

## PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

November 15, 2011

The Terrebonne Parish School Board met today at 7:00 P.M. in regular session at its regular meeting place, the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, with Mr. L. P. Bordelon, III, President, presiding, and the following members present: Mr. Roosevelt Thomas, Vice-President; Mr. Gregory Harding, Mr. Richard Jackson, Ms. Debi Benoit, Ms. Brenda Leroux Babin, Mr. Roger Dale DeHart, Mr. Donald Duplantis, and Mr. Hayes J. Badeaux.

ABSENT: None

Mr. Jackson led the Board and audience in the opening prayer and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Mr. Gene Bonvillain, Terrebonne Parish Assessor and brother of Mr. Clark J. Bonvillain, former Terrebonne Parish School Board Member, who recently passed away.

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

Mr. Kevin Belanger, CEO of South Central Planning and Development Commission, addressed the Board regarding "Matter Pertaining to Reapportionment and Redistricting Process."

Following a general discussion, Ms. Benoit moved, seconded by Mr. Badeaux, that the Board initiate an agreement this date to allow Mr. Kevin Belanger, CEO of South Central Planning and Development Commission, to begin the reapportionment and redistricting process of the Terrebonne Parish School Board.

Substitute motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board authorized the engagement of Mr. Kevin Belanger, CEO of South Central Planning and Development Commission, to begin the reapportionment and redistricting process of the Terrebonne Parish School Board, effective January 1, 2012.

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

Dear Members of the Board:

**The EDUCATION and POLICY COMMITTEE** met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M., on Monday, November 7, 2011, with the following members present: Mr. Richard Jackson, Chairman, Ms. Brenda Leroux Babin, Vice-Chairman, and Mr. Donald Duplantis. Also in attendance were Mr. L. P. Bordelon, III, Superintendent Philip Martin, and members of the staff.

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

Superintendent Martin summarized various charts and rankings of the Terrebonne Parish School System, relative to the 2010-2011 District Performance Scores (attachment).

Mrs. Carol Davis, Assistant Superintendent, presented information on the Striving Readers Comprehensive Literacy Grant (attachment). She said Louisiana is one of six states to receive this federal grant and Terrebonne Parish School District is applying for the funds. She gave a brief summary of the requirements of the competitive grant and explained, if awarded, the funds would allow Terrebonne Parish to maintain and expand upon the literacy initiatives that are presently being worked on and implemented.

Dr. Arthur Joffrion, Supervisor of Federal Programs, discussed the various duties and responsibilities of the NCLB Title I Federal Programs and personnel (attachment). He introduced several members of his staff that were in attendance.

Mrs. Stacy Solet, Supervisor of Elementary Education (K-8)/State Assessment and Testing, presented revisions to policy FILE: G-12 Testing Program. She said the policy was revised last school year to address a disaster plan for End of Course (EOC) testing; however, this change will address a contingency plan for all State mandated tests.

### **RECOMMENDATION NO. 1**

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

**FILE: G-12**

### **TESTING PROGRAM**

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

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

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

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

of an employee who in good faith reports testing administration improprieties or irregularities.

### CELLULAR TELEPHONES

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

### TESTING SECURITY

1. It shall be a violation of test security for any person to do any of the following:
  - a. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education and the School Board which would give examinees an unfair advantage or disadvantage;
  - b. Give examinees access to test questions prior to testing;
  - c. Examine any test item at any time (except for students during the test or test administrators while providing the accommodations Tests Read Aloud or Communication Assistance, Transferred Answers, or Answers Recorded for students determined to be eligible for those accommodations);
  - d. At any time, copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test booklet, answer document, or supplementary secure materials;
  - e. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;
  - f. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form -- written, printed, verbal or nonverbal;
  - g. Administer published parallel, previously administered, or current forms of any state-wide assessment as a practice test or study guide;
  - h. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, supplementary secure materials, as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;
  - i. Conduct testing in environments that differ from the usual classroom environment without prior written permission from the *Louisiana Department of Education, Division of Assessments and Accountability*;
  - j. Fail to report any testing irregularities to the District Test Coordinator (a *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data), who must report

such incidents to the *Louisiana Department of Education, Division of Assessments and Accountability*;

- k. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.
2. A *Statement of Assurance* regarding the Board's test security policy shall be submitted annually to the *Louisiana Department of Education, Division of Assessments and Accountability*. This statement shall include the name of the individual designated by the Superintendent to procure test materials.

~~A *Statement of Assurance* regarding the School Board's *End of Course (EOC)* disaster plan shall also be submitted annually to the *Louisiana Department of Education, Division of Assessment and Accountability*. The disaster plan shall provide the necessary steps to be followed in the event of a major disaster that results in the disabling of computers during EOC testing.~~ **In the event of an emergency (i.e. fire alarms, bomb threats, loss of electricity) during the administration of State mandated assessments including End of Course (EOC) testing, a contingency plan will be implemented, based on the nature of the emergency.**

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

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

- a. All test materials except district and school test coordinator manuals and test administration manuals, test booklets, answer documents, and supplementary secure materials shall be kept in a designated, locked secure storage area prior to, during, and after administration of any test; all secure materials, including any parallel forms of a test, shall be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended;
- b. Test administrators are to be given access to the tests and any supplementary secure materials only on the day the test is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in a designated locked, secure storage area each day of testing.
- c. All test booklets, answer documents, and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.
- d. Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials, or the quantity received from contractors shall be reported to the *Division of Assessments and Accountability* (LDE) by the school district's Test Coordinator prior to the administration of the test.

- e. In the event the test booklets, answer documents, or supplementary secure materials are determined to be missing while in the possession of the school district or in the event of any other testing irregularities or breaches of security, the District Test Coordinator shall immediately notify by telephone the *Division of Assessments and Accountability (LDE)* and follow the detailed procedures for investigating and reporting specified in *BESE's Test Security Policy*.
- 4. *Only personnel trained in test security and administration* shall be allowed to have access to or administer any state-wide assessments.
- 5. The Superintendent shall designate annually one individual in the district as District Test Coordinator, and, if necessary, one individual as Backup District Test Coordinator, who shall be authorized to procure test materials which are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The name of the individuals so designated shall be provided, in writing, to the *Division of Assessments and Accountability, Louisiana Department of Education*, and included on the *Statement of Assurance*.

If during the academic year the person appointed as District Test Coordinator changes, the Superintendent shall notify the LDE, *Division of Assessments and Accountability* in writing within fifteen (15) days of the change of appointment.

- 6. Testing shall be conducted in class-sized groups. Permission for testing in environments that differ from the usual classroom setting must be obtained, in writing, from the *Louisiana Department of Education, Division of Assessments and Accountability* at least thirty (30) days **prior** to testing. If testing outside the usual classroom setting is approved by the *Division of Assessments and Accountability*, the School Board shall provide at least one (1) proctor for every thirty (30) students.
- 7. The State Superintendent of Education may disallow test results which may have been achieved in any manner which is in violation of test security.
- 8. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met.
- 9. Individuals shall adhere to all procedures specified in all operational manuals that govern the mandated testing programs, as well as any access to electronically shared student test data.
- 10. Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through BESE or the Louisiana Department of Education shall have breached test security. Any individual who knowingly causes or allows the presentation of forged, counterfeit or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores but will be allowed to retake the test at the next test administration.
- 11. The District Test Coordinator shall initiate the investigation of all reports of testing irregularities, including anonymous complaints, access to

electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test, in accordance with procedures outlined by the Louisiana Department of Education in Bulletin 118, *Statewide Assessment Standards and Practices*, and/or the School Board. The District Test Coordinator may elicit the assistance of school district administrative personnel as well as other persons deemed appropriate to assist in any investigation. Once the investigation has been completed, a report of the results of the investigation shall be submitted to the *Division of Assessments and Accountability, Louisiana Department of Education*, and the Superintendent of the school district.

### Investigation Process

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

- a. In instances where any testing irregularities may have occurred, an initial written report of the alleged irregularity shall be prepared by the site administrator where the instance occurred. Said documentation shall then be forwarded to the building principal, school test coordinator, the District Test Coordinator, and the Superintendent.
- b. The District Test Coordinator shall review the allegation of test security violation and conduct an investigation of any such allegations, documenting all investigative activities. The formal investigation will include, but not be limited to:
  - i. The location of the designated, locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified;
  - ii. Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time shall be interviewed;
  - iii. Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing;
  - iv. Compilation of any documents to support or to refute allegations made. All individuals who had access to the test materials at any time must be interviewed.

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

- c. If the investigation conducted provides evidence to indicate that a breach of test security did indeed occur, individuals involved in such security breach shall be identified, and depending upon the nature of the violation, appropriate corrective and/or punitive action may be pursued.

- (1) Students found to have purposefully violated test security

shall have test results voided and will be referred to the site administrator for appropriate disciplinary action in accordance with provisions of the Terrebonne Parish School Board *Policy Manual*.

- (2) Any teachers or other school personnel found to have purposefully violated test security shall be charged with violation of state and/or parish policy and disciplinary action shall be pursued in accordance with the provisions of state statutes, with direction from the Terrebonne Parish School Board.
  - d. After completion of the investigation, the School Board shall provide a report of the investigation *and* a written plan of action to the State Superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or a witness to the occurrence.
12. All persons involved in the administration of tests or that have access to test materials or student test data shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance, access to electronic data and confidentiality requirements. A record of such activities shall be maintained by the Board. Such activities shall be coordinated and supervised by the District Test Coordinator. School testing coordinators shall in turn in-service all school level personnel having access to testing materials on security, administration, and confidentiality of individual or aggregated student test data. Access to *secure test materials* by school personnel shall mean physically handling the materials, but does not include reading, reviewing, or analyzing test items, either before or after testing, which are prohibited.
  13. All test administrators and proctors shall be required to sign the *Oath of Security* and return it to the School Test Coordinator to keep on file for three (3) years. The School Test Coordinator and principal shall be required to sign an *Oath of Security* and return it to the District Test Coordinator to be kept on file at the School Board office for three (3) years.
  14. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be maintained by the Board. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, principal, or assistant principal of each school. Additionally, a list of all individuals who have access to student level test data shall be maintained.
  15. The School Board shall ensure that individual student test data in electronic and paper format are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users of the LEAPweb Reporting System, the LEAPdata Query System, and the Enhanced Assessment of Grade Level Expectations (EAGLE) System shall be responsible for ensuring the security of all passwords, any disks or CD's with downloaded individual student test data, and student-level data open on a computer screen. Any student information from these systems shall not be disclosed to anyone other than a state, district, or school official, or parent/guardian as defined

by the Family Educational Rights and Privacy Act of 1974 (FERPA). All users who are granted a password to these systems shall abide by FERPA provisions.

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

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

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

Revised: November 2008  
 Revised: February 2011  
**Revised: November 2011**

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

There being no further business to come before the **Education and Policy Committee**, the meeting adjourned at 5:40 P.M.

Respectfully submitted,

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Richard Jackson, Chairman

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Brenda Leroux Babin, Vice-Chairman

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Donald Duplantis

DC

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

Ms. Stacy Solet, Supervisor of Elementary Education (K-8)/Assessment and Testing, addressed the Board regarding the foregoing motion.

At this time, Mr. Duplantis announced that the following individuals have recently completed their Doctorate Degree:



Dr. Debra Yarbrough  
 Dr. Arthur Joffrion, Jr.  
 Dr. Wilbert Boudreaux  
 Dr. Pamela Lemoine

The Education and Policy Committee report was concluded, and President Bordelon reassumed the Chair and presided for the remainder of the proceedings.

Motion of Mr. Duplantis, seconded by Ms. Babin, unanimously carried, the Board approved a request to allow Superintendent Philip Martin and Mrs. Carol Davis, Assistant Superintendent, Instruction and Student Support Services, to attend a day-long meeting, "Measuring and Improving Teacher Effectiveness through Teacher Observation," in Washington, D. C., January 6, 2012 (Friday), in accordance with Policy (FILE: F-11.2), expenses to be borne by Bill and Melinda Gates Foundation and Aspen Institute.

Motion of Mr. Duplantis, seconded by Ms. Benoit, unanimously carried, the Board approved the personnel appointment of Kelly Burlette, Master Teacher at Evergreen Junior High School, as recommended by Superintendent Philip Martin, effective November 16, 2011.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board ratified, as presented, the following list of professional instructional and non-instructional/support personnel actions (appointments, retirement, terminations, and resignations):

#### **Contract Renewal – Professional Administrative Personnel**

Tonya Allen, Curriculum Specialist, Central Office - November 3, 2011 - November 2, 2013

#### **New Employees – Professional Instructional Personnel**

Jamie Basco, 1<sup>st</sup> Grade Teacher, Practitioner, East Houma Elementary – Christy Doyle, Resigned, 11/01/11

#### **New Employees – Non-Instructional Personnel**

Annie Hutchinson, Food Service Technician, Boudreaux Canal Elementary - Jeannie Neil, Transferred, 10/24/11

Wendy Johnson, Food Service Technician, Grand Caillou Elementary - Patricia Green, Transferred, 10/24/11

Angel Thibodeaux, Food Service Technician, South Terrebonne High - Felecia Naquin, Transferred, 10/24/11

Shirlene Pellegrin, Food Service Technician, Southdown Elementary - Christine Kenny, Transferred, 10/24/11

Patricia Zagorski, Bus Driver, Transportation Department - Gerrold Williams, Resigned, 10/24/11

#### **Resignations or Terminations – Professional Instructional Personnel**

Christy Doyle, 1<sup>st</sup> Grade Teacher, East Houma Elementary – Resigned, 10/14/11

Andrew Halford, 6<sup>th</sup> Grade Teacher, Montegut Middle – Resigned, 11/04/11

Stephanie Luke, 7<sup>th</sup> Grade Teacher, Houma Junior High – Resigned, 10/28/11

**Resignations or Terminations – Non-Instructional Personnel**

Roxanne Billiot, Food Service Technician, East Houma Elementary – Resigned, 11/04/11

Joanne Chisley, Food Service Technician, Lisa Park Elementary – Resigned, 11/08/11

Jerne Flores, Custodian III-A, Elysian Fields Middle – Terminated, 10/27/11

Mary Luke, Pre-Kindergarten Paraprofessional, Grand Caillou Elementary – Resigned, 11/04/11

Gina Martin, Custodian II, Lacache Middle – Resigned, 10/18/11

Norma Savoy, Bus Driver, Transportation – Resigned, 10/21/11

Cheri Theriot, Bus Driver, Transportation – Terminated, 10/12/11

At this time, the Board recognized the following retiree:

**Professional Instructional Personnel**

Sharon Peltier, Teacher, Upper Little Caillou Elementary - Service Retirement, 41.73 Years, 10/28/11

Motion of Ms. Benoit, seconded by Mr. Badeaux, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Alyce Eschete, Teacher at Bourg Elementary School, beginning December 12, 2011, through January 12, 2012 (care for newborn).

Motion of Mr. Thomas, seconded by Mr. Jackson, unanimously carried, the Board approved a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Rosalie Adams, Teacher at Village East Elementary School, beginning November 16, 2011, through November 15, 2012 (medical).

Ms. Debra Yarbrough, Supervisor of Personnel, addressed the Board regarding the foregoing motion.

Motion of Mr. Jackson, seconded by Ms. Babin, unanimously carried, the Board approved a sabbatical leave of absence in accordance with Policy (FILE: F-11.1) for Brenda Chaisson, Teacher at Upper Little Caillou Elementary School, for the Spring semester of the 2011-2012 school session (medical).

Motion of Mr. Jackson, seconded by Mr. Badeaux, unanimously carried, the Board approved a sabbatical leave of absence in accordance with Policy (FILE: F-11.10) for Betty LeJeune, Teacher at Dularge Middle School, for the Spring semester of the 2011-2012 school session (medical).

Motion of Mr. DeHart, seconded by Ms. Babin, unanimously carried, the Board voted to go into executive session, at this time **(8:00 P.M.)**, relative to a parent appeal for readmission of Student #103739.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board reconvened in regular session with all members present **(8:35 P.M.)**.

Motion of Mr. Duplantis, seconded by Mr. Harding, with the exception of Mr. Thomas, Ms. Benoit, and Ms. Babin who objected, the Board allowed Student #103739 to return to the base school at the beginning of the second semester in January 2012, contingent upon signing a contract.

Motion of Mr. DeHart, seconded by Ms. Benoit, unanimously carried, the Board voted to adjourn its meeting **(8:40 P.M.)**.

/s/ Philip Martin, Secretary

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

RLB