

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

December 16, 2014

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: Mr. Richard Jackson, Vice-President; Mr. Roosevelt Thomas, Mr. Gregory Harding, Ms. Debi Benoit, Dr. Brenda Leroux Babin, Mr. L. P. Bordelon, III, Mr. Donald Duplantis, and Mr. Hayes J. Badeaux.

ABSENT: None

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

A moment of silence was observed in memory of Emma Dell Givens, retired school teacher, who recently passed away.

Motion of Mr. Thomas, seconded by Mr. Jackson, unanimously carried, the Board approved the minutes of School Board Meeting of December 2, 2014, as recorded.

At this time, President DeHart and fellow Board Members recognized and expressed appreciation to outgoing School Board Member, Mr. Hayes J. Badeaux (District 9), for his years of service and dedication to the Terrebonne Parish School System.

President DeHart stated that Mr. Hayes J. Badeaux, representing District 9, was elected to the Board in 1994 and officially took office in January 1995. Mr. Badeaux was elected Vice-President of the Board in January 2007; elected Board President in January 2008 and January 2009; served as Chairman of the Education and Communications Committee, Education and Policy Committee, Buildings, Food Service, and Transportation Committee; served as Vice-Chairman of the Finance, Insurance, and Section 16 Lands Committee, and also served as a Member of the Executive Committee.

At this time, on behalf of the Board and Superintendent Philip Martin, President DeHart presented a plaque to Mr. Hayes J. Badeaux, outgoing School Board Member.

Mr. Badeaux addressed the Board and gave a chronology of his years of employment with the Terrebonne Parish School District which began in 1963. He stated it is with mixed emotions that he leaves tonight, but wanted to thank his wife, children, employees, and constituents who have supported him over the years.

Motion of Mr. Jackson, seconded by Dr. Babin, unanimously carried, the Board deviated from the regular order of the agenda to take up Agenda Item 8. A. (1) "Expression of Thanks" on Election Results of Saturday, December 6, 2014.

Superintendent Martin expressed his thanks and gratitude to the Terrebonne Parish School Board for its 100% unanimous support of the recent Sales Tax Election held on Saturday, December 6, 2014. He further thanked the voters and citizens of Terrebonne Parish.

The Board returned to the regular order of the agenda.

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

Dear Members of the Board:

The EDUCATION and POLICY COMMITTEE met at 5:00 P.M. on Monday, December 1, 2014, in the Board Room of the School Board Office, with the following members present: Mr. Richard Jackson, Chairman, Mr. Donald Duplantis, Vice-Chairman, and Dr. Brenda Leroux Babin. Also in attendance were Mr. L. P. Bordelon, III, Superintendent Philip Martin, and members of the staff.

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

Dr. Debra Yarbrough presented revisions, according to recent legislation, to policy FILE: F-13 Substitute Personnel (see attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, the following revised policy FILE: F-13 Substitute Personnel:

FILE: F-13
Cf: F-9.4, F-13.1

SUBSTITUTE PERSONNEL

The School Board shall require the compilation of a list of qualified individuals to serve as day-by-day substitute teachers within the school district. The Superintendent or his designee shall prepare the list assuring that all those listed possess appropriate employment criteria, including verification of teachers' qualifications and certification.

Principals or their designated representatives shall call substitute teachers from the approved list in case of absence of a regular teacher. Principals shall be required to hire substitutes for all certified employee absences of ½ day or more when all sick and emergency leave of said employee has been exhausted. It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules, and an outline of local school procedures.

Retired teachers may be employed as substitute teachers provided that use of retired teachers as substitutes is in accordance with the rules and regulations established by the Teacher's Retirement System of Louisiana and pertinent statutory provisions.

Qualified teachers may also be selected to substitute for teachers who plan to be absent for long periods of time. Provisions shall be made for the hiring of, or contracting with, applicable substitute teachers in these instances as developed by the Superintendent and staff.

CONTRACTED SUBSTITUTE PERSONNEL

Contracted substitute personnel are defined as persons or teachers who

are appointed for a specific limited period of time to fill a vacancy which may exist as a result of: (1) special projects which are not expected to be of a permanent nature or, (2) vacancies created by general fund personnel being placed on leave for reasons such as federally funded projects, sabbaticals, maternity, grants, special projects, etc.

Contracts with contracted substitute personnel shall specifically set forth that the position is in a substitute capacity for a limited period of time and shall designate that the contract will terminate at the end of the special project or the school year. At the end of the assignment of contracted substitute personnel, the Superintendent shall make a written recommendation to the School Board that the contracted substitute teacher's services be terminated and shall state the reasons therefor. The School Board shall evaluate the recommendation of the Superintendent and act accordingly.

SUBSTITUTE PAY

Compensation paid to substitutes shall be based upon the degree status of the substitute in accordance with a pay schedule as set by the School Board. It shall be incumbent upon the substitute teacher, however, to properly notify the personnel department of such continuous employment.

Any school employee whose job does not require a teaching certificate, who performs work as a substitute teacher for more than a single class period, shall be compensated for that time at the rate of a substitute teacher. The principal or his/her designee shall authorize the school employee to act as a substitute teacher, prior to the employee's participation in the classroom as a substitute, and shall verify the hours as a substitute teacher for payroll purposes. Any such compensation shall not be considered an increase in the employee's base pay nor factored into the employee's compensation for the following year.

Revised: December 1997

Revised: October 1998

Revised: November 2014

Ref: La. Rev. Stat. Ann. §§11:708, 11:710, 11:791, 17:81, 17:84, 17:419.3, 17:493.1, 17:500, 17:1202, 17:1207, 17:1212, 17:1213, 17:1216, 17:1217; Board minutes, 8-15-95, 12-16-97, 10-20-98.

Dr. Yarbrough discussed the deletion of policy FILE: F-13.1 Substitute Personnel Administrative/Instructional Personnel (see attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board approve the deletion of policy FILE: F-13.1 Substitute Personnel, Administrative/Instructional Personnel from the TPSB Policy Manual:

FILE: F-13.1

SUBSTITUTE PERSONNEL **ADMINISTRATIVE/INSTRUCTIONAL PERSONNEL**

SALARY SCHEDULE

- ~~1. Administrators, Certified – The pay rate is 65% of a school administrator's daily rate of pay based on the current Terrebonne Parish Salary Schedule for an assistant principal with a Master's degree at level XIV with six (6) years' experience.~~
- ~~2. Teachers, Certified (Possess a valid teacher's certificate) – The pay rate is 65% of a teacher's daily rate of pay based on the current Terrebonne Parish Salary Schedule for a teacher with a Bachelor's degree and zero years' experience.

 - ~~a. A certified teacher that teaches 20 or more consecutive days in the same class will be paid based upon years' experience and degree(s).~~~~
- ~~3. Substitute, Degreed (Non Certified)

 - ~~a. 50% of a teacher with a Bachelor Degree (zero years' experience)~~
 - ~~b. On the twenty first consecutive day of employment in the same position, the substitute's pay will increase to 65% of a teacher's daily rate of pay based on the current Terrebonne Parish Salary Schedule for a teacher with a Bachelor's degree and zero years of experience. This rate of pay will remain in effect only for the uninterrupted duration of employment in that same position. Extenuating circumstances may be appealed to the principal and referred to the appropriate supervisor for consideration.~~~~
- ~~4. Substitute, Non-Degreed

 - ~~a. 40% of a teacher with 2 years college (zero years' experience)~~
 - ~~b. On the twenty first consecutive day of employment in the same position, the substitute's pay will increase to 65% of a teacher's daily rate of pay based on the current Terrebonne Parish Salary Schedule for a teacher with two (2) years of college and zero years of experience. This rate of pay will remain in effect only for the uninterrupted duration of employment in that same position. Extenuating circumstances may be appealed to the principal and referred to the appropriate supervisor for consideration.~~~~

~~Revised: December 1996~~

~~Revised: July 2006~~

~~Revised: August 2008~~

~~Ref: La. Rev. Stat. Ann. §§11:708, 17:84, 17:1202, 17:1212, 17:1213; Board minutes, 12-17-96, 7-11-06, 8-19-08.~~

Mr. Graham Douglas presented revisions, according to recent legislation, to policy FILE: G-2 Curriculum (see attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, the following revised policy FILE: G-2 Curriculum:

CURRICULUM

The Terrebonne Parish School Board has the responsibility to establish and maintain a quality program of instruction for the elementary and secondary schools of the school district.

The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the state constitution, state statutes, rules and regulations of the Louisiana Board of Elementary and Secondary Education (BESE), and the policies of the Board.

The organization and scheduling of subjects in the curriculum of the school district shall conform to BESE requirements and statewide content standards for required subjects. The curriculum shall provide learning experiences and prospective achievement for each child according to their individual needs and offer pupils a basic body of understanding, attitudes, knowledge, and skills.

By the end of the eighth (8th) grade, each student, with the assistance of his/her parent or other legal guardian and school counselor, shall begin to develop an Individual Graduation Plan to guide future academic course work in order for the student to explore education and career possibilities. Students with Individualized Education Programs (IEP), as a result of disabilities, shall also be assisted in the development of their Individual Graduation Plans by their IEP teams. Each student's Individual Graduation Plan shall be reviewed annually and updated, as necessary, to identify the courses to be taken each year until all required courses are completed. The Individual Graduation Plan shall be signed by the student, the student's parent or other legal guardian, and the school counselor.

CAREER MAJOR

~~The curriculum design within the high schools shall consist of an academic major comprised of college preparatory courses and~~ **include** a career major comprised of challenging academic courses and modern vocational **career and technical** studies. Such a curriculum design shall allow each high school student to choose a career option at the high school level, **which includes activities designed to introduce students to occupations in demand in Louisiana. The School Board shall develop and offer one or more career major programs aligned to state and regional workforce demands, pursuant to policies adopted by BESE.** ~~By the end of the eighth grade each student, with the input of his/her family, shall develop a Five Year Individual Graduation Plan. Such a plan shall include a sequence of courses which is consistent with the stated goals for one year after graduation, and shall be reviewed annually thereafter by the student, parents and school supervisor, and revised as needed.~~

~~Every student who seeks to pursue a career major shall have the written permission of his/her parent or other legal guardian. Each student's Individual Graduation Plan shall be signed by the student and the student's parent or other legal guardian.~~

~~By July 1st of each year, the School Board shall submit to the Louisiana Department of Education a year end evaluation of each career major~~

program.

ELECTIVES

The Board of Elementary and Secondary Education (BESE) has granted school systems the authority to develop, review, and approve all locally-initiated electives, **in accordance with the Louisiana Handbook for School Administrators, Bulletin 741**. The process shall ensure alignment with standards-based initiatives, compliance with current BESE policies, and all laws and regulations pertaining to students with disabilities. Electives **courses** shall enhance, expand, and/or refine the core curriculum. Elective courses shall not replace, duplicate, or significantly overlap the content of core curriculum or other approved electives.

Proper documentation of all approved electives shall be maintained **by the School Board**.

Revised: December 1997

Revised: October 2001

Revised: February 2010

Revised: July 2013

Revised: November 2014

Ref: La. Rev. Stat. Ann. §§17:154, 17:181, 17:182, 17:183, 17:183.1, 17:183.2, 17:183.3, 7:183.5, 17:261, 17:262, ~~17:266, 17:268~~ **17:2925**; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 12-16-97, 12-18-01, 2-23-10, 7-16-13.

Mrs. Stacy Solet presented revisions, according to recent legislation, to policy FILE: G-7 Instructional Materials (see attached).

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, the following revised policy FILE: G-7 Instructional Materials:

FILE: G-7
Cf: D-1, G-8.1

INSTRUCTIONAL MATERIALS

The Terrebonne Parish School Board strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. The selection of media shall be determined by the objectives of the course and the experiences and activities to be provided to meet such objectives. Instructional personnel shall keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of courses. Instructional personnel shall also assist the administration in the selection and purchase of such materials and equipment for the school.

The School Board believes that appropriate personnel and materials must be available for each student. It shall be the policy of the School Board that available system resources and materials be allocated in a manner to ensure equivalence among schools of a similar type and enrollment in: (1) teachers, administrators and auxiliary personnel; and (2) curriculum materials and instructional supplies.

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS

A parent of a child attending a public elementary or secondary school shall be entitled to access to instructional materials as provided by law. A parent shall be entitled to:

- 1. Review instructional materials used by or administered to the parent's child.**
- 2. Review any survey before the survey is administered or distributed by a school to a student.**

The Superintendent and/or his/her designee shall develop and maintain pertinent administrative regulations and procedures governing parental access to instructional materials. At a minimum, such regulations and procedures shall specify reasonable hours for review, that instructional materials shall be provided upon reasonable request of the parent, and reasonable and customary fees for copying of material(s) requested. Nothing shall prohibit or interfere with the parent making his/her own copies on school premises using any mobile or other device.

For the purpose of this policy:

Instructional materials means content that conveys the knowledge or skills of a subject in the school curriculum through a medium or a combination of media for conveying information to a student. It also includes any non-secure test, non-secure assessment, or survey administered to a student. The term also includes books, supplementary materials, teaching aids, computer software, magnetic media, DVD, CD-ROM, computer courseware, online material, information, or services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning process.

Parent means the parent or legal guardian of a child.

Survey means any evaluative instrument or questionnaire that is not an assessment of academic knowledge, skills, or abilities, administered as part of a state, national, or international assessment, or by itself.

Revised: March 1999

Revised: November 2014

Ref: Constitution of Louisiana, Art. VII, §13; La. Rev. Stat. Ann. §§17:81, **17:355**; Board minutes, 4-22-86, 3-16-99.

Mr. Alton Johnson presented revisions, according to recent legislation, to policy FILE: H-2.3 School Admission (see attached).

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, the following revised policy FILE: H-2.3 School Admission:

FILE: H-2.3
Cf: H-2.3a, H-3.5d, H-3.6b

SCHOOL ADMISSION

The Terrebonne Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

~~No student of suitable age shall be denied admission or readmission to school who resides within the geographical boundaries of the school system unless such student is legally excluded from attending school.~~

The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

- 1. Resides within the geographic boundaries of the school system.**
- 2. Meets the eligibility requirements for school entrance pursuant to statutory provisions.**
- 3. Is nineteen (19) years of age or younger on September 30th of the calendar year, in which the school year begins, or is twenty (20) years of age on September 30th of the calendar year, in which the school year begins, and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.**
- 4. Has not received a high school diploma or its equivalent.**
- 5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.**

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

- 1. The person voluntarily withdrew from school.**
- 2. The person is pregnant.**
- 3. The person is a parent.**
- 4. The person is married.**

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

No child shall be admitted to school for the first time until his/her parents do the following:

1. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana shall be given a fifteen (15) day grace

period to secure a copy of their birth record. Children born out of ~~this state~~ **Louisiana** shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.

2. Present to school officials **satisfactory** evidence of **immunity to or immunization against** ~~being or having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis and measles and other~~ vaccine-preventable diseases according to ~~a~~ **the** age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.
- ~~3. Present to school officials an official Social Security card. If no Social Security card is available, the student shall be assigned a state identification number.~~
3. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.
4. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.
5. Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the School Board who have no permanent address, who have been abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.
- ~~6. Present to school officials satisfactory evidence that at least one of the child's parents or guardians has completed a parent orientation course conducted by the school district. However, no child shall be denied entry into school because parent or guardian has not attended an orientation session.~~

ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board.

No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

ADMISSION OF NON-RESIDENT STUDENTS

The School Board may, by mutual agreement, provide for the admission to any school of pupil(s) residing in an adjoining city, parish, or other local School Board district, and for transfer of funds or other payments by one School Board to another on account of such attendance.

STUDENTS RESIDING NOT MORE THAN ONE MILE FROM SCHOOL

If not specifically contrary to the provisions of a valid and applicable court order, the School Board shall admit and assign a student to attend any public school requested by a parent or other person responsible for the student's school attendance when the requested school has space available, suitable grade levels, and the child resides not more than one mile from such school. The one-mile distance shall be measured by the distance to be traveled on public streets or highways, or by the boundary of a subdivision. Such assignment shall apply regardless of parish boundaries. The School Board, however, shall have final authority and responsibility for the assignment, transfer, and continued attendance of students in schools within the School Board's jurisdiction.

STUDENTS RIDING SCHOOL BUSES FOR MORE THAN ONE HOUR

If not specifically contrary to the provisions of a valid and applicable court order, a student riding a school bus for one hour or more to the school assigned may transfer to, enroll in, and attend a public school in an adjoining school system upon written application to the Superintendent of the adjoining school system for his/her approval. Approval must be granted before the student is allowed to enroll in the school system.

Documentation of the time required to transport the student shall be presented to the Superintendent of the school system in which the student is currently enrolled as well as the Superintendent of the adjoining school system. The Superintendent of the school system in which the student is currently enrolled may dispute the accuracy of the documentation by requesting, in writing, within ten (10) days of receipt of the documentation, a hearing on the question of the time required to transport the student before the School Board of the adjoining school system. A hearing shall be held within thirty (30) days of receipt of the written request. The finding of the School Board of the adjoining school system shall be final.

For the transfer to occur, the adjoining school system shall provide transportation for the student. The time required to transport the student from his/her home to the school assigned shall be less than one (1) hour.

ADMISSION OF STUDENTS WHO COMMIT A FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a *majority of the elected members of the School Board* when a request for admission has been made to the School Board.

ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students who have been

expelled, no provision in this or any other Terrebonne Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy H-2.3c, *Homeless Students*.

Revised: April 1999
 Revised: October 2000
 Revised: September 2001
 Revised: July 2003

Revised: October 2008
 Revised: September 2010
Revised: November 2014

Ref: 42 USC 11431; La. Rev. Stat. Ann. §§17:151.3, 17:167, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416, **17:3913**; Singleton v. Jackson Municipal Separate School District, 419 F. 2d 1211 (5th Cir., 1970); Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 7-26-55, 6-10-70, 12-13-88, 4-20-99, 10-17-00, 9-18-01, 7-15-03, 10-21-08, 9-21-10.

Dr. Myra Austin discussed the 2014-2015 state testing for Grades 3-8 (see attached). She explained that Terrebonne Parish Schools will implement the PARCC test for English language arts and math in the spring of 2015. The test will be administered in the form of *paper only*.

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

Respectfully submitted,

Richard Jackson, Chairman

Donald Duplantis, Vice-Chairman

Brenda Leroux Babin, Ph.D.

JB

Motion of Dr. Babin, seconded by Mr. Thomas, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy FILE: F-13 Substitute Personnel.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board approved the deletion of Policy FILE: F-13.1 Substitute Personnel, Administrative/Instructional Personnel from the Terrebonne Parish School Board Policy Manual.

Motion of Mr. Bordelon, seconded by Mr. Duplantis, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy FILE: G-2 Curriculum.

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy FILE: G-7 Instructional Materials.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy FILE: H-2.3 School Admission.

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

The following report of the Buildings, Food Service, and Transportation Committee meeting was presented to the Board with Mr. Harding, Vice-Chairman, presiding:

Dear Members of the Board:

The Buildings, Food Service, and Transportation Committee met at 5:00 P.M. on Monday, December 8, 2014, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, Vice-Chairman, and Mr. L. P. Bordelon, III. Mr. Hayes J. Badeaux, Chairman, was absent. Also in attendance were Mr. Roger Dale DeHart, Board President, Mr. Richard Jackson, Vice-President, Mr. Donald Duplantis, Superintendent Philip Martin, and members of the staff.

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

Superintendent Martin addressed the Committee regarding renewal of the bus lease with First Student (see attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board renew the existing contract for bus services with First Student for a period of five (5) years from July 1, 2015, through June 30, 2020, with a zero (0%) percent increase in rates for the term of the contract, including a five (5) year option to renew at the end of said contract period, subject to Board Attorney review, and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mrs. Monica Walther, MS, RD, LDN, Supervisor, Child Nutrition Program, addressed the Committee regarding acceptance of bids received on Canned and Dry Goods for the 2014-2015 spring session (see attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Canned and Dry Goods for the 2014-2015 spring session from Karlsburger Foods, Inc., Monticello, MN, in the amount of \$1,600.00; F. Christiana & Co., Marrero, LA, in the amount of \$5,845.40; Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$118,265.80; Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$89,033.67; and Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$55,739.13, funds to be derived from the Child Nutrition Fund.

Mrs. Walther addressed the Committee regarding acceptance of bids received on Meat and Frozen Items for the 2014-2015 spring session (see attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Meat and Frozen Items for the 2014-2015 spring session from F. Christiana & Co., Marrero, LA, in the amount of \$367,906.76; Diamond Food Distributors, Inc., Jefferson, LA, in

the amount of \$170,610.23; and Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$121,477.81, funds to be derived from the Child Nutrition Fund.

Mrs. Walther addressed the Committee with information regarding the Healthier US School Challenge Award (see attached).

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, LTD., addressed the Committee regarding the substantial completion of the Boiler Projects for Caldwell Middle School, Village East Middle School, and Coteau-Bayou Blue Elementary School (see attached).

RECOMMENDATION NO. 4

The Committee recommends that the Board approve the substantial completion, dated November 13, 2014, for the Boiler Projects at Caldwell Middle School, Village East Middle School, and Coteau-Bayou Blue Elementary School, subject to the punch list; upon completion of the punch list, final inspection, and receipt of the lien-free certificate, authorize the release of retainage; and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Donald Chamberlain, Plant Operations Manager, addressed the Committee regarding the Terrebonne High School Baseball Field Complex Relocation and Construction Project.

RECOMMENDATION NO. 5

The Committee recommends that the Board approve a "NOTICE TO PROCEED" (as per contractual agreement) to the Merlin Group, LTD., to proceed with the plans and specifications for the relocation and construction of the Terrebonne High School Baseball Field Complex, with a budget of \$561,000.00, monies to be derived from the funds received from the Terrebonne Parish Consolidated Government, 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. Chamberlain addressed the Committee regarding the resurfacing and/or repair of tennis courts at Ellender Memorial and H. L. Bourgeois High Schools, and the resurfacing and/or repair of running tracks at Ellender Memorial, H. L. Bourgeois, South Terrebonne, and Terrebonne High Schools.

RECOMMENDATION NO. 6

The Committee recommends that the Board approve a "NOTICE TO PROCEED" (as per contractual agreement) to Duplantis Design Group, PC, to proceed with plans and specifications for the resurfacing and/or repair of the tennis courts at Ellender Memorial and H. L. Bourgeois High Schools, and the resurfacing and/or repair of the running tracks at Ellender Memorial, H. L. Bourgeois, South Terrebonne, and Terrebonne High Schools, with a budget of \$980,000.00, monies to be derived from previously budgeted funds in the Building Fund, 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.

Superintendent Martin addressed the Committee regarding requested information on the cost of installing artificial turf at South Terrebonne High School and Terrebonne High School Stadiums (see attached).

Mr. Chamberlain addressed the Committee regarding an update on the South Terrebonne High School Press Box Renovation Project.

Mr. Chamberlain addressed the Committee regarding maintenance updates.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:52 P.M.

Respectfully submitted,

Gregory Harding, Vice-Chairman

L. P. Bordelon, III

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Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board renewed the existing contract for bus services with First Student for a period of five (5) years from July 1, 2015, through June 30, 2020, with a zero (0%) percent increase in rates for the term of the contract, including a five (5) year option to renew at the end of said contract period, subject to Board Attorney review, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Bordelon, seconded by Mr. Badeaux, unanimously carried, the Board accepted the lowest bids received, meeting all specifications, on Canned and Dry Goods for the 2014-2015 spring session from Karlsburger Foods, Inc., Monticello, MN, in the amount of \$1,600.00; F. Christiana & Co., Marrero, LA, in the amount of \$5,845.40; Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$118,265.80; Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$89,033.67; and Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$55,739.13, funds to be derived from the Child Nutrition Fund.

Motion of Mr. Thomas, seconded by Mr. Bordelon, unanimously carried, the Board accepted the lowest bids received, meeting all specifications, on Meat and Frozen Items for the 2014-2015 spring session from F. Christiana & Co., Marrero, LA, in the amount of \$367,906.76; Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$170,610.23; and Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$121,477.81, funds to be derived from the Child Nutrition Fund.

Motion of Mr. Duplantis, seconded by Mr. Bordelon, unanimously carried, the Board approved the substantial completion, dated November 13, 2014, for the Boiler Projects at Caldwell Middle School, Village East Middle School, and Coteau-Bayou Blue Elementary School, subject to the punch list; upon completion of the punch list, final inspection, and receipt of the lien-free certificate, authorize the release of retainage; and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board approved a "NOTICE TO PROCEED" (as per contractual agreement) to the Merlin Group, LTD., to proceed with the plans and specifications for the relocation and construction of the Terrebonne High School Baseball Field Complex, with a budget of \$561,000.00, monies to be derived from the funds received from the Terrebonne Parish Consolidated Government, 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, authorized the Board President to sign all necessary documents pertaining thereto.

Mr. Buster Bergeron, citizen, and Mr. Merlin Lirette, Architect, addressed the Board regarding the foregoing motion.

Motion of Mr. Thomas, seconded by Mr. Bordelon, unanimously carried, the Board approved a "NOTICE TO PROCEED" (as per contractual agreement) to Duplantis Design Group, PC, to proceed with plans and specifications for the resurfacing and/or repair of the tennis courts at Ellender Memorial and H. L. Bourgeois High Schools, and the resurfacing and/or repair of the running tracks at Ellender Memorial, H. L. Bourgeois, South Terrebonne, and Terrebonne High Schools, with a budget of \$980,000.00, monies to be derived from previously budgeted funds in the Building Fund, authorized the advertising of bids, directed that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Mr. Badeaux left the meeting, at this time, and was absent for the remainder of the proceedings.

The report of the Buildings, Food Service, and Transportation Committee meeting was concluded, and President DeHart reassumed the Chair and presided for the remainder of the proceedings.

At this time, Superintendent Philip Martin presented the following personnel actions for the period of November 12, 2014, through December 10, 2014 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]:

New Employees – Professional Instructional Personnel

Heather Songe, 2nd Grade Teacher, Certified, Acadian Elementary - Rebecca Pitre, On Leave, 12/01/14

Abbie Cortez, 8th Grade Teacher, Certified, Evergreen Junior High - Ashley Dufrene, Resigned, 12/01/14

Amber Haslauer, 8th Grade Teacher, Certified, Evergreen Junior High - Phyllis Blalock, On Leave, 12/01/14

Sarah Authement, Reading & Freshman Studies Teacher, Certified, Houma Junior High - Wanda Williams, Transferred, 12/03/14

Katelyn Acosta, 5th Grade Teacher, Certified, Mulberry Elementary - Stephanie Fournier, Retired, 12/01/14

Melissa Jerstad, Kindergarten Teacher, Certified, Oakshire Elementary - Vacant Position, 12/01/14

Brooke Lessard, 4th Grade Teacher, Certified, Oakshire Elementary - Veronica Eserman, Transferred, 12/01/14

Sarah Vice, 2nd Grade Teacher, Certified, Oakshire Elementary - Renee Pinell, Transferred, 12/01/14

Cotrice Henry, 3rd Grade Teacher, Certified, Schriever Elementary - Millie Duet, Resigned, 12/01/14

Hope Miller, 1st Grade Teacher, Certified, Schriever Elementary - Rae Landry, Resigned, 12/08/14

Kayleigh Gordon, Speech Therapist, Certified, Southdown Elementary - Cheryl LeBoeuf, Transferred, 12/02/14

Monica Herrera, Computer Science & Math Teacher, Degreed/Non-Certified, Terrebonne High - Denise Saucier, On Leave, 11/17/14

Krista Savoie, Guidance Counselor, Certified, Terrebonne High - Kenya Fields, Transferred, 12/01/14

Caitlin Triche, Mild Moderate – Inclusion, Degreed/Non-Certified, Village East Middle - Kim Hall, Transferred, 11/13/14

New Employees – Non-Instructional Personnel

Maribeth Bergeron, Food Service Technician, Ellender Memorial High - Dawn Baye, Transferred, 12/01/14

Corena Ledet, Food Service Technician, Legion Park Elementary - Vacant Position, 12/01/14

Angelle Thibodeaux, School Secretary II, Legion Park Elementary - Thelma Meads, Transferred, 12/01/14

Earl Neil, Custodian III-A, Schriever Elementary - Rudy Lyons, Resigned, 12/08/14

Stacey Jackson, Food Service Technician, Southdown Elementary - Melissa Sawasaki, Transferred, 12/01/14

Dorothy Bazet, Bus Driver, Transportation Department - Cindy Coleman, Leave Without Pay, 11/19/14

Aimee Detiveaux, Bus Driver, Transportation Department - Vacant Position, 11/18/14

Chassity Ross, Bus Driver, Transportation Department - Terry Johnson, Transferred, 11/20/14

Ashia Vergin, Bus Driver, Transportation Department - Victoria Mazink, Resigned, 11/17/14

Resignations – Professional Instructional Personnel

Briton Richardson, 6th Grade Teacher, Certified, Village East Middle - Resigned, 12/04/14

Resignations – Non-Instructional Personnel

Kelsey LeBouef, Custodian III-A, Upper Little Caillou Elementary - Resigned, 11/14/14

Tammy McDonald, Bus Attendant, Transportation Department - Deceased, 11/16/14

Retirements – Instructional Personnel

Stephanie Fournier, 5th Grade Teacher, Mulberry Elementary - Service Retirement, 23.41 Years, 11/22/14

Dorothy LeBoeuf, English as Second Language Teacher, Lisa Park Elementary - Service Retirement, 37.75 Years, 11/22/14

Retirements – Non-Instructional Personnel

Richard Green, Licensed Electrician, Maintenance Department - Service Retirement, 16.67 Years, 11/19/14

Motion of Mr. Duplantis, seconded by Ms. Benoit, unanimously carried, the Board voted to go into executive session, at this time **(6:45 P.M.)**, relative to a parent appeal for readmission of Student #142872.

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board reconvened in regular session with all members present, with the exception of Mr. Badeaux who was absent **(6:55 P.M.)**.

Motion of Mr. Duplantis, seconded by Mr. Thomas, with the exception of Ms. Benoit and Dr. Babin who objected, the Board allowed Student #142872 to return to school on January 5, 2015, subject to signing a contract.

Motion of Mr. Thomas, seconded by Mr. Duplantis, unanimously carried, the Board voted to go into executive session, at this time **(6:58 P.M.)**, relative to a parent appeal for readmission of Student #151173.

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board reconvened in regular session with all members present, with the exception of Mr. Badeaux who was absent **(7:15 P.M.)**.

Motion of Mr. Duplantis, seconded by Mr. Bordelon, with the exception of Ms. Benoit who objected, the Board allowed Student #151173 to return to school on January 5, 2015, subject to signing a contract.

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board voted to adjourn its meeting **(7:18 P.M.)**.

/s/ Philip Martin, Secretary

/s/ Roger Dale DeHart, President

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