

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

**School Board Meeting – October 4, 2022**

**Order of Business**

**6:00 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
  
5. Approval of Minutes of School Board Meeting of September 6, 2022  
**RECOMMENDATION:** That the Board approve the minutes of School Board Meeting of September 6, 2022, as recorded.
  
6. Personnel Announcements & Introductions (Information Only)
  - Principal, Terrebonne High School – Richard Starr
  - Principal, Honduras Elementary School – Tiffany LaGarde
  - Assistant Principal, Broadmoor Elementary School – Michelle Chaisson
  - Assistant Principal, H. L. Bourgeois High School (to be announced)
  - Assistant Principal, Terrebonne High School (to be announced)
  
7. Meeting Announcements
  - 10/06 5:00 ERC (Employee Representative Committee)
  - 6:00 PRC (Parent Representative Committee)
  - 10/10 Indigenous Peoples' Day (2<sup>nd</sup> Monday in October)
  - 10/14-17 Fall Break
  - 10/17 5:00 Finance, Insurance, & Section 16 Lands Committee
  - Education, Technology, & Policy Committee
  - 10/18 5:00 Executive Committee
  - Buildings, Food Service, & Transportation Committee
  - 11/01 6:00 Regular School Board Meeting
  
8. Board Committee Meeting Reports
  - A. Buildings, Food Service, & Transportation Committee (Report of September 20, 2022, meeting)

Dear Members of the Board:

The **BUILDINGS, FOOD SERVICE, and TRANSPORTATION COMMITTEE** met at

5:00 P.M. on Tuesday, September 20, 2022, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, Vice Chairman, and Mr. Gregory Harding. Mr. Dane Voisin, Chairman, was absent. Also in attendance were Mr. Matthew Ford, Mrs. Stacy Solet, Dr. MayBelle Trahan, Mr. Clyde Hamner, Mrs. Debi Benoit, Mr. Michael LaGarde, Superintendent Bubba Orgeron, and members of the staff.

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

Mr. Ron Thibodaux, U.D.P. Track Club Coach, addressed the Committee on consideration of approval for use of Terrebonne High School's track.

### **RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve the request of U.D.P. Track Club, to waive Policy FILE: E-1.6 Use of School Facilities, relative to the usage fee for Terrebonne High School's track for the 2022-2023 track and field season for practices only (October 2022 through October 2023) on weekdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met, and approval is obtained from the school's principal.

Mr. DeHart addressed the Committee on consideration of approval for a Right-of-Way at Mulberry Elementary School.

### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve and authorize the Superintendent and Staff to investigate a possible Right-of-Way at Mulberry Elementary School for BK Enterprises of the South, LLC.

Mrs. Carol Kraemer and Mr. Billy Kraemer, citizens, addressed the Committee regarding a Right-of-Way at Mulberry Elementary School.

Superintendent Orgeron addressed the Committee regarding Hurricane Ida Recovery and the 2022 Facility Task Force Recommendations.

Superintendent Orgeron addressed the Committee regarding community meetings with parents of students at Grand Caillou Elementary, Montegut Elementary, Bourg Elementary, Upper Little Caillou Elementary, Oaklawn Middle, and Lacache Middle Schools relative to Hurricane Ida recovery.

**Grand Caillou Elementary School - Monday, September 26th, 6:00 P.M. at  
Grand Caillou Middle School**

**Upper Little Caillou Elementary and Lacache Middle Schools - Tuesday,  
September 27th, 6:00 P.M. at Lacache Middle School**

**Montegut Elementary and Bourg Elementary Schools - Wednesday, September 28th, 6:00 P.M. at Montegut Middle School**

**Oaklawn Middle School - Thursday, September 29th, 6:00 P.M. at Oaklawn Middle School**

Superintendent Orgeron addressed the Committee on consideration of approval of a request to FEMA as it pertains to Upper Little Caillou Elementary School Hurricane Ida recovery.

**RECOMMENDATION NO. 3**

**The Committee recommends that the Board approve and authorize the Superintendent and Staff to proceed with a request to FEMA for the demolition and replacement of Upper Little Caillou Elementary School on the current site.**

Mrs. Wanda Ruffin-Triggs, citizen, addressed the Committee regarding the foregoing recommendation.

Superintendent Orgeron addressed the Committee on consideration of approval of a request to FEMA as it pertains to Grand Caillou Elementary School Hurricane Ida recovery.

**RECOMMENDATION NO. 4**

**The Committee recommends that the Board approve and authorize the Superintendent and Staff to proceed with a request to FEMA for an “Improved Project” to use funding from Grand Caillou Elementary School for security and building improvements at Elysian Fields Middle School, construction of a new middle school adjacent to South Terrebonne High School, and the addition of a new gymnasium at Grand Caillou Middle School.**

Superintendent Orgeron addressed the Committee on consideration of approval to begin selection of an architect for a possible middle school adjacent to South Terrebonne High School.

**RECOMMENDATION NO. 5**

**The Committee recommends that the Board approve and authorize the Superintendent and Staff to begin the selection process for an architect for a possible middle school adjacent to South Terrebonne High School.**

Mrs. Wanda Ruffin-Triggs, citizen, addressed the Committee regarding the foregoing recommendation.

Superintendent Orgeron addressed the Committee on consideration of approval for renovations and upgrades at Terrebonne High School.

**RECOMMENDATION NO. 6**

**The Committee recommends that the Board approve and issue a “NOTICE TO PROCEED” (as per contractual agreement) to Verges Rome Architects, for plans and specifications for interior and exterior building renovations and upgrades at Terrebonne High School, as per the 2022 Facility Task Force Recommendations, direct that project plans be reported to the Buildings, Food Service, and Transportation Committee for approval prior to advertising for bids, and further, authorize the Board President to sign all necessary documents pertaining thereto.**

Superintendent Orgeron addressed the Committee on consideration of approval to authorize the Purchasing Department to advertise for Request for Proposals for Architectural Services for the Window Replacement Project at Oaklawn Middle School.

No action was taken on consideration of approval to authorize the Purchasing Department to advertise for Request for Proposals for Architectural Services for the Window Replacement Project at Oaklawn Middle School.

Superintendent Orgeron addressed the Committee on consideration of approval for a temporary campus for Lacache Middle School.

#### **RECOMMENDATION NO. 7**

**The Committee recommends that the Board approve and issue a “NOTICE TO PROCEED” (as per contractual agreement) to Cheramie + Bruce Architects, APC, for plans and specifications for a temporary campus for Lacache Middle School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board President to sign all necessary documents pertaining thereto.**

Mr. Ryan Smith, Project Manager, Volkert, Inc., addressed the Committee on consideration of approval for temporary building repairs for stabilization efforts at Ellender Memorial High School in response to Hurricane Ida.

#### **RECOMMENDATION NO. 8**

**The Committee recommends that the Board approve and issue a “NOTICE TO PROCEED” (as per contractual agreement) to Craig C. Hebert, AIA, A Professional Architect Corp., for the plans and specifications for temporary building repairs for stabilization efforts at Ellender Memorial High School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board President to sign all necessary documents pertaining thereto.**

Mr. Smith addressed the Committee on consideration of approval for

remediation and sanitization work at Ellender Memorial High School in response to Hurricane Ida.

**RECOMMENDATION NO. 9**

**The Committee recommends** that the Board approve and issue a “NOTICE TO PROCEED” (as per contractual agreement) to Craig C. Hebert, AIA, A Professional Architect Corp., for plans and specifications for remediation and sanitization work at Ellender Memorial High School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee on consideration of approval for substantial completion of the Ellender Memorial High School Abatement & Remediation Services.

**RECOMMENDATION NO. 10**

**The Committee recommends** that the Board approve the substantial completion dated September 1, 2022, for the Ellender Memorial High School Abatement & Remediation Services Project, subject to the punch list; upon completion of the punch list and final inspection, authorize the release of retainage; ratify a change order to increase to contract amount by \$92,455.00, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee on consideration of approval to issue Notices to Proceed for repairs to damages caused by Hurricane Ida.

**RECOMMENDATION NO. 11**

**The Committee recommends** that the Board approve and issue a “NOTICE TO PROCEED” (as per contractual agreement) for plans and specifications for the following projects, for repairs to damages caused by Hurricane Ida, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids and/or solicitation of quotes, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board President to sign all necessary documents pertaining thereto.

**Demolition of 1 portable classroom at Coteau-Bayou Blue - Arcestrate, LLC**

**Demolition of 1 portable classroom at Village East - Arcestrate, LLC**

**Building Repairs at A.D. Martin, Jr. West Park Building - Gros, Flores, Positerry, LLC**

**Building Repairs at Bourg Elementary - Gros, Flores, Positerry, LLC**

**Canopy Repairs at Honduras Elementary - Cheramie + Bruce Architects, APC**

Mr. Curtis Lee, Project Manager, Hammerman & Gainer, addressed the Committee on consideration of approval for building repairs at Louis Miller Terrebonne Career and Technical High School in response to Hurricane Ida.

**RECOMMENDATION NO. 12**

**The Committee recommends** that the Board approve and issue a “NOTICE TO PROCEED” (as per contractual agreement) to Cheramie + Bruce Architects, APC for plans and specifications for building repairs at Louis Miller Terrebonne Career and Technical High School, funding to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Sammy Poiencot, Supervisor of Plant Operations, addressed the Committee on consideration of approval to declare surplus portable classrooms.

**RECOMMENDATION NO. 13**

**The Committee recommends** that the Board approve, as amended, and declare as surplus thirteen (13) portable classroom buildings located at Mulberry Elementary School and any unused portable classroom buildings located at Honduras Elementary School, authorize the Purchasing Department to engage a qualified auctioneer for the sale of said portable classroom buildings at public auction, or to dispose of them by any other legally allowable method, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Marco Gonzalez, representing Volkert, Inc., addressed the Committee regarding update of Hurricane Ida response (attached).

Mr. Lee addressed the Committee regarding update of Hurricane Ida response.

Mr. Poiencot addressed the Committee regarding maintenance updates (attached).

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 7:24 P.M.

Respectfully submitted,

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Roger Dale DeHart, Vice Chairman

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Gregory Harding

SP/sn

B. Education, Technology, & Policy Committee (Report of September 20, 2022, meeting)

Dear Members of the Board:

The **EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee meeting on Tuesday, September 20, 2022, in the Board Room of the School Board Office with the following members present: Mr. Matthew Ford, Vice Chairman, and Dr. MayBelle Trahan. Mrs. Debi Benoit, Chairwoman, was absent. Also in attendance were Mr. Clyde Hamner, Mr. Roger Dale DeHart, Mr. Michael LaGarde, Mrs. Stacy Solet, Superintendent Bubba Orgeron, and members of the staff.

Vice Chairman Ford called the meeting to order.

Dr. Debra Yarbrough, Director of Human Resources, presented for consideration of approval revisions to the following policies: FILE: F-9.4a Employment of Retired Certified Personnel; FILE: F-10.13 Dismissal/Separation Non-Instructional/Support Personnel; FILE: F-11.4 Sick Leave; and FILE: F-11.7 Military Leave (attached *Policy Alert*).

**RECOMMENDATION NO. 1**

The Committee recommends that the Board approve, as presented, revisions to the following policies:

**POLICY FILE: F-9.4a EMPLOYMENT OF RETIRED CERTIFIED PERSONNEL**

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

**EMPLOYMENT OF RETIRED CERTIFIED PERSONNEL**

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

**CERTIFIED PERSONNEL**

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

**Retired Teachers**

~~A *retired teacher* is:~~

~~1. A person reemployed in a reemployment-eligible position, specifically:~~

~~A. *Reemployment-eligible critical shortage position or critical shortage position* which shall include any of the following:~~

~~(1) A position for a full-time or part-time classroom teacher who teaches any student in pre-kindergarten through twelfth grade in a school where a critical shortage exists.~~

~~(2) A position for a full-time certified speech therapist, speech pathologist, audiologist, educational diagnostician, school social worker, school counselor, school psychologist, interpreter, educational transliterator, or educator of the deaf or hard of hearing, whose position of employment requires a valid Louisiana ancillary certificate approved and issued by the Louisiana Department of Education where a critical shortage exists.~~

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

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

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

~~(3) A position for a school nurse.~~

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

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

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

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

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

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

~~*Critical shortage* shall mean a situation in which the School Board has~~



~~advertised and posted notice of positions to be filled and has received fewer than three (3) certified applicants. Certification that a critical shortage exists shall be presented to the Louisiana Board of Elementary and Secondary Education (BESE) and the *Teachers Retirement System of Louisiana*, in order for a retiree who is employed in a critical shortage area to be eligible to receive retirement benefits.~~

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

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

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

#### Salary of Retired Teacher

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

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

#### Option 1

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

#### Option 2

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

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

#### Retired Member Not Considered a Retired Teacher

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

#### Notification to TRSL

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

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

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

**The Superintendent, or principal, with the approval of the Superintendent, may employ retired employees in accordance with the requirements of law and guidelines of the appropriate retirement system. A retired employee who is hired under such circumstances shall not, however, be guaranteed any position/employment with the Terrebonne Parish School Board.**

**Certified personnel who are members of the Teachers Retirement System of Louisiana (TRSL) and who are retired may be rehired in accordance with La. Rev. Stat. Ann. §§11:710 and 11:710.1, and guidelines of that retirement system. The School Board shall, within thirty (30) days thereafter, notify the TRSL, in writing, of such employment, the date of re-employment, and a determination as to whether the person is a retired teacher. Upon termination, the School Board shall provide the same notice to the TRSL.**

**Bus operators who have retired from service may be employed and returned to service as full-time bus operators in accordance with the provisions of La. Rev. Stat. Ann. §11:1007 and the guidelines of the Louisiana School Employees Retirement System (LSERS). Whenever a retired bus operator is re-employed, the School Board shall notify LSERS, in writing, within ten (10) days of such employment of the date employment began. Upon the bus operator's termination, the School Board shall provide LSERS, in writing, with information and notice of the termination.**

**Any retired non-certified employee, other than a bus operator, may be re-employed as a full-time, part-time, temporary, or substitute employee, in accordance with the provisions of La. Rev. Stat. Ann. §11:1006 and the guidelines of the Louisiana School Employees Retirement System (LSERS). The School Board shall notify LSERS, in writing, of such employment and shall notify LSERS, in writing, of the termination of such employment.**

**The School Board acknowledges that the TRSL and the LSERS have their own governing boards and their own regulations and interpretations of state laws impacting retirement. Accordingly, School Board staff members do not have the authority to give advice to employees, retirees, or others on retirement matters. Individuals seeking information about retirement matters should contact their respective retirement systems directly.**

Adopted: September 2010  
Revised: October 2010  
Revised: January 2013  
Revised: January 2016  
Revised: December 2018  
Revised: November 2020  
**Revised: September 2022**

Ref: La. Rev. Stat. Ann. §§11:710, 11:710.1, 11:1006, 11:1007, 17:81; Board minutes, 9-21-10, 10-18-11, 1-15-13, 1-19-16, 12-10-20, **10-4-22.**

**POLICY FILE: F-10.13 DISMISSAL/SEPARATION NON-**

## **INSTRUCTIONAL/SUPPORT PERSONNEL**

**FILE: F-10.13  
Cf: F-9-14, F-9.17**

### **DISMISSAL/SEPARATION NON-INSTRUCTIONAL/SUPPORT PERSONNEL**

With the exception of layoffs caused by programmatic changes, budget cuts, staff reorganization, reduction in force and/or dismissal of tenured employees, no Terrebonne Parish School Board employee shall be dismissed except in accordance with the following procedure and except as provided by law.

#### **BUS OPERATORS**

##### **Non-Tenured Bus Operators**

No bus operator hired after July 1, 2012, shall earn tenure.

A non-tenured bus operator shall be immediately dismissed if he/she is convicted of or has pled nolo contendere to violations of local or existing state law prohibiting operating a vehicle while intoxicated regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

Each school bus operator shall serve a probationary term of three (3) years reckoned from the date of his/her first employment with the School Board. During such probationary term, the School Board, upon the written recommendation of the Superintendent, may dismiss any bus operator. However, any bus operator employed on or after July 1, 2012, who has successfully completed his/her probationary term, may be dismissed by the Superintendent after providing such bus operator with written reasons therefor and providing the bus operator with the opportunity to respond. The bus operator shall have seven (7) days to respond, and such response shall be included in the bus operator's personnel file. Regardless of the date of his/her employment, a non-tenured bus operator shall not be entitled to a hearing before the School Board prior to termination.

##### **Tenured Bus Operators**

A tenured bus operator may be dismissed for willful neglect of duty, or incompetence, or immorality, or drunkenness while on duty, or failure to comply with requirements of La. Rev. Stat. Ann. §17:491.3 relative to being arrested for one or more of the specified offenses, or physical disability to perform his/her duties, or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition, or of being a member of or contributing to any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state.

Additional grounds for the removal from office of any school bus operator shall be:

1. the abolition, discontinuance, or consolidation of routes, but then only if it is found as a fact, based upon a determination by the Superintendent that it is in the best interests of the school system to abolish, discontinue, or consolidate said route or routes. If abolition, discontinuance, or consolidation of bus routes is approved, the principle of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed.
2. conviction of or plea of nolo contendere to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of the existing state offenses relative to operating a vehicle while intoxicated, as enumerated in La. Rev. Stat. Ann. §17:493, regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

A tenured bus operator shall not be removed from his/her position except upon written and signed charges against the bus operator, and the bus operator having been furnished with a copy of such written charges and given the opportunity to respond, in person or in writing, within ten (10) calendar days from written notice of the charges.

The Superintendent shall have ten (10) calendar days to review the school bus operator's response and to provide written notice to the bus operator of the *interim disciplinary action*, which may include placing the bus operator on paid administrative leave. If the bus operator has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent's interim decision.

Within twenty (20) calendar days after ~~written notice of the charges~~ **receipt of the Superintendent's interim disciplinary action, if any**, the bus operator may request a hearing before a disciplinary hearing officer, following the hearing procedures for tenured teachers found in policy *F-9.17, Employee Discipline*. If the bus operator fails to timely request a hearing, the disciplinary action shall become final.

### SCHOOL EMPLOYEES

All employees of the system whose dismissal is not governed by the provision of La. Rev. Stat. Ann. §§17:441-446, or by the provisions of La. Rev. Stat. Ann. §§17:491-494, shall be subject to dismissal by the Superintendent after providing such employee with the written reasons therefor and providing the employee the opportunity to respond. The school employee shall have seven (7)

days to respond, and such response shall be included in the school employee's personnel file. Such employees shall not be entitled to a hearing before the School Board.

Revised: November 2010  
Revised: December 2011  
Revised: October 2012  
Revised: August 2013  
Revised: September 2015  
Revised: November 2018  
**Revised: September 2022**

Ref: La. Rev. Stat. Ann. §§15:587.1, 17:15, 17:16, 17:81.5, 17:492, 17:493, 17:493.1; Board minutes, 2-23-88, 5-17-90, 11-16-10, 12-20-11, 10-16-12, 10-15-13, 10-20-15, 12-4-18, 10-4-22.

### **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 or special circumstances 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, school 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, physician assistant providing health care services in accordance with Louisiana law, or nurse practitioner providing health care services in accordance with Louisiana law, 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 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 illness or injury, date of the 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
  - 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 operators* employed as of that date, on August 15, 2008, for *school employees* employed as of that date, or on the effective date of employment for those employees employed after the dates above. The Superintendent shall



make all decisions relative to the granting of extended sick leave.

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 operator* or *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.

#### SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is 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. A *teacher* shall be required to provide a certificate from a physician certifying 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 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 disabled as a result of rendering such assistance. Any *school employee*, but not a *bus operator*, 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 the disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

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:

1. Upon review of the 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 taking the applicable sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. 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 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. 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 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, physician assistant providing health care services in accordance with Louisiana law, or nurse practitioner providing health care services in accordance with Louisiana law, 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

Revised: December 2020

Revised: January 2021

**Revised: September 2022**

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, 2-2-21, 10-4-22.

**POLICY FILE: F-11.7 MILITARY LEAVE**

**FILE: F-11.7**

## MILITARY LEAVE

~~The Terrebonne Parish School Board shall grant military leave to employees of the Board upon proper submission of application for such leave. Leave with pay for military purposes shall be granted when leave is not to exceed fifteen (15) working days in one calendar year. Leave without pay shall be granted when leave is for more than fifteen (15) working days. Employees taking military leave shall provide proper notification of pending military service accompanied by documents attesting to call to duty.~~

~~An employee on extended military leave (longer than fifteen (15) working days) may be required to apply for reinstatement of his/her former position within thirty (30) days after end of leave; following the properly submitted application, the employee shall then be reinstated at the salary then in force in the salary schedule.~~

The Terrebonne Parish School Board shall follow all applicable State and Federal laws (USERRA, *Uniformed Services Employment and Reemployment Rights Act*) and regulations relative to their military status.

## ACTIVE DUTY

Any regular employee of the Terrebonne Parish School Board who is serving in the military service or in the armed forces of the United States shall be granted a leave of absence for the period dating from his/her induction, enlistment, enrollment, or call to service. Such leave shall not affect tenure rights acquired prior thereto. An employee, upon return, must apply for reinstatement to the former position within thirty (30) days after discharge or release from active duty.

An employee who is ordered to duty shall notify the immediate supervisor as early as possible so that scheduling arrangements can be made. The employee shall also notify the Human Resources Department within three (3) days of receipt of orders and shall submit to the Human Resources Department a copy of the official orders. While on military leave, employees shall continue to accrue leave and other benefits, which they are entitled to receive in their normal assignment.

In the event of a national emergency, the School Board shall pay the employee an amount which when combined with the base pay for military service shall equal but not exceed the employee's regular School Board salary. This arrangement shall remain in effect for the duration of the period of deployment. As long as the employee continues to pay the employee's contribution, the School Board shall continue to pay the employer's contribution to the Teachers' Retirement System or Louisiana School Employees' Retirement System for these employees during the duration of the period of deployment.

**The employee also has the option of continuing his/her dependent health insurance coverage by paying the regular monthly dependent coverage provisions.**

Military service shall not be deemed to interrupt the active service used in computing time earned toward sabbatical eligibility.

**An individual whose employment as a teacher is interrupted by induction into military service shall be placed, upon return to employment as a teacher, on the step of the salary schedule that he would have been on if his/her employment had not been interrupted.**

***Military service* means service as a member of the United States Armed Forces during a war declared by the United States Congress or in a peacetime campaign or expedition for which campaign badges are authorized.**

### **RESERVE, NATIONAL GUARD, OR SIMILAR DUTY**

**All employees of the School Board who are members of the Officers' Reserve Corps of the Army of the United States, the National Guard of the United States, the Naval Reserve Corps, the Marine Corps Reserve, the Air Force Reserve, the Citizens' Military Training Corps, or the Civil Air Patrol, either as officers or enlisted persons, are entitled to a leave of absence without loss of pay, time, annual leave, or efficiency rating, on all days which they are ordered to duty with troops, or at field experiences, or for instruction, not to exceed fifteen (15) days in any one calendar year, and when relieved from duty, are to be restored to the positions held by them when ordered to duty.**

**As professional educators interested in maintaining excellence in the educational system, it is expected that all teachers shall make every possible effort to schedule such military leaves during vacation periods. This effort shall be considered as one of the specified duties of all teachers.**

**Except in the event of a declared national emergency, such leave in excess of fifteen (15) days in any one calendar year shall be leave without pay, unless the employee or teacher affected applies for, qualifies for, and is granted one of the other forms of leave provided by the School Board.**

Revised: June, 2004

**Revised: September 2022**

Ref: 38 USC §43:4301-4333 (**Employment and Re-employment Rights of Members of the Uniformed Services**); La. Rev. Stat. Ann. §§**17:423.1, 17:1215, 29:401, 29:402, 29:403, 29:404, 29:405, 29:406, 29:407, 29:410, 42:394, 42:401, et seq., 42:402, 42:403**; Board minutes, 6-7-83, 11-18-86, 6-15-04, **10-4-22**.

Superintendent Orgeron presented for consideration of approval revisions to the following policies: FILE: G-2.4c.1 Special Education Advisory Council and FILE: G-2.4c.2 Cameras in Special Education Classrooms (attached *Policy*



*Alert).*

## **RECOMMENDATION NO. 2**

The Committee recommends that the Board approve, as presented, revisions to the following policies:

### **POLICY FILE: G-2.4c.1 SPECIAL EDUCATION ADVISORY COUNCIL**

**FILE: G-2.4c.1  
Cf: B-8, B-11, B-11.5  
Cf: B-12.7, G-2.4c**

### **SPECIAL EDUCATION ADVISORY COUNCIL**

The Superintendent, prior to January 1, 2020, shall create a **Terrebonne Parish School Board Special Education Advisory Council**, which shall provide advice and recommendations regarding special education policies, procedures, and resources. The council shall also engage in outreach activities to the community at large to increase the level of knowledge, support, and collaboration with respect to special education.

The number of council members and composition of the council shall be determined by the Superintendent. The Superintendent shall appoint the council members in accordance with the following statutory requirements:

- 1 Except as included herein, fifty percent (50%) of the membership shall be parents or legal guardians of students with an exceptionality, other than gifted and talented, who are enrolled in a school under the jurisdiction of or who are receiving special education services from the public school governing authority School Board, none of whom shall be employees of the School Board. One high school student with an exceptionality, other than gifted and talented, and one person who represents an entity that serves students with disabilities or families of students with disabilities and who is not an employee of the School Board may be counted to meet the requirement.**
- ~~2. Twenty-five percent (25%) of the membership shall be teachers, principals, or paraprofessionals.~~
- 2. Twenty-five percent (25%) At least ten percent (10%) of the membership shall be other special education stakeholders who are not represented by council members selected under the provisions of 1 and 3 hereof.**
- 3. At least one member shall be a teacher, principal, or paraprofessional who serves students with disabilities and who works in a school under the jurisdiction of the School Board.**

In selecting council members, an effort shall be made to include parents of

students in elementary, middle, and high school grades.

**A council should be comprised of at least eight (8) members. If a council has fewer than eight members, the Superintendent shall provide an explanation of his/her decision to establish a council with fewer than eight (8) members. The explanation shall be provided to the council, and the council shall include it as an addendum to the report required below.**

The Superintendent shall designate the chairperson of the council. The chairperson shall be responsible for calling the council's meetings, preside over the meetings, and establish the agendas for the meetings, all in consultation with the Superintendent.

The Special Education Advisory Council shall meet at least three (3) times during a school year. All meetings of the Special Education Advisory Council shall be subject to the same policies and statutory provisions as regular, special, and committee meetings of the School Board. All meetings shall be open to the public, except in those instances allowed as provided by state law. A majority of the committee membership shall constitute a quorum for holding a meeting and making recommendations. Minutes shall be taken of the proceedings of all Special Education Advisory Council meetings. A written report shall be prepared by the Special Education Advisory Council and submitted to the Superintendent in May of each year regarding its activities. **The Superintendent shall ensure that the report is posted on the School Board's website, and all such reports shall be submitted to the State Department of Education.**

No liability or cause of action against the public school district, public charter school, or other public school, or any officer or employee thereof for any action taken by members of the Special Education Advisory Council.

New policy: September 2019

**Revised: September 2022**

Ref: La. Rev. Stat. Ann. §§17:81, 17:1944.1, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20, 42:24, 42:25; Board Minutes, 9-3-19, 10-4-22.

## **POLICY FILE: G-2.4c.2 CAMERAS IN SPECIAL EDUCATION CLASSROOMS**

**FILE: G-2.4c.2  
Cf: E-1.2c, G-2.4c**

### **CAMERAS IN SPECIAL EDUCATION CLASSROOMS**

A parent or legal guardian may submit a written request to have cameras that record both video and audio installed in a special education classroom. The Terrebonne Parish School Board shall ~~consider such request according to the~~ **develop** procedures developed pursuant to this policy, and upon approval of such request, **and receipt of funding**, ~~will facilitate the installation and~~

~~operation of the shall install and operate the cameras requested for the installation and operation of cameras that record both video and audio in special education classrooms, in accordance with state law, and the policy and procedures of the School Board. The implementation of this policy and any request shall be contingent upon adequate funding being available.~~

For purposes of this policy, *classroom* shall mean a self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent (50%) of the instructional day and for which a parent or legal guardian has requested a camera to be installed. Classroom *shall not* mean special education classrooms and other special education settings where the only students with exceptionalities receiving special education and related services are those who have been deemed to be gifted or talented and have not been identified as also having a disability.

The School Board shall ensure/provide:

1. Proper location and placement of cameras. The recording of the interior of a restroom or any area designated for students to change or remove clothing shall be prohibited.
2. Written notice of the placement of the cameras shall be provided to persons who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students' parents and legal guardians, and authorized visitors.
3. Training concerning the provisions of this policy for any teacher or other school employee who provides services in a classroom where cameras are installed.
4. Procedures for proper retention, storage, and disposal of the video and audio data recorded. Recordings shall be retained for at least one month from the recording date.
5. Protection of student privacy and development of procedures for determining to whom and under what circumstances the recordings may be disclosed including:
  - A. Limiting viewing of the recordings to the Superintendent or his/her designee and the parent or legal guardian of a recorded student upon request.
  - B. Requiring any person who views a recording and who suspects the recordings show a violation of state or federal law to report the suspected violation to the appropriate law enforcement agency.
6. Each camera installed shall comply with the National Fire Protection

Association's Life Safety Code.

7. Procedures for the approval or disapproval of a request for the installation and operation of cameras in a classroom.
8. Procedures regarding how a parent or legal guardian may request to review a recording, under what circumstances a request may be made, and any limitations to a request.
9. **Procedures regarding how a parent or legal guardian may request the installation and operation of cameras in his child's classroom.**

Recordings made pursuant to this policy shall be confidential and shall not be public record. However, a recording may be viewed by the Superintendent or his/her designee, the parent or legal guardian of a recorded student, or by law enforcement officials as provided in the policies required by item number 5 above.

The recordings shall not be considered "personally identifiable information" as defined in La. Rev. Stat. Ann. §17:3914.

New policy: November 2, 2021

**Revised: September 2022**

Ref: La. Rev. Stat. Ann. §17:1948; Board minutes, 11-2-21, **10-4-22**.

Mr. Mark Torbert, Director of Child Welfare and Attendance, presented for consideration of approval revisions to policy: FILE: H-4.5 Child Abuse (attached *Policy Alert*).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve, as presented, revisions to policy FILE: H-4.5 Child Abuse.

**FILE: H-4.5**  
**Cf: F-12.3, H-3.5a**

## **CHILD ABUSE**

The Terrebonne Parish School Board shall endeavor to ensure that all instances of child abuse and/or neglect are reported in accordance with appropriate state and local laws and regulations. Therefore, the School Board directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

**Students shall be provided, age and grade, appropriate instruction relative to child assault awareness and prevention, and how students may report abuse or assault to the child protection toll-free hotline operated by the State Department of Children and Family Services, and where students may locate**

**the number for the hotline.**

**Each public school shall post the hotline number in a prominent location on its website.**

## **DEFINITIONS**

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

*Abuse* means any one of the following acts, which seriously endanger the physical, mental, or emotional health of the child:

1. The infliction, attempted infliction, or as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
2. The exploitation or overwork of a child by a parent or any other person.
3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child's sexual involvement with any other person or of the child's involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of this state.

*Neglect* means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing, which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

*A mandatory reporter* is any person considered to be a teaching or child care provider performing their occupational duties, such as any person who provides or assists in the teaching, training, or supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff member, bus operator, coach, social worker, or any individual who provides such services to a child in a voluntary or professional capacity.

*Caretaker* means any person legally obligated to provide or secure adequate

care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

### PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT

*Any mandatory reporter*, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect, as defined by this policy, or that abuse or neglect was a contributing factor in a child's death, **in accordance with statutory provisions**, shall report immediately suspected abuse/neglect in accordance with the following:

1. When the *mandatory reporter* suspects that a child has been abused/neglected, he/she shall immediately:
  - A. When the suspected abuser is believed to be a parent or caretaker, make the report to the Department of Children and Family Services through the designated state child protection reporting hotline telephone number.
  - B. When the abuse or neglect is believed to be perpetrated by someone other than a parent or caretaker, and a parent or caretaker is not believed to have any responsibility for the abuse or neglect, make the report to a local or state law enforcement agency.

Dual reporting to both agencies is permitted.

2. If the initial report was in oral form, it shall be followed by a written report on the approved form, which written report shall be delivered within five (5) days to the local child protection agency or the local law enforcement agency to whom the initial report was made.

The report shall contain the following information, if known:

- A. The name, address, age, sex, and race of the child.
- B. The nature, extent, and cause of the child's injuries or endangered condition, including any previous known or suspected abuse to this child or the child's siblings.
- C. The name and address of the child's parent(s) or other caretaker.
- D. The names and all the ages of all other members of the child's household.
- E. The name and address of the reporter.

- F. An account of how this child came to the reporter's attention.
- G. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.
- H. The number of times the reporter has filed a report on the child or the child's siblings.
- I. Any other information, which the reporter believes, might be important or relevant.

The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if the child names him/her.

### **INVESTIGATION OF REPORTS**

School officials shall not deny admission of the investigator on school premises or access to the child in school.

### **ALLEGATION AGAINST SCHOOL EMPLOYEES OR VOLUNTEERS**

When an employee is accused of the use of impermissible corporal punishment or moral offenses involving students, the principal shall initiate an investigation (see procedures under policy F-12.3, *Employee Investigations*). If the offender is a central office employee, or principal, the immediate supervisor will initiate an investigation.

Upon any school employee receiving a report of, or information about, child abuse, against another school employee or volunteer, and the employee receiving said information has cause to believe the truthfulness thereof, the reporting procedure as outlined in this policy shall be followed, depending upon whether the employee or volunteer is considered a caretaker or someone other than a caretaker.

The school employee shall also, as soon as reasonably possible, notify the appropriate immediate supervisor of the accused individual, and that supervisor in turn will as soon as reasonably possible, notify the Superintendent or designee. The Superintendent and the School Board's attorney will determine what appropriate action the school system may take over and above the investigation being conducted by the appropriate state agency. In any incident involving an employee or volunteer, which is reported to the Superintendent or designee, the person shall be removed from all activities involving direct contact with students until the matter is resolved.

### **ALLEGATIONS OF SEXUAL OFFENSES**

The Superintendent or his/her designee shall be required to notify the local law

enforcement agency of any allegation made by a student of the commission of a sex offense as defined by La. Rev. Stat. Ann. §15:541. The Superintendent or his/her designee shall make such notification within twenty-four (24) hours of the time the student notified the Superintendent or other appropriate personnel. Any school employee who receives information from a student concerning the possible commission of a sexual offense shall immediately inform the Superintendent and/or his/her designee.

### **CONFIDENTIALITY**

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than those persons or agencies designated by this policy or required by state law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records and accessible only by the principal/designee/supervisory employee or by court order.

### **INSERVICE TRAINING**

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

### **IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY**

Any person who in good faith makes a report, cooperates in any investigation arising as a result of such report, or participates in judicial proceedings authorized under the Louisiana Children's Code shall have immunity from civil or criminal liability that otherwise might be incurred or imposed. This immunity, however, does not extend to (1) a person who participates in or conspires with a participant or an accessory to an offense involving the abuse or neglect of a child; (2) any person who makes a report known to be false or with reckless disregard for the truth of the report.

### **LIABILITY**

The Louisiana Children's Code and Louisiana criminal law provide substantial penalties for mandatory reporters who fail to report facts, which would support a reasonable belief that child abuse or neglect, has occurred. Additionally, educators or other employees of the Terrebonne Parish School Board who fail or refuse to report child abuse/neglect as provided by law or by this policy may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

Revised: July 1999



Revised: November 2003  
Revised: March 2004  
Revised: December 2004  
Revised: April 2008  
Revised: January 2013  
Revised: May 2017  
Revised: January 2018  
Revised: November 2020  
**Revised: September 2022**

Ref: La. Rev. Stat. Ann. §§14:403, 15:539, 15:541, **17:81**, 17:81.6; La. Children's Code, Title VI, Art. 601 et seq.; Board minutes, 7-20-99, 3-15-04, 12-21-04, 4-15-08, 1-15-13, 6-13-17, Forethought wd. revisions 1-30-18, 12-1-20, **10-4-22**.

Mr. Sammy Poiencot, Supervisor of Plant Operations, presented information for consideration of approval of NEW policy: FILE: H-14.4 Patriotic Organizations (attached *Policy Alert*).

#### **RECOMMENDATION NO. 4**

The Committee recommends that the Board approve, as presented, NEW policy FILE: H-14.4 Patriotic Organizations.

#### **NEW POLICY**

**FILE: H-14.4**  
**Cf: E-1.6**

#### **PATRIOTIC ORGANIZATIONS**

**Any patriotic organization may use any Terrebonne Parish School Board public school buildings or property for student participation in its activities at times other than instructional time during the school day. *Patriotic organization* means a youth group that is listed as a patriotic society in Title 36 of the United States Code.**

**Each principal shall grant representatives of any patriotic organization the opportunity to speak with and recruit students to participate in the organization during school hours for the purpose of informing students of how the organization may further the students' educational interests and civic involvement in order to better their schools, their communities, and themselves.**

**The organization shall provide verbal or written notice to the principal of its intent to speak to the students and submit proof of liability insurance for the organization. The principal shall provide verbal or written approval of the specific day and time for the organization to address the students.**

**New policy: September 2022**

**Ref: La. Rev. Stat. Ann. §17:2119, Board minutes, 10-4-22.**

Mrs. Sandra LaRose, Chief Academic Officer, presented information on the 2022 LEAP Assessment Index for English I, English II, Algebra I, Geometry, Biology, and U.S. History (Grades 9-12).

Mrs. LaRose and Curriculum Specialists: Sarah Adams (Mathematics); Nathan Cotten (STEM); Lacie Oliver (Social Studies); Darlene Boudwin (ELA); and Angelle Bergeron (K-2), presented information on the ability to access Terrebonne Parish Schools' curriculum.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting was adjourned at 8:30 P.M.

Respectfully submitted,

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Matthew Ford, Vice Chairman

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Dr. MayBelle Trahan

SL/jb

C. Finance, Insurance, & Section 16 Lands Committee (Report of September 20, 2022)

Dear Members of the Board:

The **FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee; and Education, Technology, and Policy Committee meetings on Tuesday, September 20, 2022, in the Board Room of the School Board Office with the following members present: Mr. Clyde Hamner, Chairman, Mr. Michael LaGarde, Vice Chairman, and Mrs. Stacy Solet. Also in attendance were Dr. MayBelle Trahan, Mr. Matthew Ford, Superintendent Bubba Orgeron, and members of the staff.

Chairman Hamner called the meeting to order.

Mrs. Katherine Gilbert-Theriot, Director of Business Retention and Expansion at Terrebonne Economic Development Authority (TEDA), addressed the Committee on consideration of approval for adoption of a resolution to support Bollinger Houma Shipyards, LLC in its participation in the Industrial Tax Exemption Program (ITEP).

**RECOMMENDATION NO. 1**

The **Committee recommends** that the Board approve the adoption of the resolution, as presented, granting the request by Bollinger Houma Shipyards, LLC (Industrial Tax Exemption Application #20210244-ITE).

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

Mr. Curtis Constrantiche, Risk Manager, addressed the Committee on consideration of approval for retiree Group Medicare Advantage Health Plan Renewal for 2023.

#### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve the renewal from UnitedHealthcare, P. O. Box 5803, Carol Stream, Illinois 60197, for a Group Medicare Advantage PPO Health Plan, for eligible retirees, with an estimated annual cost of \$2,244,394.00, for a two-year period, effective January 1, 2023, through December 31, 2024.

Mr. Constrantiche addressed the Committee on consideration of approval for Group Prescription Coverage Renewal for 2023.

#### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve the renewal from Script Care Ltd., 6380 Folsom Drive, Beaumont, Texas 77706, for Group Prescription Plan, with an estimated annual net cost after rebates of \$8,853,400.00, for a one-year period, effective January 1, 2023, through December 31, 2023.

Mr. Constrantiche addressed the Committee on consideration of approval for Group Dental Insurance for 2023.

#### **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board approve the proposal from Ameritas, 5900 O Street, Lincoln, Nebraska 68501, for Group Dental Insurance, for a three-year guarantee at current rates, effective January 1, 2023, through December 31, 2025.

Mr. Constrantiche addressed the Committee on consideration of approval for Group Vision Proposal for 2023.

#### **RECOMMENDATION NO. 5**

**The Committee recommends** that the Board approve the proposal from Ameritas (VSP Choice Network), 5900 O Street, Lincoln, Nebraska 68501, for a Group Vision Plan, beginning January 1, 2023.

Chairman Hamner addressed the Committee on consideration of approval to authorize the advertising of bids for Ink and Toner Cartridges.

#### **RECOMMENDATION NO. 6**

**The Committee recommends** that the Board approve and authorize the Purchasing Department to advertise for bids for Ink and Toner Cartridges.

Mrs. Rebecca Breaux, Chief Financial Officer, presented an update on Hurricane Ida FEMA reimbursement.

Mrs. Michelle Klingman, Supervisor of Finance, presented information on the Monthly Budget-to-Actual Comparison report (attached) and gave an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of July 2022 are approximately 12.8% higher than July 2021.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 9:06 P.M.

Respectfully submitted,

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Clyde Hamner, Chairman

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Michael LaGarde, Vice Chairman

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Stacy Solet

RB/bp

**D. Executive Committee (Report of September 20, 2022, meeting)**

Dear Members of the Board:

The **EXECUTIVE COMMITTEE** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee; Education, Technology, and Policy Committee; and Finance, Insurance, and Section 16 Lands Committee meetings on Tuesday, September 20, 2022, in the Board Room of the School Board Office with the following members present: Dr. MayBelle Trahan, Vice President, and Mr. Michael LaGarde. Mr. Gregory Harding, President, was absent. Also in attendance were Mr. Clyde Hamner, Mr. Matthew Ford, Mrs. Stacy Solet, Superintendent Bubba Orgeron, and members of the staff.

Vice President Trahan called the meeting to order.

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

There were no Committee member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 9:08 P.M.

Respectfully submitted,

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MayBelle Trahan, Ed.D., Vice President

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Michael LaGarde

RB/bp

9. Superintendent's Agenda

A. Agenda Items

- (1) Resolution in Observance of National School Bus Safety Week, October 17-21, 2022

**RECOMMENDATION:** That the Board approve the following resolution recognizing October 17-21, 2022, as National School Bus Safety Week:

**RESOLUTION**

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

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

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

**Whereas** the State of Louisiana, the Department of Education, and the Office of School and Community Support recognize the commendable efforts displayed by all involved in the school transportation program; now, therefore, be it

**Resolved**, that the Terrebonne Parish School Board does hereby proclaim the week of October 17-21, 2022, as "National School Bus Safety Week;" and be it further

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

- (2) Resolution in Observance of the Month of October 2022 as National Anti-Bullying Month

**RECOMMENDATION:** That the Board approve the following resolution in observance of the month of October 2022 as National Anti-Bullying Month:

**RESOLUTION**

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

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

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

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

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

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

***Resolved***, that the Terrebonne Parish School District hereby proclaims its unified commitment to the education and prevention of bullying within our communities and schools, exploring solutions to the problem, including cyber-bullying, and offering support in raising awareness and recognizing the month of October 2022 as National Anti-Bullying Month in Terrebonne Parish Public Schools; and be it further

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

- (3) Resolution Declaring Month of November 2022 as Native American Indian Heritage Month in the Terrebonne Parish School System  
**RECOMMENDATION:** That the Board approve the following resolution declaring the month of November 2022 as Native American Indian Heritage Month in the Terrebonne Parish School System:

**RESOLUTION**

**Whereas** the Title VI Indian Education Program is a viable part of the Terrebonne Parish educational system;

**Whereas** emphasis on the cultural heritage of Indian students is one of the four goals of the Title VI Indian Education Grant;

**Whereas** the month of November has been observed as “Native American Indian Heritage Month” since 1990;

**Whereas** instructional lessons on Indians and their heritage are traditionally taught to students during the month of November; and

**Whereas** the Title VI Indian Education staff and the Title VI Indian Education Parent Committee are requesting that the month of November 2022 be recognized as Native American Indian Heritage Month in the Terrebonne Parish School System; now, therefore, be it

***Resolved***, that the Terrebonne Parish School Board does hereby declare the month of November 2022 as Native American Indian Heritage Month in the Terrebonne Parish School System; and be it further

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

(4) Personnel Section

(a) Leaves of Absence

1) Family and Medical Leaves

**RECOMMENDATION:** That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Tanya M. Mosely, School Bus Operator in the Transportation Department, beginning August 29, 2022, through November 30, 2022 (medical).

**RECOMMENDATION:** That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Jane Lyons, Teacher at Legion Park Elementary School, beginning September 2, 2022, through November 18, 2022 (medical).

**RECOMMENDATION:** That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Delloid Douglas, Custodian I at Oaklawn Middle School, beginning October 6, 2022, through January 12, 2023 (medical).

2) Leave Without Pay

**RECOMMENDATION:** That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Ta Shawna Westley, School Bus Operator in the Transportation Department, beginning September 6, 2022, through December 31, 2022 (personal).

(b) Personnel Actions for Period of July 25, 2022, through September 23, 2022 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]

10. Adjournment

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Bubba Orgeron, Superintendent  
Terrebonne Parish School Board  
P. O. Box 5097  
Houma, Louisiana 70361  
985-876-7400

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Bubba Orgeron, Superintendent, Terrebonne Parish School Board, at 985-876-7400, Ext. 860-213, describing the assistance that is necessary.

RLB