines and policies issued by the Louisiana's Office of State Purchasing, relevant to the particular adoption(s) may be applicable to the purchase, if more stringent.**

Solicitations from Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

When spending federal funds, the Terrebonne Parish School Board shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible. Affirmative steps shall include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Louisiana Economic Development Agency,

and Small Business Administration and the Minority Business Development Agency of the United States Department of Commerce; and

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1 through 5 of this section.

Exclusion or Rejection of Quotes or Bids

A contract award or a purchase made with federal funds shall not be made to parties listed on the government-wide exclusions in the *System for Award Management* maintained by the U.S. Government, which contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.

USE OF STATE FUNDS

Procurement of materials and supplies when using state or locally generated funds shall follow the procurement method as summarized in ~~the above chart. As noted in the chart, the procurement method may be dependent on whether the School Board has adopted the provisions of Title 38 or Title 39 of the Louisiana Statutes as it pertains to the actual purchase~~ **authorized by Louisiana law.**

Financing Purchases

The School Board may finance the purchase of equipment or other movable property to be used by the School Board by entering into an installment sale, lease, or similar agreement with any lender or other person. **If required**, such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or employee shall obligate the School Board without proper school system personnel knowledge and approval.

Use of State Contract

If equipment, materials or supplies are available from a State of Louisiana

Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board.

The School Board may also *piggyback*, or purchase materials and supplies on valid contracts of other political subdivisions **in accordance with La. Rev. Stat. Ann. §§33:1321-1337 or La. Rev. Stat. Ann. §38:321.1.** ~~In doing so, the School Board shall obtain documentation from the other agency that clearly demonstrates the contract was previously bid and is a viable contract. The price paid by the School Board shall be the same as the contract's bid price.~~

Louisiana Procurement Code

State law authorizes School Boards to adopt all or any part of the *Louisiana Procurement Code* as contained in state statutes (La. Rev. Stat. Ann. §39:1551-39:1755). For proper and efficient operations, the Terrebonne Parish School Board may adopt, by resolution or otherwise, pertinent provisions of the *Louisiana Procurement Code*, accompanying administrative regulations as promulgated in the *Louisiana Procurement Code*, as well as guidelines and policies issued by the state's Office of State Purchasing, relevant to the procurement of materials, supplies, merchandise, and other types of property.

SOLE SOURCE PROVIDER

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the State of Louisiana Office of State Purchasing's *Purchasing Rules and Regulations*.

Qualified Group Purchasing Organizations

A *qualified group purchasing organization* means an organization, whether for profit or not for profit, of which two (2) or more public school districts are members and which solicits proposals or bids from vendors of

services, materials, equipment, or supplies of the type and nature as may be purchased by a public school district or public school.

As provided in La. Rev. Stat. Ann. §38:2212.1, the School Board may enter into an agreement with: (A) one or more School Boards to form a qualified group purchasing organization; or (B) one or more qualified group purchasing organizations for the purchase of ~~services~~, materials, equipment, and supplies, including installation thereof. Any such agreement shall require that the qualified group purchasing organization submit a price list for those materials, **equipment**, and supplies offered by it and that the prices quoted on the list remain in effect for a stated period of time of not less than three (3) months. Any such price list shall be considered, for all purposes, to be a valid and binding bid by the qualified group purchasing organization during the effective period of the agreement, and no additional bid by the qualified group purchasing organization is necessary.

The School Board may purchase **materials**, equipment, **or supplies directly** from **or through** a qualified group purchasing organization either if the price ~~for such equipment~~ is less than that for the same or substantially similar **materials**, equipment, **or supplies** on the state **contract or** bid list, **or if the same or substantially similar materials, equipment, or supplies are not under state contract or on the state bid list. Nothing included in this paragraph shall be construed to authorize the School Board to purchase materials, equipment, or supplies from or through an entity or vendor other than a qualified group purchasing organization as defined herein without using a procurement process otherwise provided by state law.**

Competitive Online Solicitation

The School Board may use a *reverse auction* or *competitive online solicitation process* on the Internet for the purchase of equipment, supplies, and other materials, in lieu of the more formal bid process, when the School Board's procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board.

Prior to the use of a competitive online solicitation process, the School Board may require that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.
2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.
3. The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet, until the closing date and time.
5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.
6. All bids shall be posted electronically and updated on a real-time basis.
7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the School Board's best interest.
8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for purchases using a reverse auction or competitive online solicitation process shall be given as follows:

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the

general public.

2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

LOCAL PREFERENCE

To the extent possible, when purchasing with state or locally-generated funds, all things being equal, purchases of school supplies, equipment, insurance, candy, soft drinks, etc., shall be made from dealers whose firms are located in the Parish of Terrebonne, both by individual schools and by the Terrebonne Parish School Board.

To the extent possible, when purchasing with state or locally-generated funds, all things being equal, local firms shall be given preference in the awarding of contracts for construction or maintenance work. All firms awarded contracts to perform work for the Terrebonne Parish School Board shall be urged and encouraged to employ local labor, when possible.

VENDORS

The School Board shall seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age or handicap. No favoritism shall be extended to any vendor. Each order shall be placed on the basis of quality, price and delivery; past services being a factor if all other considerations are equal.

No person officially connected with or employed by the School Board shall be an agent for, or have any pecuniary or beneficial interest in or receive any compensation or reward from any vendor for the sale of supplies, materials, equipment, services, or public works contracts.

No employee of the School Board shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any vendor representative or agent of a vendor, or a prospective vendor or contractor.

Vendors may set up an appointment to see the principal with written prior

approval from the Superintendent/designee. The principal may present the information to the appropriate school staff member. If the school staff member wishes to set up an appointment with the vendor to discuss products offered, he or she may do so.

Revised: June 1998
Revised: November 1999
Revised: November 2001
Revised: December 2011
Revised: February 2015
Revised: December 2016

Revised: September 2017
Revised: November 2020

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*), 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§**33:1321-1337**, 33:4712.7, **38:321.1**, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 3-20-79, 4-21-79, 11-15-83, 10-9-84, 8-6-85, 11-18-86, 2-19-91, 7-7-98, 11-20-01, 12-20-11, 2-10-15, 12-06-16, 9-5-17, **12-1-20**.

Mrs. Breaux presented revisions to policy FILE: D-7.4a Bids and Quotations (*Policy Alert* attached).

RECOMMENDATION NO. 4

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

FILE: D-7.4a
Cf: D-7.4

BIDS AND QUOTATIONS

PUBLIC WORKS

The Terrebonne Parish School Board shall advertise and let by contract, except in cases of emergencies as provided below, all public work exceeding \$150,000 **250,000** or such sum as allowed by law, including

labor, materials, equipment, and administrative overhead not to exceed fifteen percent (15%). The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plans, and specifications advertised. Public works which are estimated to cost less than the contract limit may be undertaken by the School Board with its own employees.

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

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

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

The School Board shall retain the option of requiring all bids that are let out for public works be submitted electronically.

MATERIALS AND SUPPLIES

All purchases of materials or supplies exceeding the sum of \$30,000 to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised. In addition, purchases of materials or supplies of at least \$10,000, but not more than \$30,000, shall be made by obtaining not less than three (3) documented quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file.

The School Board may require a written contract or bond when purchasing the materials or supplies. If quotations are received that are lower than the quote accepted, a notation shall be entered into the file as to the reasons for rejection of the lower quotes.

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

The School Board shall retain the option of requiring all bids that are let out for materials and supplies be submitted electronically.

In lieu of formal bids, the School Board may use a *reverse auction* or *competitive online solicitation process* for the purchase of equipment, supplies, and other materials, as outlined in policy D-7.4, *Purchasing*.

EMERGENCIES

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

An *emergency* is defined by La. Rev. Stat. Ann. §38:2211 (5)(a) as:

“An unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an order from any judicial body to take any immediate

action which requires construction or repairs absent compliance with the formalities of this Part, where the mischance or court order will not admit of the delay incident to advertising as provided in this Part."

An *extreme public emergency* is defined by La. Rev. Stat. Ann. §38:2211 (5)(b) as:

"A catastrophic event which causes the loss of ability to obtain a quorum of the members necessary to certify the emergency prior to making the expenditure to acquire materials or supplies or to make repairs necessary for the protection of life, property, or continued function of the public entity."

BID ADVERTISEMENTS

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

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

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

If the School Board issues or causes to be issued on a public work exceeding the contract limit set by state law, any addendum modifying plans and specifications within a period of seven (7) days prior to the advertised time for opening of bids, excluding Saturdays, Sundays, and

any other legal holidays, the School Board shall transmit a copy of the addendum to all prime bidders who have requested bid documents. The transmission shall be completed within twenty-four (24) hours of the issuance of the addendum, and may be delivered by either facsimile transmission (fax), e-mail, other electronic means, or by hand provided the prime bidder has supplied the fax number or e-mail address to the School Board. In addition, a copy of the addendum shall be sent by regular mail. If the addendum cannot be transmitted by fax, e-mail, other electronic means, or hand delivered, the School Board shall be required to postpone the bid opening by at least seven (7) days.

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

OPENING OF BIDS

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

BID AWARD

In order to protect the integrity of the competitive bidding process, the determination of responsiveness by the bidder must be made from the bid documents at the time of the bid opening. Any deviation from **or failure to supply information** ~~that which is required by the bid solicitation documents~~ or failure to supply required information or fill in the line items ~~on the bid schedule,~~ may result in the bid being rejected as non-

responsive.

The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the School Board with recommendations for bid award unless the School Board grants permission for staff to evaluate, award, and notify the School Board at a later date.

DISQUALIFICATION OF BIDDER **FOR NON-RESPONSIBILITY**

~~If the School Board proposes to disqualify any bidder for non-responsiveness, the School Board shall give written notice of the proposed disqualification to such bidder and include in the written notice all reasons for the proposed disqualification.~~

If the School Board proposes to disqualify any bidder for *non-responsibility* (the possibility that the bidder may not satisfactorily fulfill the contract being bid), the School Board shall:

1. Give written notice of the proposed disqualification to such bidder, and include in the written notice all reasons for the proposed disqualification;
2. Give such bidder, who is proposed to be disqualified, the opportunity to be heard at an informal hearing **to be conducted not later than five (5) business days after the issuance of the notice of the proposed disqualification**, at which such bidder is afforded the opportunity to refute the reasons for the disqualification; and
3. Conduct the informal hearing prior to the award of the public work.

No award of the contract for the public work shall be made by the School Board prior to the expiration of at least five (5) working days following the date of issuance of the written ruling from the informal hearing.

EXCLUSION/REJECTION OF BIDS

The School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual

who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. §38:2227.

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

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

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

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

Revised: December 2004
Revised: February 2010
Revised: February 2011
Revised: December 2011
Revised: September 2017
Revised: November 2020

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*), 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§9:2716, 9:2717, 38:2181, 38:2182, 38:2211, 38:2212, 38:2212.1, 38:2212.9, 38:2214, 38:2218, 38:2227, 38:2241, 38:2251, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 12-16-97, 11-20-01, 2-19-02, 10-15-02, 10-21-03, 3-16-04, 12-21-04, 2-23-10, 2-15-11, 12-20-11, 9-5-17, **12-1-20**.

Dr. Debra Yarbrough, Supervisor of Personnel, presented revisions on

policy FILE: F-9.4a Employment of Retired Certified Personnel (*Policy Alert* attached).

RECOMMENDATION NO. 5

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

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

EMPLOYMENT OF RETIRED CERTIFIED PERSONNEL

The Superintendent, or principal, with the approval of the Superintendent, may employ retired employees under certain conditions; however, an employee whose retirement has been accepted shall not be guaranteed any position/employment with the Terrebonne Parish School Board.

CERTIFIED PERSONNEL

Certified personnel who are members of the *Teachers' Retirement System of Louisiana* (TRSL) who have retired and are rehired shall be designated as either a *retired teacher* or *retired member*, as provided below:

Retired Teachers

A retired teacher is:

1. A person reemployed in a reemployment-eligible position, specifically:
 - A. *Reemployment-eligible critical shortage position* or *critical shortage position* which shall include any of the following:
 - (1) A position for a full-time or part-time classroom teacher who teaches any student in **pre**-kindergarten through twelfth grade in a school where a critical shortage exists.
 - (2) A position for a full-time certified speech therapist,

speech pathologist, audiologist, educational diagnostician, school social worker, or school counselor, **school psychologist, interpreter, educational transliterator, or educator of the deaf or hard of hearing,** whose position of employment requires a valid Louisiana ancillary certificate approved and issued by the Louisiana Department of Education where a critical shortage exists.

B. *Reemployment-eligible position* which shall include:

(1) A position for a substitute classroom teacher who teaches any student in pre-kindergarten through twelfth grade.

(2) A position assigned to the professional activities of instructing adults through an adult education or literacy program administered through a public institution of elementary or secondary education, provided the retiree has a valid Louisiana teaching certificate.

(3) A position for a school nurse.

(4) A position for a presenter or professional development training.

(5) A position for a tutor for any student in pre-kindergarten through twelfth grade.

(6) A position for a classroom teacher employed in a temporary capacity to proctor tests.

2. A person classified as a reemployment-eligible retiree who is:

A. A member of the TRSL who was retired on or before June 30, 2010.

B. A retiree who holds an advanced degree in speech therapy, speech pathology, or audiology.

Critical shortage shall mean a situation ~~where there exists a shortage of certified teachers in a certain subject area or a shortage of certified speech therapists, speech pathologists, audiologists, educational diagnosticians, school social workers, or school counselors.~~ **in which the School Board has advertised and posted notice of positions to be filled and has received fewer than three (3) certified applicants.** Certification that a critical shortage exists shall be presented to the Louisiana Board of Elementary and Secondary Education (BESE) and the *Teachers Retirement System of Louisiana*, in order for a retiree who is employed in a critical shortage area to be eligible to receive retirement benefits.

Prior to making such certification of a critical shortage for any *full-time critical shortage position*, the School Board shall be required to advertise in the School Board's official journal, on two (2) separate occasions, notice that a shortage of certified teachers exists and the positions to be filled. Additionally, the School Board shall cause notice of the shortage of certified teachers to be posted at the career development or similar office of every post-secondary institution within a 120-mile radius of the School Board. If a certified applicant who is not a retiree applies for an advertised position, such person *shall be hired* before any certified retiree is employed, unless fewer than three (3) applicants have applied for the position, each of whom is certified in the critical shortage area being filled.

Classroom teacher shall mean any employee whose position of employment requires a valid Louisiana teaching certificate and who is assigned professional activities of instructing pupils in courses in classroom situations for which daily pupil attendance figures are kept, or is assigned to proctor admission, evaluation, or assessment testing; however, such proctoring shall not be considered a subject area for a critical shortage. Such classroom situations may include testing in school classrooms or other settings such as homes or hospitals or other learning situations including co-curricular activities. Instruction may be provided in person or through an approved medium such as television, radio, computer, Internet, multimedia telephone, or correspondence and may be delivered inside or outside the classroom or in other teacher-student settings.

Substitute classroom teacher shall mean a classroom teacher employed in a temporary capacity to fill the position of another classroom teacher who is unavailable to teach or to proctor for any reason.

Salary of Retired Teacher

The salary of any retired teacher who is reemployed shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The earnings of a retired teacher returning to active service may result in a reduction in retirement benefits received, in accordance with statutory provisions.

Any retiree who returns to active service with the School Board on or after July 1, 2020, shall choose one of the irrevocable options found in La. Rev. Stat. Ann. §11:710.1, as summarized below:

Option 1

Return to work with an allowable employment earnings cap of 25% of his/her final average compensation with a reduction in the retirement benefit if the cap is exceeded.

Option 2

Suspend his/her benefit, return to work with no employment earnings cap, and begin to accrue a supplemental benefit for the duration of service after reemployment.

The choice shall be made, in writing, and filed with the School Board.

Retired Member Not Considered a Retired Teacher

A retired member not considered a *retired teacher*, who returns to active service with the School Board, shall have his/her retirement benefits suspended for the duration of reemployment, even if such employment is based on a contract, and shall make no contributions to the TRSL and shall receive no additional service credit nor accrue any additional retirement benefits.

Notification to TRSL

Whenever a retiree returns to active service, the School Board shall, within thirty (30) days thereafter, notify the TRSL, in writing, of such employment, the date of reemployment, and a determination as to whether the person is a *retired teacher*. ~~Other reports shall be submitted as required by state law.~~

Upon termination, the School Board shall provide the same notice. In addition, the School Board shall also report to the retirement system within forty-five (45) days after June thirtieth of each year, the names of all persons being paid by the employing agency and all persons having received a benefit pursuant to the provisions of state law, along with such individuals' social security numbers, their positions, their designations as part-time or full-time, and the amount of their earnings during the previous fiscal year ending on June thirtieth of the reporting year. Additionally, the employing agency shall transmit a monthly contributions report pursuant to La. Rev. Stat. Ann. §11:888(A). Such monthly reports shall be transmitted within thirty (30) days of the last day of each month and shall include the salary paid to each individual retiree identified as a "retired teacher" pursuant to this policy. Should failure to give notice of return to active service or failure to report any other information required by state law result in any payment being made in violation of state law, the School Board shall be liable to the system for the repayment of such amounts.

The failure of the School Board to submit the report required for any retiree who returns to active service with the School Board on or after July 1, 2020, shall result in the retiree being considered as returning to active service under the provisions of Option 1 of La. Rev. Stat. Ann. §11:710.1.

Adopted: September 2010

Revised: October 2011

Revised: January 2013

Revised: January 2016

Revised: December 2018

Revised: November 2020

Ref: La. Rev. Stat. Ann. §§11:710, **11:710.1**, 11:1006, 11:1007, 17:81; Board minutes, 9-21-10, 10-18-11, 1-15-13, 1-19-16, **12-1-20**.

Mr. Torbert presented revisions to policy FILE: G-4.3 Sports Injury

Management and Concussions (*Policy Alert* attached).

RECOMMENDATION NO. 6

The Committee recommends that the Board approve, as presented, revised policy FILE: G-4.3 Sports Injury Management and Concussions.

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

SPORTS INJURY MANAGEMENT AND CONCUSSIONS

COMPREHENSIVE SPORTS INJURY MANAGEMENT PROGRAM

The Terrebonne Parish School Board shall require each high school that sponsors or sanctions any athletic activity and which requires a participating student to regularly practice or train and compete to implement a sports injury management program. The injury management program shall:

1. ~~Establish a set of injuries to be classified as "serious sports injuries" for the purposes of the program and define the signs and symptoms of such injuries~~ **comprehensive emergency action plan for each sport located on the school's campus.**
 - A. The emergency action plan shall be reviewed annually prior to each sport season with all appropriate personnel who are designated by the athletic director's office.**
 - B. The comprehensive emergency action plan shall follow the best practices of the American College of Sports Medicine and the National Athletic Trainers' Association.**
2. Require that any coach, game official, on-field licensed health care provider, or **licensed** athletic trainer remove a student from practice, training, or competition if any of the following circumstances occur:
 - A. The student reports any defined sign or symptom of a

serious sports injury.

- B. The coach or **licensed** athletic trainer determines that the student exhibits any defined sign or symptom of a serious sports injury.
 - C. The coach is notified that the student has reported or exhibited any defined sign or symptom of a serious sports injury by any of the following persons:
 - (1) A licensed, registered, or certified medical practitioner operating within their respective scope of practice.
 - (2) A licensed athletic trainer.
 - (3) Any other licensed, registered, or certified individual whose scope of practice includes the recognition of symptoms associated with serious sports injuries.
 - (4) An official responsible for judging or supervising the athletic competition.
3. Ensure that any student who, in accordance with statutory provisions is **safely** removed from practice, training, or competition:
- A. Shall, as soon as practicable after reporting or exhibiting any sign or symptom of a serious sports injury, be examined by a health professional duly licensed in Louisiana to provide health care services or medical treatment.
 - B. May be allowed to return to practice, training, or competition **only** after the student provides to the coach and a **licensed** athletic trainer *written authorization* from a health professional duly licensed in Louisiana to provide health care services or medical treatment.

4. Require that **for the purpose of serving the students, school, community, and protecting public safety,** each coach or official in school-sponsored or school-sanctioned athletic activities **certified by the Coaches Education and Certification Program** receive **annual** documented training regarding the nature and risks of serious sports injuries **in accordance with the National High School Coaches Association and the Louisiana High School Coaches Association.**
5. Subject to availability of financial resources and supply of the necessary workforce, rely to the greatest possible extent on athletic trainers licensed by the *Louisiana State Board of Medical Examiners* to provide athletic health care at high school athletic competitions.
6. **Require that each school participating in interscholastic athletics follow best practices for any activity that does not occur in a climate-controlled facility. These practices shall follow the modified guidelines of the American College of Sports Medicine and the National Athletic Trainers' Association regarding the heat acclimatization and wet bulb globe temperature policy. These policies shall occur on all school campuses where summer conditioning, pre-season practices or games, or fall or spring sports take place, or when a coach is present.**

Heat acclimatization means a series of changes or adaptations that occur in response to heat stress in a controlled environment over the course of seven to fourteen days. These adaptations are beneficial to exercise in the heat and allow the body to cope with heat stress.

Wet bulb temperature globe means a measure of the heat stress in direct sunlight which takes into account temperature, humidity, wind speed, sun angle, and solar radiation.

7. **Include a protocol for licensed athletic trainers, if utilized by the school or school system, to be available for practices or games to assist in the management of emergency and nonemergency care for participants.**

The school shall ensure that before a student is allowed to participate in any school-sponsored or school-sanctioned athletic activity, the student and the parent or guardian of the student shall document that they have viewed information provided in written or verifiable electronic form, by the school or school district, regarding risks of serious sports injuries.

The sports injury protocols outlined above do not apply to concussions, the protocols of which are outlined below, in accordance with the *Louisiana Youth Concussion Act of 2011*, La. Rev. Stat. Ann. §§40:1089.1-40:1089.5.

CONCUSSIONS

Prior to beginning of each athletic season, the School Board shall provide pertinent information to all coaches, officials, volunteers, youth athletes, and their parents or legal guardian which informs of the nature and risk of concussion and head injury, including the risks associated with continuing to play after a concussion or head injury. Each youth athlete and his or her parents or legal guardian shall be required to sign a concussion and head injury information sheet, which provides adequate notice of the statutory requirements, which must be satisfied in order for an athlete who has or is suspected to have suffered a concussion or head injury to return to play.

Each coach, whether such coach is employed or a volunteer and every official of a youth athletic activity that involves interscholastic play shall be required to complete an annual concussion recognition education course, which is in accordance with the statutes.

Removal From and Return to Play

A coach who is required to complete concussion recognition education shall immediately remove any youth athlete from a game, competition, or practice if any of the following occurs:

1. The youth athlete reports any defined sign or symptom of a concussion and is reasonably suspected of having sustained a concussion.

2. The coach, athletic trainer, or official determines that the youth athlete exhibits any defined sign or symptom of a concussion and he/she reasonably suspects that the youth athlete has sustained a concussion.
3. The coach or official is notified that the youth athlete has reported or exhibited any defined sign or symptom of a concussion and is reasonably suspected of sustaining a concussion by any of the following persons:
 - (a) A licensed, registered, or certified medical health care provider operating within their respective scope of practice. The medical health care provider performing an evaluation upon a youth athlete suspected of sustaining a concussion or brain injury may be a volunteer.
 - (b) Any other licensed, registered, or certified individual whose scope of practice includes the recognition of concussion symptoms. The individual performing an evaluation upon a youth athlete suspected of sustaining a concussion or brain injury may be a volunteer.

If a youth athlete is removed from play and the signs and symptoms cannot be readily explained by a condition other than concussion, the coach shall notify the athlete's parent or legal guardian and shall not permit the youth athlete to return to play or participate in any supervised team activities involving physical exertion, including games, competitions, or practices, until the youth athlete is evaluated by a health care provider and receives *written clearance* from the health care provider for a full or graduated return to play.

After a youth athlete who has sustained a concussion or head injury has been evaluated and received clearance for a graduated return to play from a health care provider, an organization or association of which a school or school district is a member, a public school, or an athletic league may allow a licensed athletic trainer with specific knowledge of the athlete's condition to manage the athlete's graduated return to play.

New policy: September 2011

Revised: June 2014

Revised: November 2020

Ref: La. Rev. Stat. Ann. §§40:1087.1, 40:1089.1, 40:1089.2, 40:1089.3, 40:1089.4, 40:1089.5; Board minutes, 09-20-11, June 2014 (reference only), **12-1-20**.

Dr. Monica Breaux, Supervisor of Special Education, presented revisions to policy FILE: H-3.6 Student Health Services (*Policy Alert* attached).

RECOMMENDATION NO. 7

The Committee recommends that the Board approve, as presented, revised policy FILE: H-3.6 Student Health Services.

FILE: H-3.6

STUDENT HEALTH SERVICES

HEALTH CARE CENTERS

No student shall receive any type of service unless the required standardized school health forms as outlined in *Health and Safety*, Bulletin 135 have been signed, returned to school, and have been filed in the clinic.

HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be

required to follow up on the deficiencies within sixty (60) days, and shall notify, in writing, the parent or tutor of every pupil found to have any defect of sight or hearing.

EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them. The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

Testing for Dyslexia

Upon the request of a parent, student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a

need to be tested for dyslexia and related disorders, that student shall be referred to the school building level committee for additional testing. The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, *dyslexia* shall be defined as difficulty with the alphabet, reading, reading comprehension, writing, and spelling in spite of adequate intelligence, exposure, and cultural opportunity **an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. Phonological processing means the appreciation of the individual sounds of spoken and written language.**

OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.
2. A teacher or other certified employee of the School Board

from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.

3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

Definitions

Psychotropic drug shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

Teacher, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

ADMINISTERING CATHETERS

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:

1. A registered nurse or licensed medical physician, employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.

2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed, in writing, by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
2. The registered nurse or the licensed medical physician and,

when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.

3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed, in writing, by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a

witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.

6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials and supplies shall include, but not be limited to, gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, *employee* means any appropriate member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

Revised: December 1997

Revised: June 1999

Revised: February 2004

Revised: September 2006

Revised: October 2008

Revised: August 2013

Revised: October 2013

Revised: August 2018

Revised: November 2020

Ref: Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984); La. Rev. Stat. Ann. §§14:403, 17:170, 17:392.1, 17:435, 17:436, 17:436.2, 17:2112, 40:31.3; Health and Safety, Bulletin 135, Louisiana Department of Education; Board minutes, 6-15-99, 2-17-04, 10-21-08, 8-20-13, 10-15-13, 8-7-18, **12-1-20**.

Mr. Alton Johnson, Supervisor of Child Welfare and Attendance, presented revisions to policy FILE: H-4.5 Child Abuse (*Policy Alert attached*).

RECOMMENDATION NO. 8

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 instances of child abuse and/or neglect are reported in accordance with appropriate state and local laws and regulations. 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

Child, for purposes of child abuse, is defined as a person under eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

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.
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 any other person or of the child's involvement in pornographic displays,

or any other involvement of a child in sexual activity constituting a crime under the laws of this state.

Neglect means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. 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.

A mandatory reporter is 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, social worker, or any individual who provides such services to a child in a voluntary or professional capacity.

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.

PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT

Any *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 report

immediately suspected abuse/neglect in accordance with the following:

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.

Dual reporting to both agencies is permitted.

2. 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 within five (5) days to the local child protection agency or the local law enforcement agency to whom the initial report was made.

The report shall contain the following information, if known:

- 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.

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.

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 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 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 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 inservice 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.~~

Teaching or child care providers shall be required to complete an online training course provided by the Department of Children and Family Services between June first and August thirty-first annually. A record of completion of the course by the teaching or child care provider shall be provided to and retained by the School Board. The School Board shall retain a list of all teaching or child care providers who have not complied with the training requirements provided by State law.

IMMUNITY FROM CIVIL OR CRIMINAL 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 2020

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

Mr. Orgeron presented information on storm make-up days and the 2020-2021 school calendar. He stated that in order to make up two days for the storms three minutes was added to each school day starting on Monday, November 16, 2020. He also stated January 19, 2021, would no longer be a designated holiday for students.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 6:13 P.M.

Respectfully submitted,

MayBelle Trahan, Ed.D., Chairwoman

Matthew Ford, Vice Chairman

Debi Benoit

ABO/jb

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

December 1, 2020

Dear Members of the Board:

The **Finance, Insurance, and Section 16 Lands Committee** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee, and Education, Technology, and Policy Committee meetings on Tuesday, November 17, 2020, 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, president, Mr. Dane Voisin, Dr. MayBelle Trahan, Mr. Matthew Ford, Superintendent Philip Martin, and members of the staff.

Chairman Hamner called the meeting to order.

Mr. Len Fontaine, Senior Vice President, Hub International, presented information on Group Health Claims.

Mrs. Becky Breaux, Chief Financial Officer, presented the 2020 Consolidated Drive report.

RECOMMENDATION NO. 1

The Committee recommends that the Board approve the 2020 Consolidated Drive collection of \$7,572.65, 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 Crisis Center
4. MacDonell United Methodist Children's Services

- 5. Marine Toys for Tots Foundation
- 6. The Haven

Mrs. Breaux presented the 2020/2021 revised budget for the 3/4 Cent Sales Tax Fund.

RECOMMENDATION NO. 2

The Committee recommends that the Board adopt the following 2020/2021 revised budget for the 3/4 Cent Sales Tax Fund:

**3/4 Cent Sales Tax Fund (1976)
Revised Budget
2020/2021 Fiscal Year**

REVENUES

Local Sales Tax	\$15,719,252
Interest	<u>45,000</u>
TOTAL REVENUES	15,764,252

EXPENDITURES

Purchased Services	1,539,924
Materials & Supplies	3,292,843
Debt Service & Miscellaneous	<u>15,500</u>
TOTAL EXPENDITURES	4,848,267

OTHER FINANCING SOURCES (USES)

Other Financing Uses	(12,523,127)
TOTAL OTHER FINANCING SOURCES (USES)	(12,523,127)

Net Change in Fund Balance	(1,607,142)
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FUND BALANCE

Beginning Fund Balance	4,190,974
Ending Fund Balance	
Restricted, Instructional Programs	2,287,037
Committed, Band Uniforms	<u>296,795</u>
TOTAL ENDING FUND BALANCE	<u>\$2,583,832</u>

Mrs. Breaux presented the 2020/2021 revised budgets for the Special Revenue Funds.

RECOMMENDATION NO. 3

The Committee recommends that the Board adopt the following 2020/2021 revised budgets for the Special Revenue Funds:

**Special Revenue Funds
Revised Budget
2020/2021 Fiscal Year**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
220	ESSA TITLE I	\$7,689,518	890,694	\$8,580,212
225	ESSA DIRECT STUDENT SERVICES	\$256,220	253,323	\$509,543
230	ESSA TITLE I- MIGRANT	\$304,506	68,613	\$373,119
280	US DEPARTMENT OF HEALTH AND HUMAN SERVICES Early Childhood Community Network Lead Agency Fed COVID-19 Community Child Care Recovery	\$32,318	19,547	\$51,865
	TOTAL	<u>0</u> \$32,318	<u>150,000</u> 169,547	<u>150,000</u> \$201,865
310	ESSA – TITLE III PART A Current Year Immigrant	\$68,020 <u>1,090</u>	60,362 <u>0</u>	\$128,382 <u>1,090</u>
	TOTAL	\$69,110	60,362	\$129,472
320	ESSA TITLE IV			

	A-SSAE	\$587,709	324,810	\$912,519
370	NCLB TITLE II PART A EISENHOWER Act	\$1,056,507	353,402	\$1,409,909
410	NCLB TITLE VII- INDIAN EDUCATION Current Year	\$425,038	1,373	\$426,411
	NYCP Current Year	562,696	41,537	604,233
	NYCP Prior Year	<u>0</u>	<u>117,570</u>	<u>117,570</u>
	TOTAL	\$987,734	160,480	\$1,148,214
490	LCTCS FEDERAL ADULT EDUCATION Basic Current Year	\$438,112	(712)	\$437,400
	Prior Year	0	156,802	156,802
	English Lang./Civics Current Year	30,335	8,326	38,661
	Prior Year	0	7,484	7,484
	Federal Leadership Award Prior Year	<u>0</u>	<u>9,384</u>	<u>9,384</u>
	TOTAL	\$468,447	181,284	\$649,731
560	ESSA TITLE IX PART A	\$89,272	39,844	\$129,116
590	CARL PERKINS FEDERAL VOCATIONAL ED Current Year	\$236,159	(1,706)	\$234,453
750	NCLB IDEA SPECIAL ED IDEA Part B JAG AIM High Redesign	\$4,417,994	260,426	\$4,678,420
		50,000	(14,000)	36,000
		<u>85,677</u>	<u>0</u>	<u>85,677</u>
	TOTAL	\$4,553,671	246,426	\$4,800,097
760	NCLB IDEA ---			

EXPENDITURES	380,253	(19,901)	360,352
EXCESS (DEFICIENCY) OF REVENUE	(602)	(624)	(1,226)
BEGINNING FUND BALANCE	10,000	1,226	11,226
ENDING FUND BALANCE	\$9,398	602	\$10,000

520	EARLY CHILDHOOD COMMUNITY NETWORK LEAD AGENCY - STATE FUNDS			
	Lead Agency	\$27,530	(9,465)	\$18,065
	LA Early Leaders Academy	<u>0</u>	<u>1,000</u>	<u>1,000</u>
	TOTAL	\$27,530	(8,465)	\$19,065

680	LCTCS STATE ADULT EDUCATION Basic – Current Year	\$248,179	(1,849)	\$246,330
	Testing & Reimbursement	<u>7,599</u>	<u>0</u>	<u>7,599</u>
	TOTAL	\$255,778	(1,849)	\$253,929

<u>FUND NUMBER</u>	<u>LOCAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
460	MISCELLANEOUS GRANTS REVENUE			
	Chevron – Basic Grant	\$0	50,000	\$50,000
	Project Lead the Way-Chevron/John Deere	<u>30,000</u>	<u>(9,000)</u>	<u>21,000</u>
	TOTAL	\$30,000	41,000	\$71,000

EXPENDITURES
Chevron-Basic

Grant	\$0	80,449	\$80,449
Project Lead the Way-Chevron/John Deere	<u>30,000</u>	<u>73,144</u>	<u>103,144</u>
TOTAL	\$30,000	153,593	\$183,593
EXCESS (DEFICIENCY) OF REVENUE	0	(112,593)	(112,593)
BEGINNING FUND BALANCE	0	112,593	112,593
ENDING FUND BALANCE	\$0	0	\$0

Mrs. Breaux presented the 2020/2021 original budget for the Building Fund.

RECOMMENDATION NO. 4

The Committee recommends that the Board adopt the following 2020/2021 original budget for the Building Fund:

Building Fund Original Budget 2020/2021 Fiscal Year

REVENUES

Interest and Investment Income	\$ 200,000.00
Judgement-Settlement on BP Oil Spill	754,889.20
Building Rental	<u>90,000.00</u>
TOTAL REVENUES	<u>1,044,889.20</u>

APPROPRIATIONS:

Cash Management Fees on Investments	15,000.00
Financial Audit Fees	150.00
Attorneys Fees-Sale of old GCM Property	2,900.00
Appraisal Fees-Sale of old GCM Property	150.00
Real Estate Commission-Sale of old GCM Property	3,450.00

PA System–All Schools (ALLOTMENT)	4,871.00
Exterior Door Replacement (ALLOTMENT)	22,897.78
School Security Maintenance Fees	5,000.00
School Security Supplies/Installation	<u>90,000.00</u>
TOTAL APPROPRIATIONS	<u>144,418.78</u>

OTHER FINANCING SOURCES (USES)	
Sale of Portion of old GCM Property	115,000.00
Transfer to Capital Projects-Mulberry Elementary Addition	<u>(3,980,794.66)</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>(3,865,794.66)</u>

Net Change in Fund Balance (2,965,324.24)

Fund Balance	
Beginning	<u>17,602,142.93</u>
Ending	
Assigned for Future Projects	<u>14,636,818.69</u>
TOTAL ENDING FUND BALANCE	<u>\$14,636,818.69</u>

Mrs. Breaux presented the 2020/2021 original budget for the Capital Projects Fund.

RECOMMENDATION NO. 5

The Committee recommends that the Board adopt the following 2020/2021 original budget for the Capital Projects Fund:

Capital Projects Fund – Series 2016 and Series 2019 Bonds
Original Budget
2020/2021 Fiscal Year

REVENUES	
Interest	<u>\$65,000.00</u>
Total Revenues & Other Sources of Funds	65,000.00

EXPENDITURES	
Cash Management Fee	7,500.00

Construction-Mulberry Elementary Addition	14,403,951.36
Total Expenditures	14,411,451.36

OTHER SOURCES OF FUNDS

Transfer From Building Fund	3,980,794.66
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Excess of (Expenditures) (10,365,656.70)

Fund Balance:

Beginning	10,365,656.70
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Ending Restricted for Capital Projects	<u>\$0.00</u>
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Mrs. Breaux presented the 2020/2021 original budget for the Workers' Compensation Fund.

RECOMMENDATION NO. 6

The Committee recommends that the Board adopt the following 2020/2021 original budget for the Workers' Compensation Fund:

**Workers' Compensation Fund
Original Budget
2020/2021 Fiscal Year**

Revenues

Interest	\$28,000
Claims Recovery	200,000
Rate Charges to Other Funds	<u>1,050,000</u>
Total Revenues	1,278,000

Expenditures

Workers' Compensation Claims	650,000
Excess Loss Policies	81,000
Claims Administration and Loss Control	22,000
Second Injury Fund	30,000
Annual Assessment Fees	7,500
Financial Audit Fees	<u>200</u>
Total Expenditures	790,700

Net Change in Fund Balance	487,300
Fund Balance	
Beginning	<u>2,359,802</u>
Ending	<u><u>\$2,847,102</u></u>

Mrs. Breaux presented the 2020/2021 original budget for the Loss Fund.

RECOMMENDATION NO. 7

The Committee recommends that the Board adopt the following 2020/2021 original budget for the Loss Fund:

**Loss Fund
Original Budget
2020/2021 Fiscal Year**

Revenues

Interest Income	\$25,000
Contributions and Donations	11,500
Third Party Recovery	<u>9,000</u>
Total Revenues	45,500

Expenditures

Insurance Premiums	1,618,049
Casualty Claims	300,000
Casualty Claims - Auto Liability	260,000
Casualty Claims – E & O	25,000
Claims Administration	25,000
COVID-19 Extra Work	7,500
COVID-19 Health Supplies	45,000
COVID-19 Consultant Fees	20,000
COVID-19 Sanitizing Service	445
COVID-19 Custodial Supplies	1,149,955
COVID-19 Building Repair Materials	1,500
COVID-19 Security Supplies	380
COVID-19 Technology Supplies	60,000
COVID-19 Other Material & Supplies	<u>199,400</u>
Total Expenditures	3,712,229

Other Financing Sources (Uses)

Transfer from General Fund	2,500,000
Net Change in Fund Balance	(1,166,729)

Fund Balance

Beginning	<u>1,550,354</u>
Ending	<u>\$ 383,625</u>

Mrs. Breaux presented the 2020/2021 original budget for the Group Insurance Claims Fund.

RECOMMENDATION NO. 8

The Committee recommends that the Board adopt the following 2020/2021 original budget for the Group Insurance Claims Fund:

**Group Insurance Claims Fund
Original Budget
2020/2021 Fiscal Year**

REVENUES

Interest Income & Earnings on Investments	\$ 90,000
Medicare Part D Subsidy	280,000
Claim Recoveries - All Types	600,000
Rebates	1,100,000
Insurance Premium Billings	<u>41,508,737</u>
TOTAL REVENUES	43,578,737

EXPENDITURES

Medical Claims Administration/Gilsbar	942,400
Broker Fee/Gilsbar	45,000
Stop Loss Reinsurance Premium HCC/Gilsbar	523,631
Large Case Management/Gilsbar	149,800
Pharmacy Integration/Gilsbar	14,980
Disease Management Program/Gilsbar	156,540
Medicare Advantage Premium/United Healthcare	888,654

Scriptcare Administrative Fee	40,000
Advantage Care	18,500
Prescription Care Management Fee	60,000
Patient Centered Outcomes	15,000
Actuary Fees	8,000
Financial Audit Fees	13,500
Cash Management Fees	2,500
Life Insurance Premiums	2,000,000
Dental Insurance Premium	1,450,000
Group Insurance Claims	<u>40,400,000</u>
TOTAL EXPENDITURES	46,728,505

Other Financing Sources (Uses)

Other Financing Source	3,000,000
Net Change in Fund Balance	(149,768)

Fund Balance

Beginning	<u>3,612,910</u>
Ending	<u>\$3,463,142</u>

Mrs. Breaux presented the 2020/2021 original budget for the Special Revenue Funds.

RECOMMENDATION NO. 9

The Committee recommends that the Board adopt the following 2020/2021 original budget for the Special Revenue Funds:

**Special Revenue Fund
Original Budget
2020/2021 Fiscal Year**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
430	ESSER CARES ACT ESSERF-FORMULA	0	5,964,709	\$5,964,709

ESSERF-INCENTIVE	0	470,500	470,500
GEERF	<u>0</u>	<u>2,030,772</u>	<u>2,030,772</u>
TOTAL	\$0	8,465,981	\$8,465,981

210	ESSA TITLE I Striving Readers Comprehensive Literacy Program Birth Age 5	\$0	114,000	\$114,000
	K-2	0	88,364	88,364
	3-5	<u>0</u>	<u>174,658</u>	<u>174,658</u>
	TOTAL	\$0	377,022	\$377,022

Mrs. Breaux addressed the Committee regarding a resolution authorizing the Chief Financial Officer and/or the Superintendent to represent the Terrebonne Parish School Board in Louisiana Department of Treasury Unclaimed Property Claims.

RECOMMENDATION NO. 10

The Committee recommends that the Board adopt the following resolution authorizing the Chief Financial Officer and/or the Superintendent to represent the Terrebonne Parish School Board in Louisiana Department of Treasury Unclaimed Property Claims:

**TERREBONNE PARISH SCHOOL BOARD
UNCLAIMED PROPERTY RESOLUTION**

RESOLUTION NO. _____

BE IT RESOLVED, That the Terrebonne Parish School Board authorizes Rebecca Breaux, Chief Financial Officer, and/or Philip Martin, Superintendent, to represent the Terrebonne Parish School Board in any and all Louisiana Department of Treasury Unclaimed Property Claims.

BE IT FURTHER RESOLVED, That Rebecca Breaux, Chief Financial Officer, and/or Philip Martin, Superintendent, be authorized to sign all necessary documents pertaining to Unclaimed Property Claims on behalf of the Terrebonne Parish School Board.

Mrs. Alli Dugas, Purchasing Agent, addressed the Committee regarding the renewal of the Catalog Contract for Material and Supplies for Teaching.

RECOMMENDATION NO. 11

The Committee recommends that the Board renew the Catalog Contract for Material and Supplies for Teaching with School Specialty, Inc., W6316 Design Drive, Greensville, WI 54942, for a period of one year, beginning February 1, 2021, and ending January 31, 2022, under the same terms and conditions.

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 2020 are approximately 0.0075% higher than September 2019.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 6:44 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Michael LaGarde, Vice Chairman

Stacy Solet

RB/bp

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

December 1, 2020

Dear Members of the Board:

The **Executive Committee** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee, the Education, Technology, and Policy Committee, and Finance, Insurance, and Section 16 Lands Committee meetings on Tuesday, November 17, 2020, 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. Dane Voisin, Dr. MayBelle Trahan, Mr. Matthew Ford, Mr. Clyde Hamner, Superintendent Philip Martin, and Mrs. Rebecca Breaux.

Board president Benoit called 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 6:46 P.M.

Respectfully submitted,

Debi Benoit, President

Stacy Solet, Vice President

Michael LaGarde

RB/bp