

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

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

**Order of Business**

**6:00 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes of School Board Meeting of August 7, 2018

**RECOMMENDATION:** That the Board approve the minutes of School Board Meeting of August 7, 2018, as recorded.

6. Announcements

**9/10**

5:00 Buildings, Food Service, & Transportation Committee

**9/17**

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

**9/18**

5:30 Executive Committee

6:00 Regular School Board Meeting

**9/20**

5:00 ERC

**9/24**

5:00 Education, Technology, & Policy Committee

7. Board Committee Meeting Reports
  - A. Finance, Insurance, and Section 16 Lands Committee (See Attached Committee Report of August 20, 2018, Meeting)
  - B. Education, Technology, and Policy Committee (See Attached Committee Report of August 27, 2018, Meeting)
  - C. Executive Committee (See Attached Committee Report of August 21, 2018, Meeting)
  
8. Superintendent's Agenda
  - A. Agenda Items
    - (1) Personnel Section
      - (a) Leave of Absence
        - 1) Family and Medical Leave
  
- RECOMMENDATION:** That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Renee Pellegrin, pre-kindergarten paraprofessional at Grand Caillou Elementary School, beginning October 30, 2018, through December 21, 2018 (medical).
  
- (2) Parent Appeals for Student Readmission (Possible Executive Session)
    - (a) Readmission of Student #141247
    - (b) Readmission of Student #142100
  
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**

September 4, 2018

Dear Members of the Board:

**The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE** met at 5:00 P.M. on Monday, August 20, 2018, in the Board Room of the School Board Office with the following members present: Mr. Donald Duplantis, chairman, Mr. Roosevelt Thomas, vice chairman, and Mrs. Debi Benoit. Also in attendance were Mr. Roger Dale DeHart, Board president, Ms. Vicki Bonvillain, vice president, Mr. L. P. Bordelon, III, Mr. Richard Jackson, Superintendent Philip Martin, and members of the staff.

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

Mrs. Katherine Gilbert-Theriot, Director of Business Retention and Expansion, Terrebonne Economic Development Authority (TEDA), addressed the Committee regarding an Industrial Ad Valorem Tax Exemption for Cortec, LLC.

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board adopt the attached (Option 2) resolution granting the request by Cortec, LLC for an Industrial Ad Valorem Tax Exemption for 5 years at 100%, subject to renewal for 3 years at 80%, pending Board attorney review and approval, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Gilbert-Theriot addressed the Committee regarding an Industrial Ad Valorem Tax Exemption for Premier Machine Works, LLC.

**RECOMMENDATION NO. 2**

**The Committee recommends** that the Board adopt the attached (Option 2) resolution granting the request by Premier Machine Works, LLC for an Industrial Ad Valorem Tax Exemption for 5 years at 100%, subject to renewal for 3 years at 80%, pending Board attorney review and approval, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Superintendent Martin addressed the Committee regarding consideration of the Budget Adoption Resolution, providing for adoption of the following Original Operating Budgets for Fiscal Year 2018/2019:

- a. General Operating Fund
- b. One Cent Sales Tax Fund
- c. ½ Cent Sales Tax Fund
- d. ¾ Cent Sales Tax Fund
- e. Child Nutrition Program Fund
- f. Special Revenue Funds

**RECOMMENDATION NO. 3**

**The Committee recommends** that the Board adopt the following Budget Adoption Resolution which provides for adopting the General Operating Fund, One Cent Sales Tax Fund, ½ Cent Sales Tax Fund, ¾ Cent Sales Tax Fund, Child Nutrition Program Fund, and various Special Revenue Funds for the 2018/2019 Fiscal Year:

**TERREBONNE PARISH SCHOOL BOARD  
BUDGET ADOPTION RESOLUTION**

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

Resolution adopting operating budgets for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

**BE IT RESOLVED** by the Terrebonne Parish School Board that:

1. The Operating Budgets for the General Operating, One

Cent Sales Tax, ½ Cent Sales Tax, ¾ Cent Sales Tax, Child Nutrition Program and various Special Revenue Funds for the 2018-2019 fiscal year be adopted and hereby declared to serve as appropriations of the amounts therein set forth until amendments thereto be adopted;

2. The amounts expended during the fiscal year shall not exceed the appropriations set forth in such budgets and all subsequent amendments thereto;
3. The Board reserves solely and exclusively unto itself the right, power and authority to:
  - a. Adopt budgets and make, approve, change, or reject appropriations for any and all funds, fund types, programs, grants, awards, or projects, irrespective of the source of funding;
  - b. Make such amendments to any budgets as the economic circumstances prevailing or arising during the fiscal year may demand; and
  - c. Make appropriations and expenditures for any contingency or emergency of any nature that may arise during the course of the fiscal year;
4. This resolution shall continue in effect until superseded by the budget adoption resolution of the ensuing fiscal year;
5. If, at the end of any fiscal year, the appropriations necessary for the support of expenditures of the ensuing fiscal year have not been made, then fifty percent of the amounts appropriated in the appropriation resolution for the last completed fiscal year shall be deemed appropriated for the objects and purposed specified in the resolution for the preceding fiscal year, as provided by R.S. 39:1311;
6. Budget amendment authority of the Board and certain

operating officers, delineated by fund or fund type, is as follows:

## **I. GENERAL PROVISIONS**

- A. All original operating budgets for the fiscal year for all funds, programs, grants, or projects shall be presented to the Finance Committee. The Finance Committee shall submit such budgets to the Board accompanied by the Committee's recommendation for adoption or rejection.
- B. Authorization of any expenditure or award of any contract by the Board shall constitute authority to disburse funds and effect such budget amendments as may be required.
- C. Approval of employment, positions, or compensation adjustments by the Board shall constitute authority to disburse funds and effect such budget amendments as may be required.

## **II. PROVISIONS APPLICABLE TO INDIVIDUAL FUNDS AND FUND TYPES**

### **A. GENERAL OPERATING FUND**

- 1. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess authority to reallocate funds among expenditure accounts within function/service areas, as defined by the General Operating Fund's Internal Chart of Accounts. General Fund budget amendments made upon internal authority shall be provided to the Board through the Finance Committee.
- 2. The Finance Committee and Board shall consider for approval all proposed increases or decreases in funds appropriated for any function/service area. Such proposals shall be directed to the Finance Committee for submission to the Board. The aforementioned officials shall direct requests requiring Board approval to the Finance

Committee, with their recommendation thereon, for submission to the Board.

3. Other Financing Uses – Operating Transfers. Authority to effect necessary budget revisions or transactions for operating transfers to local, state, or federal special funds which are dependent upon the amount of current year revenues, expenditures actually incurred, or operating deficits will be held by the Superintendent and Chief Financial Officer.

**B. ONE CENT SALES TAX FUND OF 1996**

1. The nature and kind of expenses and expenditures assigned to and accounted for in the Fund shall be governed by School Board Resolution Number 1587 dated February 6, 1996, Resolution Number 1588 dated May 7, 1996, and Ordinance Number 1590 (levying the tax) dated May 7, 1996.
2. Section 1 – GENERAL PROVISIONS paragraphs A, B, and C above shall apply to the operations of the Fund.
3. Subsequent to adoption of the Original Operating Budget, the Superintendent, and Chief Financial Officer shall jointly possess authority to reallocate appropriations, expenses, and expenditures among the accounts within the dedicated allocations of the tax as defined by the governing resolutions and the Fund's Internal Chart of Accounts.
4. All budget revisions shall be provided to the School Board through the Finance Committee.

**C. ½ CENT SALES TAX FUND OF 2014**

1. The nature and kind of expenses and expenditures assigned and accounted for in the Fund shall be governed by School Board Resolution Number 1867 and



Ordinance Number 1868 levying the tax.

2. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess authority to reallocate appropriations, expenses, and expenditures among the accounts within the dedicated allocations of the tax as defined by the governing resolutions and the Fund's Internal Chart of Accounts.

**D. ¾ CENT SALES TAX FUND OF 1975**

1. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess authority for reallocation of funds as defined below.
  - a. Expenditures monitored by organizational unit (school).
    - 1) Said officials shall be authorized to reallocate appropriation balances of school sales tax allotments for various instructional areas (School Board Allotments), any special allotments, and any other expenditures controlled by individual school budgets, within the individual school appropriation accounts as necessary to prevent expenditures in excess of individual school budgets or account appropriation balances.
    - 2) Increase in allotments to any or all organizations (schools) and new allotments will be considered by the Finance Committee and submitted to the Board for approval or rejection.
  - b. Other Expenditures

- 1) The aforementioned officials shall have the authority to reallocate, within function/service areas, those expenditures not monitored by individual organizational (school) budgets.
- 2) Proposed increase in funds allocated to any function/service area where expenditures are not controlled by organizational (school) budgets shall be considered by the Finance Committee and submitted to the Board for approval or rejection.

c. Other Financing Uses

- 1) Operating Transfers. Authority to effect necessary budget revisions or transactions for operating transfers to other funds which are dependent upon the amount of current year revenues, expenditures actually incurred, or operating deficits will be jointly held by the Superintendent and Chief Financial Officer.
- 2) All budget revisions shall be provided to the School Board through the Finance Committee.

**E. CHILD NUTRITION PROGRAM FUND**

1. Subsequent to adoption of the Original Operating Budget, the Superintendent, Chief Financial Officer, and Supervisor of Child Nutrition Programs shall possess the authority to reallocate funds within the Food Service function/service area.
2. Increases in Child Nutrition Program Fund expenditures proposed subsequent to adoption of the Original Budget, with the exception of those expenses which are directly influenced by meal preparation volume, will be presented to the Finance Committee for submission to the Board.

3. Prior to presentation of proposed budget revisions, expenditures, or capital outlay requests to the Board or Finance Committee, any necessary approvals by regulatory agencies will be secured by the Supervisor of Child Nutrition Programs.

**F. SPECIAL REVENUE FUNDS - LOCAL, STATE, AND FEDERAL**

1. All original program or fund budgets for the Local, State, and Federal Special Revenue Funds will be presented to the Finance Committee for submission to the Board. With reference to State and Federal Special Funds, the original program budget referred to in E-1 is defined as the final written award approved by the regulatory authority indicating the actual monetary grant to the school system.
2. During the course of the fiscal year, any new programs, proposals, or changes in existing programs, with the exception of transfers to fund operating deficits, which increase or reduce the total operating budget for the program or fund will be presented to the Finance Committee.
  - a. The Finance Committee will submit such new or amended Budgets to the Board along with its recommendation for approval or rejection.
  - b. Any necessary approvals by State or Federal regulatory authorities will be obtained by the Program Manager prior to presentation to the Finance Committee.
3. The Program Manager, Superintendent and Chief Financial Officer shall jointly possess authority to effect transfers of funds to offset operating deficits incurred in the Local, State, and Federal Special Funds.

4. Prior to formal approval of the budget for a program, project, grant, or fund by the School Board, any expenditure of funds for any purpose shall be approved in written form by the Program Manager, Superintendent and Chief Financial Officer.
5. Subsequent to adoption of the Original Budget, the Program Manager, pursuant to obtaining any required approvals from State or Federal regulatory authorities, shall, with the concurrence of the Finance Department, have the authority to reallocate appropriations within State or Federal Special Funds.

#### **G. CAPITAL PROJECTS FUNDS**

1. Board approval of projects, contracts, change orders, or expenditures will constitute authority for budget amendments and expenditure of funds.
2. The Superintendent, with notice to the Board, will have authority to authorize expenditures and budget revisions or projects costing \$5,000 or less during a fiscal year, with a maximum of \$20,000 so authorized during a fiscal year, exclusive of expenditures authorized but not expended during prior year.
3. All other proposed expenditures of the Capital Projects Funds shall be submitted to the Board accompanied by the recommendation of the appropriate committee.

#### **H. DEBT SERVICES FUNDS**

All expenditures related to debt service, with the exception of payment of loan or bond principle, interest, paying agent's fees, bank service charges, and tax collection expenses, not authorized in the Original Operating Budget, shall be submitted to the Board through the Finance Committee.

## I. INTERNAL SERVICE FUNDS

1. All expenditures of the internal service funds not authorized in the Original Operating Budget shall be submitted to the Board through the Finance Committee's recommendation for approval or rejection.
2. The Superintendent, Chief Financial Officer, and Program Manager shall have joint authority to reallocate expenses/expenditures within each Internal Service Fund.

Mrs. Rebecca Breaux, Chief Financial Officer, 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 June 2018 are approximately 6.2% higher than June 2017, and sales tax collections for fiscal year 2017/2018 are approximately 3.6% higher than fiscal year 2016/2017.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, motion of Mrs. Benoit, seconded by Mr. Thomas, the meeting adjourned at 5:15 P.M.

Respectfully submitted,

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Donald Duplantis, Chairman

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Roosevelt Thomas, Vice Chairman

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Debi Benoit

RB/bp

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

September 4, 2018

Dear Members of the Board:

**The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met on Monday, August 27, 2018, at 5:00 P.M. in the Board Room of the School Board Office with the following members present: Ms. Vicki Bonvillain, chairwoman, Mr. Richard Jackson, vice chairman, and Dr. Brenda Leroux Babin. 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.

Dr. Debra Yarbrough, Supervisor of Personnel, presented recent legislative changes to policy File: F-11.4a Family and Medical Leave (attached *Policy Alert*).

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve, as presented, revised policy File: F-11.4a Family and Medical Leave:

**FILE: F-11.4a**

**FAMILY AND MEDICAL LEAVE**

~~The Board shall permit qualified employees to take up to twelve (12) workweeks of unpaid leave in a twelve (12) month period for family and medical reasons. Employees qualifying for family and temporary medical leave shall have been employed by the Board for the previous twelve (12) months prior to the date of the leave to be taken. For the purposes~~

~~of this policy, the 12 month period shall be the same as the fiscal year, July 1 to June 30. Such unpaid leave may only be taken for the following reasons:~~

- ~~1. For the birth of the employee's child and subsequent care;~~
- ~~2. For the placement of a child with the employee for adoption or foster care;~~
- ~~3. In order to care for the spouse, child or parent of the employee who has a serious health condition; or~~
- ~~4. When the serious health condition of the employee renders the employee unable to perform the function of the position of such employee.~~

~~Leave may be taken for birth or placement of a child only within twelve (12) months of the birth or placement.~~

~~Generally, the time taken for family and medical leave shall be on a continuous basis. However, the employee shall be permitted to take leave on an intermittent or reduced basis to care for a seriously ill family member or the employee's own illness when medically necessary. An employee may take intermittent leave for the birth or adoption of a child only with Board approval.~~

~~If a teacher's period of absence on intermittent leave amounts to more than 20% of classroom time, the teacher may be required to take continuous leave throughout the treatment period or be placed temporarily in an equivalent position, for which the teacher is qualified and which has equivalent status, pay and benefits, and which would not be so disruptive to the classroom.~~

~~The Board may make the following special arrangements for teachers taking leave near the completion of a semester:~~

- ~~1. If the teacher begins leave more than five (5) weeks prior to the end of the semester, the Board may require said teacher to continue leave until the end of the semester if the leave is of~~

~~at least three (3) weeks duration and the return to work would occur during the 3-week period before the end of the semester.~~

- ~~2. If the teacher begins leave for the birth of the teacher's child and subsequent care; for the placement of a child with the teacher for adoption or foster care; or in order to care for the spouse, child or parent of the teacher who has a serious health condition, within the last five (5) weeks of the semester, the School Board may require the employee to continue taking leave until the end of the semester if the leave is to be longer than two (2) weeks and the return to work would occur during the last two (2) weeks of the semester.~~
- ~~3. If the teacher begins leave for the same reasons as outlined in #2 above, within the last three (3) weeks of the semester and the leave is greater than five (5) working days, the School Board may require the teacher to take leave until the end of the semester.~~

~~In any case in which the necessity of leave is for the birth of the employee's child and subsequent care; or for the placement of a child with the employee for adoption or foster care, and said necessity of leave is foreseeable based on the expected birth or placement, the employee is required to provide the School Board with at least thirty (30) days notice, before the date the leave is to begin. If the date of birth or placement requires the leave to begin in less than thirty (30) days, notice shall be given as soon as possible.~~

~~In any case in which the necessity of leave is in order to care for the spouse, child or parent of the employee who has a serious health condition; or when the serious health condition of the employee renders the employee unable to work, and the need to take such leave is foreseeable based on planned medical treatment, the employee is required to make a reasonable effort to schedule the treatment so as not to disrupt school operations.~~

~~The School Board may require an employee to provide medical certification to support the request for family and medical leave. Such~~



~~certification shall be provided in a timely manner.~~

~~The employee shall be permitted to substitute any accumulated sick leave and/or annual leave for any family and medical leave time requested. The School Board may require an employee to first use any accumulated sick, personal and/or annual leave time for any part of the twelve (12) week period. If paid leave is used by an employee, the School Board shall provide only enough unpaid family and medical leave time to total the allowed 12-week period.~~

~~Any employee taking family and medical leave shall have the right to return to his/her previous position or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. An employee returning to service at the end of his/her leave period for personal medical reasons shall be required to present to the School Board a letter from his/her doctor certifying that the employee is able to return to work.~~

**The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for specified family and medical reasons.**

### **ELIGIBILITY**

**Only eligible employees are entitled to take FMLA leave. To be eligible for FMLA benefits, an employee shall have been employed by the School Board for at least twelve (12) months and have worked at least 1250 hours during the 12-month period immediately preceding the date of the leave to be taken.**

### **LEAVE ENTITLEMENT**

**Eligible employees may take up to twelve (12) workweeks of unpaid leave in a 12-month period for one or more of the following reasons:**

- 1. For the birth of the employee's son or daughter or for the placement with the employee of a son or daughter for adoption or foster care, and to care for the newborn or newly placed child;**

- A. Leave shall be taken within the twelve (12) months immediately following the birth or placement;
  - B. In cases where both a husband and wife are employed by the School Board and both are eligible for FMLA leave, the husband and wife shall be limited to a combined total of twelve (12) weeks of FMLA leave for the birth or placement and subsequent care;
- 2. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - 3. Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job; and
  - 4. Because of any "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty).

#### MILITARY CAREGIVER LEAVE

Eligible employees who are the spouse, child, parent, or next of kin of a covered service member are also entitled to up to fourteen (14) workweeks of additional unpaid leave during a single 12-month period (for a total of twenty-six (26) weeks if combined with other FMLA leave) to care for a covered service member who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is on the temporary disability retired list, for a qualifying serious injury or illness. In cases where both a husband and wife are employed by the Terrebonne Parish School Board and both are eligible for FMLA leave, the husband and wife shall be limited to a combined total of twenty-six (26) weeks of FMLA military caregiver leave.

#### IDENTIFYING THE 12-MONTH PERIOD

The 12-month period within which the employee may take his/her FMLA leave begins and is measured forward from the first date the employee

takes FMLA leave. The next 12-month period would not begin until the next time FMLA leave is taken after completion of the prior 12-month period.

### INTERMITTENT LEAVE OR REDUCED LEAVE SCHEDULE

Generally, the time taken for FMLA leave shall be on a continuous basis. Under some circumstances, however, employees may take FMLA leave on an intermittent or reduced basis. In such instances, the 12-month period begins on the first day leave is taken.

Employees may be permitted to take FMLA leave on an intermittent or reduced basis to care for a covered family member with a *serious health condition* or for the employee's own *serious health condition* when medically necessary. An employee may take intermittent leave for the birth or placement of a child only with School Board approval.

In any case in which an instructional employee requests intermittent FMLA leave that is foreseeable based on planned medical treatment and the employee would be on leave for more than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the employee may be required to take leave for periods not to exceed the particular duration of the planned medical treatment or to temporarily transfer to an alternative position for which the employee is qualified and which would be less disruptive to the classroom.

### ADVANCE NOTICE

Employees shall comply with the School Board's policies and pertinent administrative procedures for all leave requests and provide enough information for the School Board to reasonably determine whether the FMLA may apply to the leave request. In any case in which the need for leave is foreseeable, the employee shall provide the School Board with at least thirty (30) days' notice before the date the leave is to begin. When the need for leave is foreseeable less than thirty (30) days in advance or is unforeseeable, employees shall provide notice as soon as possible.

When the need for leave is for the birth or placement of the employee's child and/or subsequent care and said need for leave is foreseeable

based on the expected birth or placement, the employee shall provide the School Board with at least thirty (30) days' notice before the date the leave is to begin. If the date of birth or placement requires the leave to begin in less than thirty (30) days, then notice shall be provided as soon as possible.

In any case in which FMLA leave is requested for planned medical treatment, the employee shall consult with the School Board and make a reasonable effort to schedule treatment so as not to unduly disrupt school operations.

### SUBSTITUTION OF PAID LEAVE

The employee shall be permitted to substitute any accumulated sick leave and/or annual leave for any family and medical leave time requested. The School Board may require an employee to first use any accumulated sick, personal and/or annual leave time for any part of the twelve (12) week period. If paid leave is used by an employee, the School Board shall provide only enough unpaid family and medical leave time to total the allowed 12-week period.

### CERTIFICATION

The School Board may require an employee to submit medical certification from a health care provider to support requests for FMLA leave to care for a covered family member with a *serious health condition* or for the employee's own *serious health condition*. The employee is responsible for providing a complete and sufficient medical certification within fifteen (15) calendar days of the School Board's request for same. Information on the certification shall include, but not be limited to, the following:

1. Contact and practice/specialization information of the health care provider;
2. The approximate date on which the *serious health condition* commenced and its probable duration;
3. A statement or description of appropriate medical facts regarding

the patient's health condition sufficient to support the need for FMLA leave;

4. For purposes of leave for the employee's own serious health condition, information sufficient to establish that the employee cannot perform the essential functions of the employee's job as well as the nature of any other work restrictions, and the likely duration of such inability;
5. For purposes of leave to care for a covered family member's serious health condition, information sufficient to establish that the family member is in need of care, that the employee is needed to care for the family member, and an estimate of the frequency and duration of the leave required to care for the family member;
6. For purposes of leave on an intermittent or reduced schedule basis for planned medical treatment of the employee's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and duration of such treatments and any periods of recovery;
7. For purposes of leave on an intermittent or reduced schedule basis for the employee's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the frequency and duration of the episodes of incapacity; and
8. For purposes of leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such leave is medically necessary to care for the family member, and an estimate of the frequency and duration of the required leave.

Consistent with School Board policies, employees on FMLA leave due to a serious health condition may be expected to keep their supervisors notified of their progress and anticipated date of return. Employees shall be required to submit a recertification from their physician on the required

form once every thirty (30) days, except under certain circumstances set forth in the FMLA.

The School Board may also require that an employee's request for "qualifying exigency" leave or that leave requested to care for a covered service member be supported by appropriate certification.

### FITNESS FOR DUTY AND RETURN TO WORK

An employee returning from FMLA leave due to a *serious health condition* shall be required to provide to the School Board certification from his/her health care provider that he/she is able to resume work and perform the essential functions of his/her job.

An employee returning from FMLA leave shall have the right to be restored to his/her previous position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, except that the School Board may not be obligated to restore certain "highly compensated" or "key" employees to their former positions under the conditions set out in the FMLA.

### DEFINITIONS

*Serious health condition* means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or

- a period of incapacity that is permanent or long term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three (3) consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

**Revised: August 2018**

Ref: 29 USCA 2601 et seq. (The Family and Medical Leave Act of 1993); 29 CFR 825 et seq. (The Family and Medical Leave Act of 1993–Federal Regulations); **Board Minutes, 9-4-18.**

Mrs. Mary Aucoin, Supervisor of Special Education, presented recent legislative changes relative to the deletion of policy File: G-3.9 Supplemental Educational Services (attached *Policy Alert*).

**RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve the deletion of policy File: G-3.9 Supplemental Educational Services:

**~~FILE: G-3.9~~**  
**~~Cf: H-2.4a~~**

**~~SUPPLEMENTAL EDUCATIONAL SERVICES~~**

~~The Terrebonne Parish School Board may offer parents of eligible children in schools identified in school improvement, opportunities for higher academic achievement through supplemental educational services (SES).~~

~~Supplemental educational services (SES) are additional academic instruction in reading, language arts/English, and/or mathematics that are designed to increase the academic achievement of students in~~

~~schools in need of improvement. These services may include academic assistance such as tutoring, remediation and other educational interventions that are consistent with the content and instruction used by the Terrebonne Parish School Board, and which are aligned with the State of Louisiana's academic content standards. In keeping with provisions of the No Child Left Behind Act of 2001 (NCLB), all supplemental educational services shall be provided outside of the regular school day, before or after school, on weekends, or in the summer, and shall be of high quality, research-based, and specifically designed to increase student academic achievement.~~

~~School Boards with schools rated as Academically Unacceptable may offer supplemental educational services as part of their school improvement efforts. If utilized, the School Board shall notify parents about SES, and explain the process and the scope of services. If SES is to be utilized in a school rated F, the SES provider shall be selected by the School Board from a state approved list of providers published by the Louisiana Department of Education.~~

~~Supplemental educational services shall be offered until the school in question is no longer identified for school improvement according to the requirements of NCLB.~~

~~New policy: October 2008~~

~~Revised: December 2015~~

~~Ref: 20 USC 6316 (No Child Left Behind Act of 2001, Section 1116); Board minutes, 10-21-08, 12-15-15.~~

Mr. Alton Johnson, Supervisor of Child Welfare and Attendance, presented new policy File: H-3.6h Behavioral Health Services for Students as it relates to recent legislative changes (attached *Policy Alert*).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve, as presented, new policy File: H-3.6h Behavioral Health Services for Students:



BEHAVIORAL HEALTH SERVICES FOR STUDENTS

The Terrebonne School Board recognizes the connection between a student's social, emotional, and mental well-being and the student's academic success. The School Board desires to assist students in developing the social and emotional skills needed for participation in the educational environment and society at large. In addition to any support services provided by the School Board, the School Board shall allow behavioral health providers to provide behavioral health services to a student at school during school hours if the student's parent or legal guardian provides a written request for such behavioral health provider and services to the Superintendent or Superintendent's designee, and all other requirements of La. Rev. Stat. Ann. §§17:173 and 17:3996(B)(45), this policy, and any administrative procedures are met.

A behavioral health provider who provides services according to this policy shall:

1. Maintain general liability insurance coverage in an amount not less than \$1,000,000.00 per occurrence and \$1,000,000.00 per aggregate, and provide a certificate of insurance naming the public school as the certificate holder.
2. Complete a criminal background check conducted by the Louisiana State Police and shall pay all related costs.

Behavioral health services shall be permitted during school hours if the student's parent or legal guardian presents a behavioral health evaluation performed by an evaluator chosen by the parent or legal guardian and the evaluation indicates that the services are necessary during school hours to assist the student with behavioral health impairments that the evaluator determines are interfering with the student's ability to thrive in the educational setting. A behavioral health evaluation presented by the parent or legal guardian of a student shall not be construed as an independent educational evaluation for purposes of determining if a student meets the criteria established for eligibility for special education

and related services.

In addition, the parent or legal guardian of a student receiving services from a behavioral service provider shall be required to execute a consent to release information form between the provider and the School Board.

Behavioral health services may be provided during instructional time in English, reading, mathematics, and science if the School Board and the behavioral health provider mutually agree that it is in the best interest of the student.

The School Board shall not enter into a contract or an exclusive agreement with a behavioral health provider that prohibits the parent or legal guardian from choosing the behavioral health provider for the student. However, the provisions of this paragraph shall not impair any existing contract on the effective date of this policy, or the renewal thereof.

The cost of all behavioral health services provided to a student shall be the sole responsibility of the parent or legal guardian, individually or through an applicable health insurance policy, Medicaid, or other third-party payer, other than the School Board, that has made funds available for the payment for the services provided.

While on a school campus, a behavioral service provider shall comply with, and abide by, the terms of any Individualized Education Plan, Individualized Accommodation Plan, Section 504 Plan, Behavior Management Plan, or Individualized Health Plan applicable to a student who is a patient of the provider. The services furnished by a provider shall be incorporated into a written treatment plan applicable to a student.

The School Board shall establish reporting requirements for a behavioral health provider related to the student's progress and student and school safety concerns as related to the student's educational program.

The Superintendent shall approve administrative procedures to provide for student safety and effective implementation of this policy.

The School Board may establish sanctions, including termination of a

provider's authorization to provide services on any school campus, against a behavioral health provider for failure to comply with the provisions of this policy and associated procedures and/or any other School Board policy and procedures.

## DEFINITIONS

Behavioral health provider shall mean a provider who is licensed by the Louisiana Department of Health or a health profession licensing board and is in good standing to provide behavioral health services in Louisiana including but not limited to a psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, marriage and family therapist, professional counselor, clinical social worker, or a behavioral health provider organization licensed to provide behavioral health services in Louisiana.

Behavioral health services shall include but not be limited to individual psychotherapy, family psychotherapy, psychotropic medication management, community psychiatric support and treatment, and crisis intervention.

Evaluator shall mean a licensed psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, professional counselor, marriage and family therapist, or clinical social worker who is certified by the respective board of examiners in Louisiana to provide necessary evaluations and who is not an employee of the School Board or the Louisiana Department of Education.

Behavioral health evaluation shall include but not be limited to the following criteria:

- Diagnosis
- Type of intervention
- Length of intervention
- Identification of a student's goals
- Identification of impact of student behavior on a student's educational program.

The authority of a student's Individualized Education Program Team or

**Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state law shall not be superseded by any provisions of this policy.**

**New policy: August 2018**

**Ref: 20 USC Section 1232 (g-i) (Family Educational Rights and Privacy Act); La. Rev. Stat. Ann. §§17:7, 17:73; Board Minutes, 9-4-18.**

Ms. Kim Vauclin, Supervisor of Child Welfare and Attendance, presented revisions in the 2018-2019 Code of Student Conduct.

Dr. Yarbrough presented the 2018-2019 Professional Personnel Accountability Handbook and stated there are no revisions this year.

Mrs. Peggy Marcel, Supervisor of Federal Programs, presented information on the 2018-2019 Unified Application.

Mrs. Marcel introduced Mr. John Solet, Camp Director, who presented information on the Native Youth Community Project's (NYCP) 2018 Summer Camp. Thirty-five (35) students enjoyed five (5) days of educational, STEM-related, and cultural activities.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 5:20 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**

September 4, 2018

Dear Members of the Board:

**The Executive Committee** met at 5:30 P.M. on Tuesday, August 21, 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, Mr. Richard Jackson, 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 5:37 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