

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

**School Board Meeting – October 2, 2018**

**Order of Business**

**6:00 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes of School Board Meeting of September 18, 2018

**RECOMMENDATION:** That the Board approve the minutes of School Board Meeting of September 18, 2018, as recorded.

6. Announcements

**10/5-8** Fall Break

**10/8**

5:00 Buildings, Food Service, & Transportation Committee

**10/11**

5:00 ERC

6:00 Parent Representative Committee

**10/15**

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

**10/16**

5:30 Executive Committee

6:00 Regular School Board Meeting

**10/22**

5:00 Education, Technology, & Policy Committee

7. Board Committee Meeting Reports

A. Education, Technology, and Policy Committee (See Attached Committee Report of September 24, 2018, Meeting)

B. Executive Committee (See Attached Committee Report of September 18, 2018, Meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) Matter Pertaining to SRO Resolution

**RECOMMENDATION:** That the Board approve the following resolution as it relates to efforts to provide School Resource Officers (SROs) in all schools throughout Terrebonne Parish:

**RESOLUTION NO. \_\_\_\_\_**

**Whereas** the safety and security of our students, faculty, and staff are of the highest importance; and

**Whereas** in a crisis situation, a trained School Resource Officer (SRO) has proven to be the most effective resource in providing the ultimate in protection for our students, faculty, and staff; and

**Whereas** the Terrebonne Parish School Board recognizes that in addition to the protection provided, the presence of a School Resource Officer also serves a valuable purpose in schools by

serving as mentors, role-models, informal counselors, safety plan coordinators, helping establish a culture and sense of security, fostering positive relationships with youth, assisting in developing strategies to resolve problems affecting youth, and by assisting in these areas, contribute to an enhanced learning environment; now, therefore, be it

**Resolved** that the Terrebonne Parish School Board hereby strongly endorses and supports the efforts of Sheriff Jerry Larpenter in providing School Resource Officers in all schools, and fully supports the passage of the proposed ½¢ (half cent) sales tax to be on the November 6, 2018, ballot; and be it further

**Resolved** that copies of this resolution be forwarded to all Terrebonne Parish Public Schools and office buildings.

(2) Resolution in Observance of School Bus Safety Week, October 22-26, 2018

**RECOMMENDATION:** That the Board approve the following resolution recognizing October 22-26, 2018, as School Bus Safety Week:

### **RESOLUTION**

**Whereas** Louisiana parish and city systems provide free transportation for students each school day;

**Whereas** the citizens of this state recognize the efforts and dedication of the administrators, teachers, school bus drivers, and other employees who make the school systems operational on a daily basis;

**Whereas** all officials of public and non-public schools strive for the efficient and safe transportation of all students; and

**Whereas** the State of Louisiana, the Department of Education, and the Office of School and Community Support recognize the

commendable efforts displayed by all involved in the school transportation program; now, therefore, be it

**Resolved**, that the Terrebonne Parish School Board does hereby proclaim the week of October 22-26, 2018, as "School Bus Safety Week;" and be it further

**Resolved**, that copies of this resolution be forwarded to all Terrebonne Parish public schools and office buildings.

(3) Resolution in Observance of the Month of October 2018 as National Anti-Bullying Month

**RECOMMENDATION:** That the Board approve the following resolution in observance of the month of October 2018 as National Anti-Bullying Month:

### **RESOLUTION**

**Whereas** school bullying has become an increasingly significant problem in the United States;

**Whereas** almost twenty percent (20%) of the youth in the United States are estimated to be involved in bullying each year, either as a bully or as a victim;

**Whereas** an estimated one hundred sixty thousand students in kindergarten through twelfth grade miss school every day to a fear of being bullied;

**Whereas** bullying can take many forms, including verbal, physical, and most recently in cyberspace, and can happen in many places on and off school grounds;

**Whereas** it is important for Terrebonne Parish School District administrators to be aware of bullying, and to encourage discussion of the problem as a school system; and

**Whereas** the Terrebonne Parish School District is united in its desire to educate and encourage positive behaviors and to eliminate bullying behaviors; now, therefore, be it

**Resolved**, that the Terrebonne Parish School District hereby proclaims its unified commitment to the education and prevention of bullying within our communities and schools, exploring solutions to the problem, including cyber-bullying, and offering support in raising awareness and recognizing the month of October 2018 as National Anti-Bullying Month in Terrebonne Parish Public Schools; and be it further

**Resolved**, that copies of this resolution be forwarded to all Terrebonne Parish public schools and office buildings.

(4) Personnel Section

(a) Leave of Absence

1) Family and Medical Leaves

**RECOMMENDATION:** That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Cynthia Davis, Principal at the School for Exceptional Children, beginning September 10, 2018, through December 12, 2018 (medical).

**RECOMMENDATION:** That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Tricia Mabile, Teacher at Terrebonne High School, beginning October 10, 2018, through October 27, 2018 (family).

9. Adjournment

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Philip Martin, Superintendent  
Terrebonne Parish School Board  
P. O. Box 5097

Houma, Louisiana 70361  
985-876-7400

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

RLB

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

October 2, 2018

Dear Members of the Board:

**The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met on Monday, September 24, 2018, at 5:00 P.M. in the Board Room of the School Board Office with the following members present: Ms. Vicki Bonvillain, chairwoman, and Mr. Richard Jackson, vice chairman. Dr. Brenda Leroux Babin was absent. Also in attendance were Mr. Roger Dale DeHart, Board president, Mr. L. P. Bordelon, III, Superintendent Philip Martin, and members of the staff.

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

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

**RECOMMENDATION NO. 1**

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

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

**EMERGENCY/CRISIS MANAGEMENT**

**CRISIS MANAGEMENT AND RESPONSE**

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. School

personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a *Crisis Management and Response Plan*. A *Crisis Management and Response Plan* means a plan to address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-related activities; to respond effectively to such incidents; and to ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning. Such plans shall also address the management of any other emergency situation.

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

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



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

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis Management and Response Plan*. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent.

~~Each principal shall notify all teachers and other school employees regarding any revisions made to the plan.~~

**The Superintendent shall make an annual report to the School Board on the status of the plan of each school under the School Board's jurisdiction. (moved from above)**

#### OTHER EMERGENCY DRILLS

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

~~Practice emergency drills, such as fire and disaster drills, shall be conducted monthly in each school, with two (2) practice emergency drills conducted the first two (2) weeks of school. Each school of the school district shall hold one (1) bus emergency evacuation drill during the first six (6) weeks of each school semester.~~

Every separate administration building shall conduct at least two (2) emergency **practice** drills **as well** each fiscal year.

Revised: October 2013

**Revised: September 2018**

Ref: La. Rev. Stat. Ann. §§17:416.16, 40:1578.6; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana School

Transportation Specifications and Procedures, Bulletin 119, Louisiana Department of Education; Life Safety Code, National Fire Protection Association; Board minutes, 10-15-13, **10-2-18**.

Ms. Vauclin presented new policy File: E-1.1c School and Student Safety as it relates to recent legislative changes (attached *Policy Alert*).

## **RECOMMENDATION NO. 2**

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

### **NEW POLICY**

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

### **SCHOOL AND STUDENT SAFETY**

**The Terrebonne Parish School Board is committed to providing a safe environment for the students and employees of its schools. The School Board shall take immediate action to address any potential threats of violence or terrorism to students and employees as required by the Louisiana School and Student Safety Act (La. Rev. Stat. Ann. §§17:409-17:409.5).**

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

## DEFINITIONS

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

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

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

## MANDATORY REPORTING

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

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

No person shall have a cause of action against any person for any

action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended to cause harm to, harass, or otherwise deceive law enforcement or school officials.

### Reporting Procedures

The Superintendent shall be authorized to develop and maintain administrative procedures for reporting potential threats to school safety. The reporting procedures, at a minimum, shall include:

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

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

### THREAT ASSESSMENT

When any potential threat of violence or terrorism has been reported to a school administrator, an investigation shall be made according to administrative procedures which shall include, at a minimum:

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

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

### MANDATORY EVALUATION

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

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

New policy: September 2018

Ref: La. Rev. Stat. Ann. §§17:236, 17:409, 17:409.1, 17:409.2, 17:409.3,

**17:409.4, 17:409.5; Board minutes, 10-2-18.**

Dr. Brenda Leroux Babin entered the meeting, at this time.

Mr. Bubba Orgeron, Assistant Superintendent, presented information on the Top Growth Schools and Progress Index Scores. He stated that Terrebonne Parish School District is tied for 2<sup>nd</sup> place in ELA & Math for percent top growth as listed by the Louisiana Department of Education's "Outstanding School Systems, Acadian Region." The six (6) Terrebonne Parish Schools that were recognized as "Outstanding Schools" are: Upper Little Caillou Elementary, Terrebonne High, Dularge Elementary, Southdown Elementary, Pointe-aux-Chenes Elementary, and Caldwell Middle.

Mr. Orgeron presented information regarding six (6) Terrebonne Parish School District teachers who received grants from Explore Learning Reflex, Donors Choose, AIAA Foundation/Boeing FIRST LEGO League, and John Deere.

Mr. Orgeron introduced Ashton Martin, Instructor for Operation Spark. Ms. Martin stated that Operation Spark has three (3) levels for introducing computer coding to students. Students, Mikayla Billiot, H. L. Bourgeois High School, and Kobie Verrett, South Terrebonne High School, presented their programs from Level One.

Mrs. Peggy Marcel, Supervisor of Federal Programs, presented information on the Louisiana Department of Education CIR (Comprehensive Intervention Required) Schools and the Terrebonne Parish School District Plan.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 5:39 P.M.

Respectfully submitted,

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Vicki Bonvillain, Chairwoman

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Richard Jackson, Vice Chairman

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Brenda Leroux Babin, Ph.D.

ABO/jb

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

October 2, 2018

Dear Members of the Board:

**The EXECUTIVE COMMITTEE** met at 5:30 P.M. on Tuesday, September 18, 2018, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, president, Ms. Vicki Bonvillain, vice president, and Mr. L. P. Bordelon, III. Also in attendance were Mr. Donald Duplantis, Superintendent Philip Martin, and Mrs. Rebecca Breaux.

The meeting began with an invocation and Pledge of Allegiance to the Flag.

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

**The Executive Committee** addressed member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 5:34 P.M.

Respectfully submitted,

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Roger Dale DeHart, President

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Vicki Bonvillain, Vice President

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L. P. Bordelon, III

BB/bp