

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

MARCH 6, 2018

The Terrebonne Parish School Board met today at 6:00 P.M. in regular session at its regular meeting place, the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, with Mr. Roger Dale DeHart, president, presiding, and the following members present: Ms. Vicki Bonvillain, vice president; Mr. Roosevelt Thomas, Mr. Gregory Harding, Mr. Richard Jackson, Mrs. Debi Benoit, Mr. L. P. Bordelon, III, and Mr. Donald Duplantis.

ABSENT: Dr. Brenda Leroux Babin

Ms. Bonvillain led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Ermaline Benoit, Mrs. Debi Benoit's mother-in-law; D. R. J. Saucier, retired principal; Marjorie B. Roundtree, retired school teacher; Roy J. Tabor, retired custodian, and Russell J. Fanguy, retired school bus driver, who recently passed away.

Motion of Ms. Bonvillain, seconded by Mr. Thomas, unanimously carried, the Board approved the minutes of School Board Meeting of January 23, 2018, as recorded.

Several announcements were made by President DeHart relative to upcoming meetings.

Dr. Babin entered the meeting at this time and was present for the remainder of the proceedings.

The following report of the Education, Technology, and Policy Committee meeting was presented to the Board with Ms. Bonvillain, chairwoman, presiding:

Dear Members of the Board:

The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE met on Monday, February 26, 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. Donald Duplantis, 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.

Mrs. Becky Breaux, Chief Financial Officer, presented new legislative Policy File: D-3.1a Industrial Tax Exemptions (attached *Policy Alert*).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, new Policy File: D-3.1a Industrial Tax Exemptions:

FILE: D-3.1a
Cf: D-3.1

INDUSTRIAL TAX EXEMPTIONS

The Terrebonne Parish School Board derives revenue from ad valorem taxation that provides for educational needs of students served by the School Board. The School Board has authority to consider for approval applications submitted to it by corporations/businesses requesting exemption from all or part of any local ad valorem tax.

Before any exemption shall be considered by the School Board, the School Board shall establish minimum standards and criteria under which exemptions may be considered and/or granted, including, but not limited to, incentives for job creation or retention of existing jobs. In addition, the School Board reserves the right to examine each application and stipulate other more specific criteria when deemed desirable on a case-by-case basis.

Once an application has been received, evaluated, and minimum criteria established, the School Board may adopt a resolution stipulating the conditions under which the exemptions are approved. If adopted, the resolution shall be forwarded to the Governor and the Louisiana State Board of Commerce and Industry.

New policy: February 2018

Ref: Constitution of Louisiana, Art. VII, Sec. 21(F); Governor's Executive Order JBE-2016-73; Board minutes 3-6-18.

Dr. Babin entered at this time.

Mr. Loney Grabert, Terrebonne Parish Assessor, provided an insight to the new regulations, set by the state, as it pertains to Industrial Tax Exemptions.

Mrs. Monica Walther, Supervisor of Child Nutrition Program, presented recent legislative changes to Policy File: E-4 Child Nutrition Program Management (attached *Policy Alert*).

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, revised Policy File: E-4 Child Nutrition Program Management:

**FILE: E-4
Cf: E-1.6, H-3.6g**

CHILD NUTRITION PROGRAM MANAGEMENT

The Terrebonne Parish School Board believes the school district should have a sound child nutrition program and that the child nutrition program should be an integral part of the total educational program. The Board also believes that the highest possible sanitation standards should be maintained and that every effort should be made to make it possible for every child to participate in the child nutrition program without regard to race, color, disability, national origin, sex, or age.

GUIDELINES

The Board shall administer a *Food and Nutrition Program* in accordance with federal and state standards and requirements. The School Board, as the

recognized child nutrition program authority for the school district, shall annually approve the national school lunch program, school breakfast program, U.S.D.A school commodity programs, and any other related programs. The approved agreement shall meet all specifications mandated by the Louisiana Department of Education's *Division of Nutrition Support*.

Each school shall abide by state and federal guideline restrictions on the operation of concessions, canteens, snack bars, vending machines, or other food and beverage sales.

No supplies or foods, including leftovers, shall be removed from the child nutrition department by any employee of the school system unless he/she has been authorized to transfer the items to another school location. Disciplinary action may result for unauthorized food removal.

SPECIAL EVENTS

Special events should not interfere with the preparation and service of school lunch, breakfasts, or snacks. School functions involving the use of the cafeteria shall be arranged through the principal and approved by the child nutrition supervisor. Whenever the cafeteria is used by the school, one or more of the child nutrition employees shall be in charge to ensure control over child nutrition foods and to ensure proper use and care of equipment and facilities. A *Special Event* form must be completed and sent to the supervisor of child nutrition at least two (2) weeks in advance of the event. Events that occur at scheduled times during the school year can be handled by sending in one notice listing all of the dates.

PAYMENT FOR MEALS

Meals may be paid for daily, weekly, monthly, or annually. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced price students. Those students not eligible for free meals who have not paid for a scheduled meal may have that meal withheld.

In elementary schools, prior to withholding a meal, the school shall:

1. Provide actual notification to the child's parent or legal guardian as to the date and time after which meals may be denied, the reason for such denial, any action that may be taken by the parent or legal guardian to prevent further denial of meals, and the consequences of the failure to take appropriate actions to prevent such denial, including that the school governing authority shall contact the office of community services within the Department of Social Services upon the *third* instance of such denial during a single school year.
2. Verify with appropriate school staff that the child does not have an *Individual Education Plan* that requires the child to receive meals provided by the school to ensure that neither the child's health nor learning ability will be negatively affected by denying the child meals during school hours.

If the school denies a scheduled meal to a child, the school shall provide a sandwich or a substantial and nutritious snack item to the child as a substitute for the meal denied.

Upon the third (3rd) instance during a single school year of the same elementary school child being denied a meal during school hours, the

School Board shall contact the office of community services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has resulted in repeated denials of meals during school hours.

The School Board shall document each instance that a child is denied a meal in an elementary school.

Charitable funds donated by school employees or other charitable funds may be used to pay for a child's meal in the event that he/she is subject to the denial of a meal during school hours.

No discrimination against any individual shall occur because of his/her inability to pay, nor shall the Board or any nutrition service provider publish or permit to be published the names of any individual unable to pay for the food.

Any public school employee who discloses the name of any individual unable to pay for such food, either orally or in written form, except as reasonably necessary in the conduct of his/her official duties, shall be subject to the penalties provided in state law. No employee shall disclose such information to any student for any reason.

FREE AND REDUCED PRICE MEAL APPLICATIONS

Eligibility for participation of students in the free and reduced meal program shall be determined by family meal application or direct certification of participation in migrant, runaway, or homeless education programs. A multi-child, family application to apply for school meal benefits shall be sent to the parents or guardians of each student within the first week of school. Parents shall be requested to complete an application listing all students enrolled in Terrebonne Parish public schools and return it to the determining official for review. The applicant should be made aware that deliberate misrepresentation on the application may subject him or her to prosecution under applicable state and federal criminal statutes. Such applications (approved and disapproved) and documentation of the action taken shall be maintained for three (3) years after the end of the fiscal year to which they pertain.

State guidelines allow for the limited disclosure of information about free and reduced price meal eligibility without consent of the parent. The information may be used *only* for the purpose authorized and may not be shared with any other parties for any reason. Aggregate information that does not identify individuals continues to be permitted without parental consent. Under the ~~No Child Left Behind Act (NCLB)~~ **National School Lunch Act (NSLA)**, the release of a child's eligibility status is permitted to persons directly connected with and who need to know a child's free and reduced price meal eligibility status in order to administer and enforce the Title I requirements under the NCLB **carry out an activity specifically authorized by the NSLA**. ~~The statute, however, does not allow the disclosure of any other information obtained from the free lunch application form or obtained through the direct certification information received from the food stamp office.~~

Revised: December 1997

Revised: August 1998

Revised: February 2006

Revised: September 2010

Revised: October 2013

Revised: June 2014

Revised: February 2018

Ref: ~~No Child Left Behind Act of 2001 (NCLB);~~ **42 USC 1751 et seq. (School Lunch Programs); 42 USC 1771 et seq. (Child Nutrition); 7 CFR 210 (National School Lunch Program); 7 CFR 220 (School Breakfast Program)**; La. Rev. Stat. Ann. §§17:82, 17:191, 17:192, 17:192.1, 17:195, 17:196, 17:197.1, 17:198, 17:199, 39:2101, 40:4; *Louisiana Sanitary Code*, La. Dept. of Health and Hospitals; Board minutes, 12-16-97, 8-18-98, 2-21-06, 09-21-10, 10-15-13, 6-14 (reference only), **3-6-18**.

Mr. Alton Johnson, Supervisor of Child Welfare and Attendance, presented recent legislative changes to Policy File: G-9.4a Parental Rights/Student Rights of Privacy (attached *Policy Alert*).

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, revised Policy File: G-9.4a Parental Rights/Student Rights of Privacy:

FILE: G-9.4a
Cf: G-2.4g, G-9.4
Cf: H-2.3c, H-12

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

The Terrebonne Parish School Board recognizes the rights of parental access to certain information regarding their children and the importance of notifying parents of children enrolled in the district's schools of these rights.

At least annually at the beginning of each school year, parents of each child enrolled in the public schools of Terrebonne Parish shall be notified of:

- Their right to view any instructional material used in the curriculum for the student **within a reasonable period of time after the request is received.**
- Their right to view any 3rd party surveys (including evaluations) before they are administered to their child, and to opt out of participation for surveys that delve into sensitive subjects identified by the *Protection of Children's Rights* of the ~~No Child Left Behind Act of 2001 (NCLB)~~ **Family Educational Rights and Privacy Act (FERPA).**
- The collection or use of any personal information for the purpose of marketing the information **or for selling that information, including arrangements, to protect student privacy that are provided by the School Board in the event of collection, disclosure, or use,** ~~(except for the development of educational products or services)~~ and their right to opt their child out of participation.
- The administration of any non-emergency, invasive physical examination or screening ~~otherwise not permitted or required by state law, including those without parental notification,~~ **that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students;** and their right to opt out of participation.

- Their rights under the ~~Family Educational Rights and Privacy Act of 1974 (FERPA)~~, including the right to refuse to allow the School Board to designate any or all of the types of information about their child as directory information thus prohibiting its release to the public **giving notice to the parent of the categories of information which the School Board has designated as directory information with respect to students, and allowing a reasonable period of time after such notice for the parent to inform the School Board that any or all of the information, so designated, should not be released without the parent's prior consent.**

In addition, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Terrebonne Parish School Board to notify parents:

- Annually, of their right to request from the School district **Board** information regarding the professional qualifications of the student's classroom teachers, including the following:
 - Whether their child's teacher has met state licensing criteria for the grade level and subject taught.
 - Whether their child's teacher is teaching under emergency or provisional status whereby state licensing criteria have been waived.
 - ~~— The undergraduate degree major of their child's teacher and any graduation certification or degree and field of discipline.~~
 - ~~— Qualifications of any paraprofessional providing services to their child~~
 - **Whether the child's teacher is teaching in the field of certification of the teacher.**
 - **Whether the child is provided services by a paraprofessional and, if so, their qualifications.**
- ~~Annually, of the availability of services for students in schools failing to make Adequate Yearly Progress (AYP)~~
- ~~Whenever their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by the NCLB~~
- The achievement level **and academic growth** of their child on each of the state academic assessments.
- ~~The identification of their child's school as needing improvement, corrective action, or restructuring~~
- ~~Contents of programs such as safe and drug-free schools funded by federal funds~~
- **Timely notice that a student has been assigned, or has been taught, for four (4) or more consecutive weeks, by a teacher who does not meet state certification requirements at the grade level and subject area in which the teacher has been assigned.**

~~The School Board shall also follow NCLB guidelines regarding rights of parents of homeless students and children identified as *Limited English Proficiency*.~~

Revised: February 2018

Ref: ~~20 USC 1221 et seq. (General Education Provisions Act); 20 USC 1232 (h); 20 USC 1232 (g-i) (Family Educational Rights and Privacy Act)~~ **20 USC 1232 (h) (Protection of Pupil Rights); 20 USC 6312(e) (Parents Right-to-Know); Board minutes, 3-6-18.**

Mr. Johnson presented recent legislative changes to Policy File: H-12 Student Privacy and Education Records (attached *Policy Alert*).

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, revised Policy File: H-12 Student Privacy and Education Records:

**FILE: H-12
Cf: G-9.4a**

STUDENT PRIVACY AND EDUCATION RECORDS

The Terrebonne Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the Family Educational Rights and Privacy Act (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

DEFINITIONS

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the Terrebonne Parish School Board or school or by a person acting for the School Board or school. **Excluded** from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher.
3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate,

ambiguous, no longer relevant data; the interest having the educational well-being of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).

5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual including, but not limited to, the following:
 - a. The student's name;
 - b. The name of the student's parent or other family members;
 - c. The address of the student or student's family member;
 - d. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records;
 - e. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information;
 - f. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.
7. *School official* shall be defined as a teacher, school principal, School Board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the Terrebonne Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the School Board would otherwise use employees, and is under the direct control of the School Board, with respect to the use and maintenance of education records. See 34 CFR §99.31(a)(1)(i)(B).

FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Terrebonne Parish School Board receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or

appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal [or appropriate school official] indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student, when notified of the right to a hearing.

3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

STUDENT IDENTIFICATION NUMBERS

To protect the privacy of its students, the Terrebonne Parish School Board will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. §17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to student PII may be authorized by the Superintendent without parent/eligible student consent to *school officials* with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The School Board is required to record disclosures of PII, except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents and eligible students have a right to inspect and review the record of disclosures.
2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the parents or the eligible student, as follows:
 - a. To other *school officials* whom the school has determined to have legitimate educational interests in accordance with the

annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified in the contract.

- b. Upon request, to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. In accordance with the *Individuals with Disabilities Education Act (IDEA)*, if a student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the Terrebonne Parish School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the School Board and the private school.
- c. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and State legal requirements that relate to those programs. Student information provided to School Board members, the Louisiana Department of Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
- d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914(K), such data shall be disclosed solely for purposes of processing a student's application to a Louisiana post-secondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid pursuant to such consent. **Failure to provide such consent may result in delays or prevent successful application for admission to a post-secondary educational institution and, state and federal student aid.** Consent provided under La. Rev. Stat. Ann. §17:3914(K) shall continue, unless withdrawn in writing. Notice of a parent's right to withdraw their previously provided consent will be provided annually.
- e. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized a State statute that concerns the juvenile justice system and the

system's ability to effectively serve, prior to adjudication, the student whose records were released.

- f. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students.
- g. To accrediting organizations to carry out their accrediting functions.
- h. To parents of an eligible student, if the student is a dependent for IRS tax purposes.
- i. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.
- j. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.
- k. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- l. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.
- m. Information provided in accordance with a contract between the School Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's Central Office.
- n. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.

DIRECTORY INFORMATION

Unless directed, in writing, otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the Terrebonne Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity including, but not limited to, a sport, organization or club;
2. Information to facilitate the operation and daily activities within district facilities including, but not limited to, the display and use of student information in and around student facilities;
3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
4. University transcript requests, scholarships, and admissions;
5. LHSAA, NCAA, and other related sports programs or sanctioning entities;
6. Online resources and educational tools;
7. School photography and yearbook providers;
8. Any other information considered "Directory Information," to the extent allowed in FERPA.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School Board that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. §7908) and 10 U.S.C. §503(c)]. In accordance with ~~the No Child Left Behind Act of 2001~~ **federal statutory provisions**, the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided in the student handbook.

ELECTRONIC DATA GOVERNANCE

Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of a public school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

The following persons may access a public school computer system on which student information for students at a particular school is stored:

1. A student who has reached the age of eighteen (18) or is judicially emancipated, or emancipated by marriage, and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. For a student who has reached the age of eighteen (18) or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen (18) and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen (18), or is emancipated, and the parent or legal guardian of a student who has not reached the

age of eighteen (18) and is not emancipated, may authorize, in writing, another person to access such information.

2. A teacher of record. Such access shall be limited to information about his/her current students.
3. The school principal and school registrar.
4. A school system employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.
5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
6. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public school system on which student information for students from throughout the system is stored:

1. The Superintendent of the school system.
2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
4. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(3).

Any person who is authorized to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Terrebonne Parish School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law to determine program eligibility). This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the Terrebonne Parish School Board's website.

CREATION OF PROCEDURES

The Terrebonne Parish School Board recognizes its responsibility for establishing procedures governing the privacy of student records, consistent with federal and state laws and regulations. The School Board directs the Superintendent, or designee, to develop and maintain procedures for ensuring and exercising rights provided under this policy. Copies of implementing procedures shall be available at the School Board's Central Office and in each school office. Any access or disclosure and release of personally identifiable student information by the School Board and its assigns must be in accordance with federal and state law and regulations and authorized by the Superintendent.

EXEMPTION

This policy shall not apply to the completion or correction of required submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

REQUIREMENT FOR WRITTEN CONSENT

Written parental/eligible student consent shall be obtained prior to the release of any PII, unless the release of such PII is expressly authorized, without written consent, by this policy or by law.

Revised: October 2001

Revised: February 2003

Revised: February 2010

Revised: September 2015

Revised: February 2018

Ref: 20 USC § 1232(g-i); 34 C.F.R. Part 99 (*Family Educational Rights and Privacy Act*); 20 USC §1400 et seq. (*Individuals with Disabilities Education Act*); 20 USC §7908 (*Armed Forces Recruiter Access to Student Information*); La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4, 44:4.1, 44:31, 44:32; La. Civil Code arts. 131, 134, 250; Louisiana Attorney General Opinion No. 15-0103; Board minutes, 8-15-03, 2-23-10, 10-20-15, **3-6-18**.

Mrs. Peggy Marcel, Supervisor of Federal Programs, presented a recent legislative change to Policy File: G-2.4h Limited English Proficiency (attached *Policy Alert*).

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, revised Policy File: G-2.4h English Learner Program:

FILE: G-2.4h
Cf: H-11.6

LIMITED ENGLISH PROFICIENCY LEARNER PROGRAM

The Terrebonne Parish School Board recognizes that the inability to speak and understand the English language limits the student's effective participation in the educational programs of the school district. Students whose primary languages are languages other than English shall be provided special assistance, in conformity with applicable Federal and State

statutes and regulations, until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

The School Board shall maintain a plan to serve English Learners (EL) to ensure that immediately upon enrollment, students have access to any specialized language instructional program. The plan shall also provide resources to support the specialized language instructional program and student's academic achievement. In the plan, the School Board shall outline how it will:

- **identify English Learners;**
- **design an effective program reflective of English Learners' needs;**
- **employ appropriate English-as-a-second-language or bilingual personnel (or both);**
- **align the instruction of English Learners to state and local content standards; and**
- **provide ongoing authentic assessments to ascertain student's growth in English proficiency and in the comprehension of academic content.**

Parents shall be notified of their children's eligibility for the Limited English **Learner** Proficiency Program no later than thirty (30) days after the start of school. Notification shall include their child's level of proficiency and how it was assessed, program components and expectations, parental rights, and any other information required by the ~~No Child Left Behind Act of 2001~~ **Federal statutes and regulations**. All written communications to parents shall be in a uniform format that is comprehensible to families and in a language the parents can understand.

New: July 2003

Revised: February 2018

Ref: ~~20 U.S.C. 6801 et seq., 20 U.S.C. 7401 et seq.~~ **20 USC 1703 (Denial of Equal Educational Opportunity Prohibited); 20 USC 6801 et seq. (Language Instruction for Limited English Proficient and Immigrant Students), 42 USC 2000d et seq. (Civil Rights-Federally Assisted Programs); Lau v. Nichols, 414 US 563 (1974); Board minutes, 7-15-03, 3-6-18.**

Mrs. Marcel presented recent legislative changes to Policy File: G-9.4 Parental Involvement in Education (attached *Policy Alert*).

RECOMMENDATION NO. 6

The Committee recommends that the Board approve, as presented, revised Policy File: G-9.4 Parent and Family Engagement:

**FILE: G-9.4
Cf: G-2.4f, G-9.4a**

PARENTAL INVOLVEMENT IN EDUCATION PARENT AND FAMILY ENGAGEMENT

The Terrebonne Parish School Board recognizes that ~~parental involvement~~ **parent and family engagement** must be a priority of the School Board for

children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the School Board throughout their children's elementary and secondary school careers. The term *parent* shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, step-parents, and others. The concept of ~~parental involvement~~ **parent and family engagement** shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in Terrebonne Parish, in **meaningful** collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the School Board, in accordance with applicable state and federal laws and regulations. As part of the ~~parental involvement~~ **parent and family engagement** program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents **and family members** in the joint development and amendment of the school district's plan, which includes components of the district's ~~parental involvement~~ **parent and family engagement** program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
 - ~~a) appointing to, and interacting with, each school's School Improvement Team, which is actively involved with assessing needs and addressing these needs in the school;~~
 - ~~b) conducting open public workshops on major issues;~~
 - ~~c) holding regular School Board meetings, with opportunities for the Board to receive public input and comments;~~
 - ~~d) requiring each school to conduct an annual open house meeting;~~
 - ~~e) encouraging school-based parental organizations, such as PTA, PTO, TEAM, etc.~~
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Terrebonne Parish in planning and implementing effective ~~parental involvement~~ **parent and family engagement** programs and strategies **activities to improve student academic achievement.**
3. Coordinate and integrate ~~parental involvement~~ **parent and family engagement** strategies with other relevant programs that promote ~~parental involvement~~.

4. Conduct, with the **meaningful** involvement of parents **and family members**, an annual evaluation of the content and effectiveness of components and strategies of the School Board's ~~parental involvement~~ **parent and family engagement** program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the School Board, including identifying barriers to greater participation by parents in educational and ~~parental involvement~~ **parent and family engagement** activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental **and family** involvement, and to revise, if necessary, the ~~parental involvement~~ **parent and family engagement** policies and procedures.
5. Distribute to parents **and families, in a language the parents can understand**, information about the Terrebonne Parish School Board's ~~parental involvement~~ **parent and family engagement** program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. ~~Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.~~
- ~~6. Submit with the No Child Left Behind (NCLB) Consolidated Application plan to the Louisiana Department of Education comments of parents of participating children who are not satisfied with components of the parental involvement program.~~
- ~~7. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.~~

SCHOOL LEVEL RESPONSIBILITIES

As part of the ~~parental involvement~~ **parent and family engagement** program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Terrebonne Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of **engagement** meetings **at convenient times** ~~services, and/or activities, on or off school campuses, at various times of the day~~ to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of ~~parental involvement~~ **parent**

and family engagement programs, including the planning, development, review, and improvement of the school ~~parental involvement~~ parent and family engagement policy and the joint development of the school-wide ~~parental involvement~~ parent and family engagement program plan.

4. Provide parents, especially those of participating children in ~~NCLB programs~~:
 - A. timely information about educational and ~~parental involvement~~ parent and family programs;
 - B. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the ~~proficiency level students are expected to meet~~ achievement levels of state academic standards;
 - C. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and,
 - D. the School Board's written Parent and Family Engagement policy.
5. If the school-wide ~~parental involvement~~ parent and family engagement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

SHARED RESPONSIBILITIES

As part of the ~~parental involvement~~ parent and family engagement program, to build a capacity for involvement, the School Board *and* each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or School Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, ~~the components of the Board's parental involvement program~~, and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public pre-school and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May provide necessary literacy training from federal and state funds received if the School Board has exhausted all other reasonably available sources of funding for such training.
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, ~~appropriate refreshments~~, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
11. May adopt and implement model approaches to improving parental involvement.
- ~~12. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.~~
12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.
13. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.
14. Shall provide such other reasonable support for parental involvement activities as parents may request.
15. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

PARENTS' RESPONSIBILITIES

~~The School Board realizes that a child's education begins at birth. Parents~~

~~and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:~~

- ~~1. Make sure children attend school regularly and arrive at school on time.~~
- ~~2. Supervise completion of all homework assignments.~~
- ~~3. Assure proper hygiene and daily cleanliness of their children.~~
- ~~4. Make sure children are dressed properly, in accordance with the uniform or dress code.~~
- ~~5. Make sure that children get adequate amounts of sleep nightly.~~
- ~~6. Visit and discuss their child's academic progress regularly with teachers.~~
- ~~7. Discuss academic progress and school events regularly with their child.~~
- ~~8. Instill proper respect for parents, teachers, and other adults.~~
- ~~9. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.~~
- ~~10. When feasible, attend school-sponsored programs in which their child may participate.~~
- ~~11. When feasible, join and be active in parent/teacher organizations.~~

Statement of Compliance

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*, in accordance with state law. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, ~~the entire~~ school staff, and students will share the responsibility for improved student academic achievement ~~and the means by which the school and parents will build~~ and develop a partnership to help children achieve the State's ~~high~~ standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student academic

achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.

2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - A. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - B. frequent reports to parents on their children's progress;
 - C. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
 - D. parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

In conjunction with the district services rendered under the School Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Terrebonne Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the Terrebonne Parish public schools.

New policy: July 2003

Revised: February 2018

Ref: 20 USC 6312 (**Strengthening and Improvement of Elementary and Secondary Schools**), 20 USC 6318 (**Parent and Family Engagement**); La. Rev. Stat. Ann. §17:235.2; Board minutes, 7-15-03, **3-6-18**.

Dr. Debra Yarbrough, Supervisor of Personnel, presented recent legislative changes to Policy FILE: F-9.3 Recruitment (attached *Policy Alert*).

RECOMMENDATION NO. 7

The Committee recommends that the Board approve, as presented, revised Policy FILE: F-9.3 Recruitment.

FILE: F-9.3
Cf: F-9.4, F-10.4

RECRUITMENT

The Terrebonne Parish School Board shall make a concerted effort to recruit the best qualified applicants available. When vacancies occur in existing positions or when new positions are created, and such positions are not filled by transfer of qualified personnel, the Superintendent or his/her designee shall post notice of the vacancy and shall have the discretion to advertise for certain positions when circumstances warrant.

No individual shall be rejected for any position because of the applicant's age.

When filling vacancies in positions of authority or those with policymaking duties, the Superintendent or his/her designee shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent the provisions of state statute. Nothing, however, shall prohibit oral contact prior to a person becoming an applicant or shall prohibit oral contact which may result in a written application or other documents.

APPLICATIONS

Applications submitted for any vacancy shall be retained by the personnel department.

Disclosure of Information by Applicant (*Information moved from policy F-9.4 Employment of Personnel*)

As part of the application process, the School Board shall require the applicant to sign a statement that authorizes the release and disclosure of the following information by the applicant's current or previous employer(s):

1. All actual cases of sexual misconduct with a minor or student by the applicant.
2. All instances of *sexual misconduct with students*, as defined by the Louisiana Board of Elementary and Secondary Education (BESE), and outlined in the *Louisiana Handbook for School Administrators*, Bulletin 741, committed by the applicant, if any, if such employer is/was a city, parish, or other local public School Board.
3. All investigations of sexual misconduct by the applicant with a minor or student that occurred within thirty-six (36) months prior to the applicant's resignation, dismissal, or retirement from employment.
4. All actual or investigated cases of *abuse or neglect* committed by the applicant, if any, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or the Louisiana Special Education Center.

If an investigation determined that a formal allegation of an applicant was inconclusive, unjustified, or otherwise without cause for further formal pursuit, the applicant shall not be required to disclose such information.

The statement shall also request the current or previous employing School Board make available to the School Board, through its Superintendent or his/her designee, within twenty (20) business days of receipt of the request, copies of all documents as contained in the applicant's personnel file maintained by such employer relative to instances of sexual misconduct, if any. Such request for information shall include a copy of the required statement signed by the applicant.

The Superintendent, or principal, with the approval of the Superintendent, may employ any applicant on a conditional basis pending a review of any information obtained pursuant to this request. Permanent employment shall not occur until the information has been satisfactorily verified. However, in accordance with statutory provisions, the Superintendent shall not hire any applicant who does not sign the **release of information statement** as required by law.

Any information obtained by the School Board as a result of the **signed release** statement and request outlined above shall be used by the Superintendent *only* for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied, is not subject to the state public records statutes, and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

In addition to the above, as part of the application process, the School Board shall request the applicant's performance evaluation results, if applicable. The applicant, once the evaluation results have been received, shall be given an opportunity to review the information received and provide any response or information the applicant deems appropriate.

Finally, the applicant shall grant permission by signing a statement on the application form that permits the School Board to have access to any and all reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer.

Disclosure of Applicant's Records

The name of each applicant for certain positions of authority or those with policymaking duties, the qualifications of such an applicant, and any relevant employment history or experience of such an applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the statutory provisions governing public works.

Bus Drivers Operators

All persons, prior to employment as a bus operator with the School Board, shall fill out an application form. Each applicant shall complete all prerequisites required by law and Bulletin 119, *Louisiana Student Transportation Specifications and Procedures*, before he/she shall be considered for employment as a bus ~~driver~~ **operator** or substitute bus ~~driver~~ **operator**.

Upon completion of the prerequisites, the applicant's valid application shall be filed in the personnel department for consideration of employment to fill vacancies as they occur. All applications shall be validated each year.

CRIMINAL HISTORY OF APPLICANTS

The Terrebonne Parish School Board shall require, in accordance with state law, applicants for employment with the School Board to submit necessary information regarding their backgrounds. A prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal activities, including arrests, convictions, having pled nolo contendere, or other dispositions, including dismissal of convictions, of any criminal offense, in accordance with La. Rev. Stat. Ann. §15:587.

A standard applicant fingerprint card acceptable to the Louisiana Bureau of Criminal Identification and Information and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing. Any cost associated with fingerprinting or the disclosure of background information on an applicant may be passed on to the applicant.

1. No person who has been convicted of or has plead *nolo contendere* to crimes listed in La. Rev. Stat. Ann. §15:587.1 shall be hired as a teacher, substitute teacher, bus driver **operator**, substitute bus driver **operator**, or janitor, or as a temporary, part-time, or permanent school employee of any kind, ~~unless approved in writing by a district judge and the district attorney with jurisdiction in this parish, or if employed on an emergency basis, unless approved in writing by the Superintendent. Any such statement of approval shall be kept on file at all times at the location wherein the employee is assigned and shall be produced upon request by any law enforcement officer.~~
2. For the purposes of reviewing the criminal history of prospective employees, any person employed to provide cafeteria, transportation, janitorial or maintenance services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.
3. Every such prospective employee shall be subjected to fingerprinting and each person's fingerprints shall be submitted to the proper authorities for a criminal history review.
4. A person who has submitted his/her fingerprints may be temporarily hired pending the results of the inquiry, subject to the approval of the Superintendent.
5. Upon the final conviction or upon a plea of *nolo contendere* of any crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74 (criminal neglect of family), any teacher may be dismissed following a review held in accordance with statutory provision.
6. Any other school employee if such employee is convicted of or pleads *nolo contendere* to crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, may be dismissed.
7. A teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within forty-eight (48) hours of conviction or plea.
8. The Superintendent, or principal with the approval of the Superintendent, may reemploy a teacher or other school employee who has been convicted of crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, only upon written approval of a district judge and the district attorney who has jurisdiction in this school district, or upon written documentation from the court in which the conviction occurred stating that the conviction had been reversed, set aside, or vacated.

New policy: September 1998

Revised: September 2012

Revised: February 2018

Ref: La. Rev. Stat. Ann. §§15:587, 15:587.1, 17:15, 17:24.2, 17:81, 17:81.9, 17:83, 17:430, 17:3884, 23:291, 42:1119, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34; La. Children's Code, Art. 603, 606; Board minutes, 9-15-98, 9-18-12, **3-6-18**.

Dr. Yarbrough presented recent legislative changes to Policy FILE: F-11.4 Sick Leave (attached *Policy Alert*).

RECOMMENDATION NO. 8

The Committee recommends that the Board approve, as presented, revised Policy FILE: F-11.4 Sick Leave.

FILE: F-11.4

Cf: F-9.16, F-11.4b, F-11.13

SICK LEAVE

The Terrebonne Parish School Board shall grant all employees hired for the school year or longer a minimum of ten (10) days absence per year, because of personal illness or other emergencies, without loss of pay.

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a teacher employed by the School Board shall not be allowed any sick leave until he or she reports for duty and actually performs work.

The minimum of ten (10) days of sick leave for an employee shall be based on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, *ten days* sick leave shall be allowed. If an employee begins work in the second month of the school year, *nine days* of sick leave shall be allowed, and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only *three days* of sick leave shall be allowed. The Superintendent and/or his/her designee shall be responsible for developing and maintaining pertinent regulations and procedures governing sick leave. The Executive Committee shall be authorized to award up to two (2) additional days of sick/emergency leave for reasons listed under "Sick Leave for Emergencies" below.

TERMINOLOGY

Statutes governing sick leave for School Board personnel include differing provisions for different categories of employees. For purposes of this policy, the following terminology shall apply:

- **A teacher shall mean any employee who holds a valid teaching certificate or whose employment requires the holding of a teaching certificate, or any social worker, guidance counselor, or school psychologist who holds, as applicable, a valid professional ancillary certificate.**
- **A bus operator shall mean any employee who is employed as a school**

bus operator.

- **A school employee shall mean an employee who is not a teacher or a school bus operator.**
- **The use of the term employee shall include all three (3) categories of personnel.**

CERTIFICATION OF ABSENCE

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a physician certifying such absence upon return to work. In the case of repeated absences of less than six **(6)** days because of illness, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or School Board, the employee shall be required, at the expense of the School Board, to provide a certificate from a physician specified by the Superintendent or School Board, in order to verify the existence of ~~a medical disability~~ **an illness, injury, or medical emergency.**

Excuses for employee absences due to illness or injury must be provided on physician's letterhead containing the physician's name, address, and telephone number, typed, printed, or as part of the letterhead. The physician's typed or neatly printed name shall also appear beneath his/her signature. The letter must clearly state the reason for the ~~disability~~ **illness or injury**, date of the ~~disability~~ **illness or injury**, and the anticipated return-to-work date.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, and is not entitled to be paid for the days of unauthorized absence and non-performance of duties.

SICK LEAVE FOR EMERGENCIES

Emergencies for sick leave purposes shall be defined by the School Board as:

1. The serious illness of:
 - A. Spouse,
 - B. Child or spouse of child,
 - C. Parents or parents of spouse,
 - D. Brother, sister, brother-in-law, sister-in-law, or his/her spouse,
 - E. Grandparents or grandparents of spouse,
 - F. Grandchild,
 - G. Aunts or uncles, or
 - H. A person living and being cared for under the same roof as that of the employee.
2. A sudden or unexpected occurrence or combination of occurrences demanding prompt action on the part of the teacher/employee requesting leave, which, if the said person fails to act promptly is likely to cause significant harm, detriment or injury to said person or to a member of his/her immediate family. This definition precludes absence in any case for which the need for action can be foreseen and planned for, or in which action can be taken by some other person, or in which the claimed emergency is not truly substantial.

Such examples may include, but not be limited to the following:

- A. Fire
 - B. Flood
 - C. Other acts of God
3. The death of a person other than those listed in (#1) above.
 4. Attendance at the wedding of a relative listed in (#1) above.
 5. Attendance of not longer than one (1) day at the employee's graduation or the attendance at the graduation of the employee's child or spouse.
 6. The marriage of an employee, up to three (3) consecutive days. The request for leave shall be submitted, in writing, to the principal/department head at least two (2) weeks before the first day of leave.

The Executive Committee shall be authorized to award up to two (2) additional days of sick/emergency leave for reasons listed above.

EXTENDED SICK LEAVE

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has **no** remaining regular sick leave balance at the time the extended sick leave is set to begin. The initial six-year period of employment shall begin on August 15, 1999, for all *teachers* and *bus drivers operators* employed as of that date, on August 15, 2008, for school employees ~~(not a teacher or whose employment does not require a teacher's certificate, or who is not employed as a bus driver)~~ employed as of that date, or on the effective date of employment for those employees employed after the dates above. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment. The balance of days of extended sick leave available shall transfer with the employee from one public school employer to another without loss or restoration of days.

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee.

Any employee on extended sick leave shall be paid **sixty-five percent (65%)** of the salary paid the employee at the time the extended sick leave begins.

Definitions

Child means a biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of an employee standing in *loco parentis* to that ward who is either under the age of eighteen (18) or who is eighteen (18) years of age but under twenty-four (24) years of age and is a full-time student, or who is nineteen (19) years of

age or older and incapable of self-care because of a mental or physical disability.

Immediate family member shall mean a spouse, parent, or child of the employee.

Infant means a child under one year of age.

Medical necessity shall be the result of a catastrophic illness or injury, a life-threatening, chronic, or incapacitating condition, as certified by a physician, of the employee or a member of his/her immediate family.

Parent means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.

Extended Sick Leave for Maternity Purposes

Each *teacher* granted maternity leave in accordance with state law and who has no remaining sick leave available may also be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a physician as relating to infant or maternal health.

Gainful Employment Permitted

An employee may undertake additional gainful employment while on extended sick leave, provided **all** of the following conditions are met:

1. The employee can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that the employee has been working for not less than one hundred twenty (120) days prior to the beginning of any period of extended sick leave.
2. The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of the provisions regarding gainful employment may require the employee to return to the School Board all compensation paid during any week of extended sick leave in which the employee worked more than twenty (20) hours and to reimburse the School Board all related employment costs attributable to such period as calculated by the School Board, without any restoration of leave days.

Application Process

On every occasion that a *teacher* uses extended sick leave, a statement from a licensed physician certifying that it is for personal illness relating to pregnancy, illness of an infant, or for required medical visits related to infant or maternal health, or that it is a medical necessity, shall be presented prior to extended sick leave being taken.

On every occasion that a *bus driver* **operator** or ~~any other~~ *school employee* uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity for the **bus operator or school** employee to be absent for at least ten (10) consecutive work days shall be presented prior to

extended sick leave being taken.

The required physician's statement may be presented along with the request for extended sick leave subsequent to the *teacher's* or *school employee's* return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested, provided the request and required documentation is presented within three (3) days after the *teacher* or *school employee* returns to service. However, the School Board or the Superintendent reserves the right to question the validity of the medical certification after the three day period.

If the period an employee is on extended sick leave is anticipated to carry over from one school year to the start of the next school year, another application and physician's statement shall be submitted prior to the start of the next school year in order to be eligible for continued extended sick leave.

(Information in green moved below)

- ~~1. Upon review of the application, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as a condition for continued extended sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. In such case, the School Board shall pay all costs of the examination and any tests determined to be necessary. If the physician finds medical necessity, the leave shall be granted.~~
- ~~2. If the selected physician disagrees with the original medical certification from the physician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as a condition for continued extension of sick leave, to be examined by a *third* licensed physician, whose name appears next in the rotation of physicians on a list established by the local medical society and maintained by the School Board or Superintendent. All costs of an examination and any required tests by a third doctor shall be paid by the School Board. The final determination of medical necessity shall be based on the opinion of the third physician.~~
- ~~3. The opinion of *all* physicians consulted in determining medical necessity of the extended sick leave shall be submitted to the School Board or Superintendent in the form of a **sworn statement**. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.~~

SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is ~~injured and~~ disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay, and without reduction in accrued sick leave days while disabled as a result of such assault and battery. ~~The employee~~ **A teacher** shall be required to provide a certificate from a physician certifying such injury and incapacitation **the disability. A bus operator or school employee shall be required to present certification of the disability from a physician if the bus operator or school employee is absent for six (6) or more consecutive days, as a result of the**

disability.

Disability, for purposes of this policy, shall mean the inability to perform the essential functions of the job.

The sick leave authorized shall be in addition to all other sick leave authorized herein, shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement, or compensated for in any manner except as set forth above.

The School Board shall not reduce the pay or accrued sick leave of any employee who is absent from his/her duties to seek medical attention or treatment, as a result of an injury from assault or battery.

If the employee's physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the employee's leave shall be granted or continued, as provided by statute.

If any *teacher* or *school employee*, but **not** a *bus operator* is receiving sick leave as a result of assault or battery as provided in this section and begins receiving retirement benefits, the sick leave provided herein shall cease.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

Any *teacher* who is ~~injured or~~ disabled while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student, shall receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while ~~injured or~~ disabled as a result of rendering such assistance. Any *school employee*, but not a *bus operator*, ~~injured or~~ disabled in a similar manner shall receive up to ninety (90) days of such sick leave. The *teacher* or ***school employee*** shall be required to present a certificate from a physician certifying ~~such injury or~~ **the** disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

~~If the School Board questions the validity or accuracy of the physician's certification submitted by a *teacher*, the School Board may require the *teacher* to be examined by a licensed physician selected by the School Board. Any further review of medical certification shall proceed in the same manner as requests for extended sick leave, which is outlined under *Application Process* above. The School Board shall pay all costs of any examinations and tests determined to be necessary.~~

The School Board shall not reduce the pay or accrued sick leave of any teacher or school employee who is absent from his/her duties to seek medical attention or treatment, as a result of an injury from physical contact with a student.

If the teacher's or school employee's physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the teacher's or school employee's leave shall be granted or continued, as provided by statute.

VALIDITY OF PHYSICIAN'S CERTIFICATION

If at any time during the period of certified disability the School Board questions the validity or accuracy of the physician's certification for any type of sick leave request made by a teacher, or for extended leave or leave requested as a result of physical assault or battery made by a bus operator or school employee, the School Board may require the employee to be examined by a licensed physician selected by the School Board.

Any further review of medical certification shall proceed as follows:

(Information in green moved from above)

1. Upon review of the ~~application~~ **physician's certification submitted**, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as a condition for ~~continued extended~~ **taking the applicable** sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. ~~In such case, the School Board shall pay all costs of the examination and any tests determined to be necessary.~~ If the physician finds medical necessity **or certifies the disability**, the leave shall be granted.
2. If the selected physician disagrees with the original medical certification from the physician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as a condition for ~~continued extension of~~ **taking the applicable** sick leave, to be examined by a *third* licensed physician, whose name appears next in the rotation of physicians on a list established by the local medical society and maintained by the School Board or Superintendent. ~~All costs of an examination and any required tests by a third doctor shall be paid by the School Board.~~ The final determination of medical necessity **or certification of a disability** shall be based on the opinion of the third physician.
3. **In the determination of the validity of a physician's certification**, the opinion of *all* physicians consulted in ~~determining medical necessity of the extended sick leave~~ shall be submitted to the School Board or Superintendent in the form of a **sworn statement**. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

The School Board shall pay all costs of any examinations and tests determined to be necessary.

SICK LEAVE/WORKERS' COMPENSATION

Should any *teacher* become injured or disabled while acting in his/her official capacity, other than by assault, the *teacher* shall be entitled to appropriate worker's compensation benefits and/or sick leave benefits, at the *teacher's* option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the *teacher* was receiving at the time of injury or disability. The *teacher* shall be required to present a certificate from a physician certifying such injury or incapacitation.

VESTING OF SICK LEAVE

All sick leave accumulated by a *teacher or school employee*, but not a *bus operator*, shall be vested in the *teacher or school employee* by whom such leave has been accumulated. In the event of the transfer of a *teacher or school employee* from one school system to another in Louisiana, or upon the return of such *teacher or school employee* to the same school system within five (5) years or such longer period that may be approved by the School Board to which the *teacher or school employee* returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the *teacher or school employee*, such vested leave which remains unused or for which the **teacher or school** employee has not been compensated directly or transferred such days for retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of *teacher or school employee*.

REPORTING OF SICK AND EMERGENCY LEAVE ABSENCES

1. An employee who is absent because of personal illness or an emergency is required to sign the absentee form provided by the Superintendent, indicating the dates and causes of all absences, and to deliver the completed form to the principal/supervisor at the end of each work week.

The principal/supervisor is authorized to enter the required information and sign for the absentee provided the absentee is not available and cannot be reached before the appointed time for transmitting the reports to the personnel office. Upon completion of the absentee form, a duplicate copy of said form shall be made available to the employee who was reported absent by the appropriate principal/supervisor.

2. When an employee is absent for six (6) or more consecutive days because of personal illness, he/she shall be required to present a certificate from a physician certifying such illness.

*If the absence falls within the current ten (10) days allowed or if the absence is to be charged to the accrued days of absence, a statement from the attending physician must be attached to the absence from the first absence and any absence thereafter in a school year.

This regulation will be invoked only if there is an employee job action which would involve the loss of time from the job by employee. The original policy will remain in effect unless it is necessary to administratively invoke this regulation.

3. An employee who, because of personal illness or an emergency, expects to be absent for more than ten (10) consecutive days, shall immediately notify the Superintendent, in writing, stating the reason for the absence and the probable duration thereof.
4. The principal/supervisor shall report all employee absences to the Superintendent, with full explanation of the reason for the absence, on appropriate forms furnished. Decisions of the Executive Committee will be subject to ratification by the School Board at the first meeting of the School Board following the committee meeting.

5. An employee who is absent because of personal illness or an emergency should notify his/her principal/department head at the earliest possible time as to the date on which he/she expects to resume his/her duties.

PAYMENT UPON RETIREMENT OR DEATH

Upon the retirement of any employee, or upon the employee entering DROP, or upon the employee's death prior to retirement, the School Board shall pay the employee or his/her heirs or assigns, for any unused sick leave, not to exceed twenty-five (25) days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the Terrebonne Parish School Board who participates in the *Deferred Retirement Option Program (DROP)* shall be eligible for and may elect to receive on a one-time basis severance pay [accrued sick leave up to a maximum of twenty-five (25) days] upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued sick leave shall be paid only upon final retirement of the employee.

Revised: July 1996

Revised: December 1999

Revised: September 2001

Revised: December 2004

Revised: January 2009

Revised: November 2012

Revised: September 2014

Revised: February 2018

Ref: La. Rev. Stat. Ann. §§14:125, 17:425, 17:425.1, 17:500, 17:500.1, 17:500.2, 17:1200, 17:1201, 17:1202, 17:1205, 17:1206, 17:1206.1, 17:1206.2; Board minutes, 7-16-96, 10-19-99, 12-14-99, 9-18-01, 6-15-04, 12-21-04, 1-20-09, 11-20-12, 9-16-14, **3-6-18**.

Mr. Chris Babin, Network System Administrator, presented bid results for District WIFI Network Platform Upgrades.

RECOMMENDATION NO. 9

The Committee recommends that the Board accept the highest qualified score for WIFI Upgrade equipment and services from Transformyx, 4141 Bienville St., Suite 102, New Orleans, LA 70119, for a total cost of \$1,686,197.70, including warranty services and licenses, for a three (3) year period, subject to Board attorney review, and further, authorize the Board president to sign all necessary documents pertaining thereto.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 5:30 P.M.

Respectfully submitted,

Vicki Bonvillain, Chairwoman

Richard Jackson, Vice Chairman

Brenda Leroux Babin, Ph.D.

ABO/jb

Motion of Mr. DeHart, seconded by Mr. Bordelon, with the exception of Mr. Jackson who recused himself, the Board approved, as presented, the following new Policy File: D-3.1a Industrial Tax Exemptions:

FILE: D-3.1a
Cf: D-3.1

INDUSTRIAL TAX EXEMPTIONS

The Terrebonne Parish School Board derives revenue from ad valorem taxation that provides for educational needs of students served by the School Board. The School Board has authority to consider for approval applications submitted to it by corporations/businesses requesting exemption from all or part of any local ad valorem tax.

Before any exemption shall be considered by the School Board, the School Board shall establish minimum standards and criteria under which exemptions may be considered and/or granted, including, but not limited to, incentives for job creation or retention of existing jobs. In addition, the School Board reserves the right to examine each application and stipulate other more specific criteria when deemed desirable on a case-by-case basis.

Once an application has been received, evaluated, and minimum criteria established, the School Board may adopt a resolution stipulating the conditions under which the exemptions are approved. If adopted, the resolution shall be forwarded to the Governor and the Louisiana State Board of Commerce and Industry.

New policy: February 2018

Ref: Constitution of Louisiana, Art. VII, Sec. 21(F); Governor's Executive Order JBE-2016-73; Board minutes 3-6-18.

Ms. Kathryn Richard, Board attorney, addressed the Board regarding the foregoing motion.

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy File: E-4 Child Nutrition Program Management.

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy File: G-9.4a Parental Rights/Student Rights of Privacy.

Motion of Mr. Duplantis, seconded by Mr. Bordelon, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy File: H-12 Student Privacy and Education Records.

Ms. Shawny Burgard, citizen, addressed the Board regarding the foregoing motion.

Motion of Mr. Bordelon, seconded by Mr. Jackson, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy File: G-2.4h English Learner Program.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy File: G-9.4 Parent and Family Engagement.

Motion of Mr. Jackson, seconded by Mr. Bordelon, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy File: F-9.3 Recruitment.

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy File: F-11.4 Sick Leave.

Motion of Mr. Duplantis, seconded by Mr. Bordelon, unanimously carried, the Board accepted the highest qualified score for WIFI Upgrade equipment and services from Transformyx, 4141 Bienville St., Suite 102, New Orleans, LA 70119, for a total cost of \$1,686,197.70, including warranty services and licenses, for a three (3) year period, subject to Board attorney review, and further, authorized the Board president to sign all necessary documents pertaining thereto.

Mr. Chris Babin, Network System Administrator, addressed the Board regarding the foregoing motion.

The report of the Education, Technology, and Policy Committee meeting was concluded, and President DeHart reassumed the Chair.

The following report of the Finance, Insurance, and Section 16 Lands Committee meeting was presented to the Board with Mr. Duplantis, chairman, presiding:

Dear Members of the Board:

The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE met immediately following the 5:00 P.M. Education, Technology, and Policy Committee meeting on Monday, February 26, 2018, in the Board Room of the School Board Office with the following members present: Mr. Donald Duplantis, chairman, and Mr. Richard Jackson, ad hoc member. Mr. Roosevelt Thomas, vice chairman, and Mrs. Debi Benoit were absent. Also in attendance were Mr. Roger Dale DeHart, Board president, Ms. Vicki Bonvillain, vice president, Mr. L. P. Bordelon, III, 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), presented information on Industrial Property Tax Exemption.

RECOMMENDATION NO. 1

The Committee recommends that the Board adopt the appropriate resolution (Option 1 or Option 2) granting the request by K&B Machine Works, LLC for an Industrial Ad Valorem Tax Exemption, pending Board attorney review and approval, and further, authorize the Board president to

sign all necessary documents pertaining thereto.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding the renewal contract for Colored Duplicator Paper.

RECOMMENDATION NO. 2

The Committee recommends that the Board extend its contract for Colored Duplicator Paper, under current pricing, terms, and conditions, with Contract Paper Group, Inc., 1519 Boettler Rd. Suite B, Uniontown, OH 44685 beginning July 1, 2018, and ending June 30, 2019.

Mr. Constrantiche addressed the Committee regarding bids for White Duplicator Paper and Colored and White Cardstock.

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for White Duplicator Paper and Colored and White Cardstock.

Mr. Constrantiche addressed the Committee regarding bids on Hunting, Trapping, and Campsite Leases.

RECOMMENDATION NO. 4

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids on Hunting, Trapping, and Campsite Leases that are currently available and/or may become available during the annual renewal period.

Mrs. Rebecca Breaux, Chief Financial Officer, presented an update on the Financial Software Conversion.

Mrs. Breaux presented information on a Monthly Budget-to-Actual Comparison report.

Mrs. Breaux presented an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of December 2017 are approximately 2.78 % lower than December 2016.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, motion of Mr. Jackson, seconded by Mr. Duplantis, the meeting adjourned at 5:57 P.M.

Respectfully submitted,

Donald Duplantis, Chairman

Richard Jackson, Ad Hoc Member

RB/bp

Mr. DeHart moved, seconded by Mr. Bordelon, that the Board adopt a resolution, as amended, granting the request by K&B Machine Works, LLC for an Industrial Ad Valorem Tax Exemption, for five (5) years at 100%, subject to renewal for three (3) years at 80%, pending Board attorney review and approval, and

further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Matthew Rookard, Chief Executive Officer, Terrebonne Economic Development Authority, addressed the Board regarding the foregoing motion.

Ms. Kathryn Richard, Board attorney, also addressed the Board regarding the foregoing motion.

Following a lengthy discussion, a roll call vote having been called for on the motion, as amended, the vote thereon was as follows:

YEAS: Mr. Thomas, Mr. Harding, Mrs. Benoit, Dr. Babin, Mr. Bordelon, Mr. DeHart, and Ms. Bonvillain

NAYS: None

ABSENT: None

ABSTAIN: Mr. Jackson and Mr. Duplantis

Chairman Duplantis declared the foregoing motion, as amended, carried and the following resolution was adopted:

RESOLUTION NO. 1889

A RESOLUTION TO APPROVE K&B MACHINE WORKS, LLC FOR PARTICIPATION IN THE INDUSTRIAL TAX EXEMPTION PROGRAM AT TERREBONNE PARISH, LOUISIANA

WHEREAS, Article 7, Section 21(F) of the Louisiana Constitution provides for the Board of Commerce and Industry ("BCI"), with the approval of the Governor, to approve contracts for the exemption of ad valorem taxes of a new manufacturing establishment or an addition to an existing manufacturing establishment, on such terms and conditions as the board, with the approval of the Governor, deems in the best interest of the state; and

WHEREAS, K&B Machine Works, LLC has applied for an Industrial Tax Exemption ("ITE") and seeks approval of the BCI and the Governor for a contract granting that exemption; and

WHEREAS, Governor Edwards, through Executive Order JBE 16-26 and 16-73, as amended, has set forth the conditions for his approval of ITE contracts, and affirmed that those conditions are in the best interest of the State of Louisiana; and

WHEREAS, Executive Order JBE 16-26 and 16-73, as amended, provides that ITE contracts should be premised upon job and payroll creation at new or expanded manufacturing plants or establishments, or upon showing that investment in modernization of the facility represents a compelling basis for retention of jobs and that the percentage of exemption from ad valorem taxes, and length of the contract for such exemption, may vary depending upon the nature of the project and its economic benefit in accordance with guidance received from the Secretary of Economic Development and concurred in by the Terrebonne Parish Council, Terrebonne Parish School Board, and Terrebonne Parish Sheriff; and

WHEREAS, Executive Order JBE 16-26 and 16-73, as amended, mandates that each exemption contract approved by the Governor shall include as Exhibit "A" a Cooperative Endeavor Agreement for the ITE between the State of Louisiana, the Louisiana Department of Economic Development, and the applicant for the ITE contract, which provides for the creation or retention of jobs, and provides for the exercise of the option in the Louisiana Constitution for the term or percentage of the parish ad valorem tax exemption granted in the contract, and provides for the reduction or loss of the exemption based on the applicant's compliance with the contract; and

WHEREAS, Executive Order JBE 16-26 and 16-73, as amended, further requires that this School Board, together with the other required local government entities signify consent to the terms of the exemption by resolution and the sheriff of this parish shall signify consent to the terms of the exemption by letter. Executive Order JBE 16-26 and 16-73, as amended, further provides that the resolutions of approval and the sheriff's approval shall be attached as Exhibit "B" to the ITE contract between BCI and K&B Machine Works, LLC; and

WHEREAS, K&B Machine Works, LLC and the Louisiana Department of Economic Development have advised that certain terms and conditions forming Exhibit "A" to the Industrial Tax Exemption Contract pending approval before the Louisiana Board of Commerce and Industry have been reached and have conveyed the same to this School Board, and thus this matter is now ready for a determination of approval of this School Board as required by JBE 16-26 and 16-73, as amended; and,

WHEREAS, the Terrebonne Parish School Board in consideration of JBE 16-26 and 16-73, as amended, and in accordance with Louisiana Administrative Code §501, et seq., Louisiana Revised Statutes 47:1703 and 47:4311, et seq., finds the project, contract, or purchase, as proposed and attached hereto, to be acceptable; and

NOW THEREFORE, BE IT RESOLVED, upon consideration of the foregoing and the public discussion held this day that the Terrebonne Parish School Board finds that K&B Machine Works, LLC has presented compelling evidence that as a result of the contemplated investment for which the exemption is being sought, it will create/retain manufacturing jobs if this exemption is granted, approves the terms of the Industrial Tax Exemption contract based on the inclusion of the following terms and conditions into Exhibit "A" (the Cooperative Endeavor Agreement) between the State of Louisiana, the Louisiana Department of Economic Development, and K&B Machine Works, LLC to the Industrial Tax Exemption contract between the Board of Commerce and Industry and K&B Machine Works, LLC with respect to the manufacturing plant located in Terrebonne Parish, Louisiana.

126 Retained Direct Jobs at the Manufacturing Establishment

\$8,540,000 Payroll

Term of Exemption Contract: 5 years at 100% subject to renewal for 3 years at 80%, subject to comports with all laws, regulations, Executive Orders and approval by BCI for renewal.

Documentation of the investment and yearly review of employment and payroll provided that a greater than 10% reduction of jobs or payroll may result in reconsideration of the terms of the exemption or the opportunity for renewal of the initial five-year exemption.

This Terrebonne Parish School Board further authorizes the Louisiana Department of Economic Development, on behalf of the Board of Commerce and Industry, to include this resolution in Exhibit "B" to the Industrial Tax Exemption Contract between the Board of Commerce and Industry and K&B Machine Works, LLC.

THEREFORE, BE IT FURTHER RESOLVED by the School Board, that a copy of this resolution shall be forwarded to the Board of Commerce and Industry and the Louisiana Department of Economic Development.

Motion of Mr. Thomas, seconded by Ms. Bonvillain, unanimously carried, the Board extended its contract for Colored Duplicator Paper, under current pricing, terms, and conditions, with Contract Paper Group, Inc., 1519 Boettler Rd. Suite B, Uniontown, OH 44685 beginning July 1, 2018, and ending June 30, 2019.

Motion of Ms. Bonvillain, seconded by Mr. Bordelon, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for White Duplicator Paper and Colored and White Cardstock.

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board authorized the Purchasing Department to advertise for bids on Hunting, Trapping, and Campsite Leases that are currently available and/or may become available during the annual renewal period.

The report of the Finance, Insurance, and Section 16 Lands Committee meeting was concluded, and President DeHart reassumed the Chair and presided for the remainder of the proceedings.

The Executive Committee report was presented to the Board.

Motion of Mr. Bordelon, seconded by Mr. Duplantis, unanimously carried, the Board received the following Executive Committee report in its entirety:

Dear Members of the Board:

The **Executive Committee** met at 5:30 P.M. on Tuesday, February 20, 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 5:43 P.M.

Respectfully submitted,

Roger Dale DeHart, President

Vicki Bonvillain, Vice President

L. P. Bordelon, III

BB/bp

The Executive Committee report was concluded.

Motion of Mr. Bordelon, unanimously seconded, unanimously carried, the Board approved the following proclamation recognizing March 15, 2018, as "Retired Teachers' Day" in the Terrebonne Parish School District:

PROCLAMATION

Whereas Louisiana's retired teachers have devoted their careers to the education and training of tens of thousands of Louisiana's youth;

Whereas Louisiana's retired teachers have provided job and social skill training for adults throughout the state;

Whereas Louisiana's retired teachers have rendered valuable services in diverse leadership roles to their communities and institutions throughout their careers and continue to render such services as retirees;

Whereas Louisiana's retired teachers represent the profession, which is given the basic responsibility for launching the careers of state and national leaders, and for laying the foundation for the welfare of all members of our society;

Whereas Louisiana's retired teachers have toiled ceaselessly to improve the quality of life in the state and nation, often in less than adequate circumstances and for less than adequate pay;

Whereas Louisiana's retired teachers represent a tremendous pool of experience and training which remains dedicated and dependable support to the leaders in our communities, state and nation; and

Whereas Louisiana's retired teachers represent a loyal, patriotic, and concerned citizenry which provides a dedicated and dependable support to the leaders in our communities, state and nation; now, therefore, be it

Resolved, that by proclamation of the Honorable Governor John Bel Edwards the Terrebonne Parish School Board also recognizes and hereby proclaims March 15, 2018, as "**Retired Teachers' Day**;" and further,

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

Mrs. Lynn Ellzey, president of the Terrebonne Retired Teachers' Association, and Ms. Joyce Bolden, secretary of the Retired Teachers' Education Association, addressed the Board regarding the foregoing proclamation and expressed their thanks and appreciation for the special recognition.

Motion of Mr. Thomas, seconded by Ms. Bonvillain, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Irene Williams, teacher at Houma Jr. High School, beginning February 20, 2018, through March 20, 2018 (medical).

Motion of Mr. Bordelon, seconded by Ms. Bonvillain, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for LaToya Dillard, school bus driver in the Transportation Department, beginning February 22, 2018, through May 24, 2018 (medical).

Mr. Donald Duplantis addressed the Board regarding "Discussion of Policy FILE: F-6.1 Political Activities." He requested that Superintendent Martin send out reminders of this policy to all staff and schools.

Motion of Mr. Thomas, seconded by Mr. Duplantis, unanimously carried, the Board voted to adjourn its meeting **(7:00 P.M.)**.

/s/ Philip Martin, Secretary

/s/ Roger Dale DeHart, President

RLB