

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

School Board Meeting – November 11, 2014

Order of Business

6:00 P.M.

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Board Committee Meeting Reports
 - A. Education and Policy Committee (See Attached Committee Report of November 3, 2014, Meeting)
 - B. Executive Committee (See Attached Committee Report of October 21, 2014, Meeting)
 - C. Board of Directors of Terrebonne Construction Company, Inc. (See Attached Committee Report of October 21, 2014, Meeting)
6. Superintendent's Agenda
 - A. Information Items
 - (1) American Education Week: November 17-21, 2014
American Education Week will be observed on

November 17-21, 2014, in Terrebonne Parish Schools. This special week focuses attention on the importance of education and all that it stands for. Annually, the week preceding the week of Thanksgiving is proclaimed American Education Week.

(2) Educational Support Personnel Day: November 19, 2014

Educational Support Personnel Day will be observed in Terrebonne Parish Schools on November 19, 2014. Annually, the Wednesday in American Education Week is designated as a special day to honor the many contributions of school support employees. School districts, parents, and students will pay tribute to school support personnel on this annual observance of Educational Support Personnel Day.

B. Agenda Items

(1) Personnel Section

(a) Personnel Announcements and Introductions
(Information Only)

- 1) Instructional Technology Specialist, Central Office – Maria Vice
- 2) Assistant Principal, Bourg Elementary School – Jennifer Blanchard

(b) Leave of Absence

- 1) Family and Medical Leave

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Zenobia Griffin,

School Bus Driver, beginning December 3, 2014, through March 19, 2015 (medical).

(2) Parent Appeals for Student Readmissions (Executive Session)

(a) Readmission of Student #5009687

(b) Readmission of Student #4159990

7. Individual Board Member

A. Mr. Roger Dale DeHart – Reschedule January 6, 2015, School Board Meeting Agenda Deadline from Noon Wednesday, December 31, 2014, to Noon Thursday, December 18, 2014 (Due to Christmas Holidays)

RECOMMENDATION: That the Board reschedule the January 6, 2015, School Board Meeting agenda deadline from noon Wednesday, December 31, 2014, to noon Thursday, December 18, 2014 (due to Christmas Holidays).

8. Announcements

11/11 Veterans' Day

11/13
5:00 ERC

11/17-21 American Education Week

11/17
5:00 Finance, Insurance, & Section 16 Lands Committee

11/18
5:00 Executive Committee
5:30 Board of Directors, Terrebonne Construction

6:00 Company, Inc.
Regular School Board Meeting

9. Adjournment

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

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

RLB

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

November 11, 2014

Dear Members of the Board:

The EDUCATION and POLICY COMMITTEE met at 5:00 P.M. on Monday, November 3, 2014, in the Board Room of the School Board Office, with the following members present: Mr. Richard Jackson, Chairman, and Mr. Donald Duplantis, Vice-Chairman. Dr. Brenda Leroux Babin was absent. 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.

Superintendent Martin presented the 2013-2014 District and School Performance Scores (see attached). He commended Mulberry Elementary School, Gibson Elementary School, and Caldwell Middle School for being *Top Gain* Schools.

Superintendent Martin presented revisions, according to recent legislation, to policy FILE: A-5.3 Term of Office (see attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, the following revised policy FILE: A-5.3 Term of Office:

FILE: A-5.3

TERM OF OFFICE

All members of the Terrebonne Parish School Board shall serve for four-

year concurrent terms. School Board Members shall be elected at the same time as members of the United States Congress are elected to office.

The term of each member shall begin on January 1, following his/her election and expire on December 31, four (4) years later. **Effective January 1, 2014, School Board Members shall be limited to three (3) consecutive four-year terms.**

Revised: November 2014

Ref: La. Rev. Stat. Ann. §§17:52, **17:60.4**, 17:71.2, 17:71.3.

Superintendent Martin presented revisions, according to recent legislation, to policy FILE: B-11.5 Executive Sessions (see attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, the following revised policy FILE: B-11.5 Executive Sessions:

FILE: B-11.5

EXECUTIVE SESSIONS

The Terrebonne Parish School Board shall be authorized to hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given in accordance with state law, of ***two-thirds (2/3) of the members present***. The vote of each member on the question of holding an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

Such executive sessions shall be restricted only to matters allowed to be exempted from discussion at open meetings. No final or binding action shall be taken at such a closed meeting; nor shall such closed meetings be used as a subterfuge to defeat the statutory intent for conducting executive sessions.

Executive sessions shall be attended only by members of the School Board, the Superintendent, and any other persons designated by the School Board. All matters discussed in any closed meeting shall be regarded as confidential by all persons in attendance and shall not be divulged to the public.

Closed meetings may be held for the following reasons:

1. Discussion of the character, the professional competence, physical or mental health of a person, provided that such person is notified, in writing, at least twenty-four (24) hours, **exclusive of Saturdays, Sundays, and legal holidays**, before the **scheduled time contained in the notice of the meeting at which such executive session is to take place**, and that such person may require that such discussion be held at an open meeting, and provided that an executive session shall not be used for discussion of the appointment of a person to the School Board. In cases of extraordinary emergency, written notice to such person shall not be required; however, the School Board shall give such notice as it deems appropriate and circumstances permit.
2. Strategy sessions or negotiations with respect to collective bargaining or litigation, when an open meeting would have a detrimental effect on the bargaining or litigating position of the School Board. Attached to the written public notice of the meeting shall be whether or not such matters will be discussed in an executive session. The notice shall indicate the following:

A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.

A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be

considered at the meeting.

In cases of extraordinary emergency, such notice shall not be required; however, the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

3. Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices.
4. Investigative proceedings regarding allegations of misconduct.
5. Cases of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, suppression of insurrections, or the repelling of invasions, or other matters of similar magnitude.
6. Discussions between the School Board and individual students or the parents or tutors of such students, or both, who are within the jurisdiction of the respective school system, regarding problems of such students, their parents, or tutors. Such a discussion may be held in open meetings at the request of the student, parent or tutor.
7. Any other matters now provided for or as may be provided for by the Legislature.

Louisiana statutes do not prohibit the removal of any person or persons who willfully disrupt a meeting to the extent that orderly conduct of the meeting is seriously compromised.

Revised: November 2014

Ref: La. Rev. Stat. Ann. §§17:81, ~~42:4.1~~, et seq, **42:12, 42:13, 42:14, 42:16, 42:17, 42:19, 42:24, 42:25, 42:28.**

Superintendent Martin presented revisions, according to recent legislation, to policy FILE: B-12.1 Notice of Meetings (see attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, the following revised policy FILE: B-12.1 Notice of Meetings:

FILE: B-12.1
Cf: B-11.1, B-12.2, D-3.3

NOTICE OF MEETINGS

The Terrebonne Parish School Board, as all public bodies, shall be required to give written public notice of its regular meetings at the beginning of each calendar year. The notice shall include the dates, times and places of such meetings. Any regular, special, or rescheduled meeting that the School Board may hold shall require notice no later than twenty-four (24) hours, **exclusive of Saturdays, Sundays, and legal holidays**, before the meeting. In cases of extraordinary emergencies, however, such notice shall not be required, but the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

Notice for committee meetings shall be given one (1) week in advance of the date of the meeting, whenever possible, but in no case less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the meeting.

Public notice of any meeting shall include the agenda, date, time, and place of the meeting. The agenda included in the notice shall be reasonably clear so as to advise the public in general terms of each subject to be discussed at the public meeting. In addition, attached to the written notice shall be information on any matters to be discussed in executive session. The notice shall indicate the following:

- 1. A statement identifying the court, case number, and the parties**

relative to any pending litigation to be considered at the meeting.

2. A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

The written public notice ~~required by the state~~ shall include, but not be limited to, posting a copy of the notice at the principal office of the School Board, posting a copy of the notice on the Terrebonne Parish School Board's website, and/or or by publicizing the notice in the official journal of the School Board no less than twenty-four (24) hours, **exclusive of Saturdays, Sundays, and legal holidays**, before **the scheduled time of** the meeting. Notice shall also include mailing a copy of the notice to any member of the news media who requests notice of such meetings. Members of the news media shall be given notice of all meetings in the same manner as is given to the members of the School Board.

Revised: June 2011

Revised: November 2014

Ref: La. Rev. Stat. Ann. §§17:81, 42:19, 42:19.1, ~~42:20, 42:21~~ **42:23**; Board minutes, 6-21-11.

Superintendent Martin presented revisions, according to recent legislation, to policy FILE: B-12.2 Agenda (see attached).

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, the following revised policy FILE: B-12.2 Agenda:

FILE: B-12.2
Cf: B-12, B-12.1, B-12.8

AGENDA

The Terrebonne Parish School Board President and the Superintendent shall prepare the agenda for all regular and special meetings of the School Board. The agenda shall be itemized so as to advise the public in general terms each subject to be discussed. To accomplish this, School Board Members and citizens shall be required to submit to the Superintendent, in writing, items they wish to have placed on the agenda a minimum of five (5) days in advance of the next regular School Board meeting. (Items to be placed on the agenda for Tuesday night meetings must be submitted by noon on Wednesday prior to the meetings). The itemized agenda shall include the subject to be discussed along with the name of the person requesting that said item be placed on the agenda. The agenda shall not be changed less than twenty-four (24) hours, **exclusive of Saturdays, Sundays, and legal holidays,** prior to the **scheduled time of the** meeting.

Each item on the agenda shall be listed separately and described with reasonable specificity. Before the School Board may take any action on the agenda item, the presiding officer shall read aloud the description of the item.

The School Board may take up a matter not on the agenda upon the ***unanimous approval of the members present*** at a meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

The reports of all committees of the School Board shall be given when deemed necessary by the President and Superintendent.

ORDER OF BUSINESS

The School Board's business shall be transacted in the order outlined below:

1. Call to order

2. Invocation
3. Roll call
4. Consideration of minutes of the last regular meetings and any special meeting(s) held since the last consideration
5. Presentation by citizens of any matters they wish to bring to the attention of the School Board
6. Unfinished business (Unfinished business is defined as items on the previous School Board meeting agenda that were not addressed due to adjournment)
7. Reports of committees
8. Reports and recommendations of the Superintendent and his/her staff
9. Consideration of matters to be brought up by individual School Board Members
10. Adjournment

Revised: March 2001

Revised: November 2008

Revised: February 2011

Revised: January 2013

Revised: November 2014

Ref: La. Rev. Stat. Ann. §42:19; Jackson v. Assumption Parish School Board, App. 1 Cir. 1995, 652 So2d 549, 1994-0901 (La. App. 1 Circ. 3/3/95); Board minutes, 3-8-73, 2-20-79, 6-19-84, 1-14-86, 1-16-90, 4-16-91, 12-21-93, 2-21-95, 11-19-96, 12-19-00, 3-20-01, 11-18-08, 2-15-11, 1-15-13.

Superintendent Martin presented revisions, according to recent

legislation, to policy FILE: B-12.7 Minutes of School Board Meetings (see attached).

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, the following revised policy FILE: B-12.7 Minutes of School Board Meetings:

FILE: B-12.7

Cf: A-6

MINUTES OF SCHOOL BOARD MEETINGS

The Terrebonne Parish School Board shall require written minutes of all of its open meetings be kept. Such minutes shall include:

1. The date, time, and place of the meeting.
2. The members of the public body recorded as either present or absent.
3. The substance of all matters decided, and, at the request of any member, a record, by individual member, of any votes taken.
~~and~~
4. Any other information that any School Board Member requests be included or reflected in the minutes.

The Superintendent shall be responsible for keeping all minutes of the School Board in a book provided for that purpose. The minutes of the preceding meeting(s) shall be corrected, if necessary, then approved by the School Board at the first meeting of the month. If an error in the minutes is discovered at a later date, it may be corrected by approval of a majority of the membership of the School Board. Within twenty (20) days after the meeting, they shall be published one (1) time in the official journal of the School Board.

The School Board shall post on its website a copy of the School Board minutes made available for publication and shall maintain a copy of those minutes on its website for at least three (3) months after the posting. The School Board shall post the minutes on its website within ten (10) days after publication in the official journal.

The minutes shall be public records and shall be made available within a reasonable time after the meeting except where such disclosures would be inconsistent with statutory provisions. In addition, transcribed minutes of meetings shall reflect total transactions of School Board considerations and when approved shall bear the signature of the Secretary and President. The official minutes shall be bound and kept in the office of the Superintendent as a permanent record of the Terrebonne Parish School Board.

Revised: June 1998
Revised: September 2010

Revised: August 2011
Revised: November 2014

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:20, 43:141, 43:144, 43:145;
Board minutes 7-7-98, 9-21-10, 8-16-11.

Superintendent Martin presented revisions, according to recent legislation, to policy FILE: B-12.9 Official Journal (see attached).

RECOMMENDATION NO. 6

The Committee recommends that the Board approve, as presented, the following revised policy FILE: B-12.9 Official Journal:

FILE: B-12.9

OFFICIAL JOURNAL

The Terrebonne Parish School Board shall select, ~~through public advertisement and bid,~~ a newspaper of the parish as the official journal of the Board to publish all official minutes of School Board meetings, as well as all other legal advertising. The official journal shall be selected

annually and meet all qualifications as outlined in state law and any others the School Board may prescribe.

Revised: November 2014

Ref: La. Rev. Stat. Ann. §§17:81, 43:141; Board minutes, 7-7-98.

Mr. Jackson discussed establishing standard procedures for student appeals.

Mr. Alton Johnson, Supervisor of Child Welfare and Attendance, presented information on National Anti-Bullying Month (see attached).

Mr. Graham Douglas, Supervisor of Secondary of Education, discussed the JumpStart Program (see attached). He said Terrebonne Parish has started the implementation of the new diploma program with the 2014-2015 school session and it will be fully implemented by the 2016-2017 school session.

There being no further business to come before the **Education and Policy Committee**, the meeting adjourned at 5:37 P.M.

Respectfully submitted,

Richard Jackson, Chairman

Donald Duplantis, Vice-Chairman

JB

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

November 11, 2014

Dear Members of the Board:

The **Executive Committee** met at 5:00 P.M. on Tuesday, October 21, 2014, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, President, Mr. Richard Jackson, Vice-President, and Mr. Hayes J. Badeaux. Others in attendance were Superintendent Philip Martin and Mrs. Rebecca Breaux.

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

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

The **Executive Committee** addressed member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned.

Respectfully submitted,

Roger Dale DeHart, President

Richard Jackson, Vice-President

Hayes J. Badeaux

MH

TERREBONNE CONSTRUCTION COMPANY, INC.
201 STADIUM DRIVE
HOUMA, LOUISIANA 70360

November 11, 2014

Dear Members of the School Board:

The **Board of Directors of Terrebonne Construction Company, Inc.** met immediately following the Executive Committee meeting on Tuesday, October 21, 2014, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, President, Mr. Richard Jackson, Secretary/Treasurer, and Mr. Hayes J. Badeaux. Others in attendance were Mr. Donald Duplantis, Superintendent Philip Martin, and Mrs. Rebecca Breaux.

The **Board of Directors** received the September 2014 financial statement (see attachment).

The **Board of Directors** continued to engage Lanaux & Felger to prepare the required tax return forms for Fiscal Year 2014 at a fee of six hundred (\$600.00) dollars and authorized the Board President to sign all necessary documents pertaining thereto.

The **Board of Directors** allowed the Superintendent and/or his designee to renew a lease with Patrick Chatagnier, 240-R Barrow Street, for a monthly lease of three hundred (\$300.00) dollars for a period of one (1) year, commencing December 1, 2014, and terminating November 30, 2015, and further, authorized the Board President to sign all necessary documents pertaining thereto.

The **Board of Directors** allowed the Superintendent and/or his designee to lease 252 Barrow Street to Nadjah Bergeron, Art by Nadjah, for a monthly lease of five hundred (\$500.00) dollars for a period of one (1) year,

commencing January 1, 2015, and terminating December 31, 2015, with three (3) one-year options to renew contract at the end of each said period, must provide in advance a five hundred (\$500.00) dollar security deposit, required insurance, and all utilities are tenant's responsibility, and further, authorized the Board President to sign all necessary documents pertaining thereto.

There being no further business to come before the **Board of Directors of Terrebonne Construction Company, Inc.**, the meeting was adjourned.

Respectfully submitted,

Roger Dale DeHart, President

Richard Jackson, Secretary/Treasurer

Hayes J. Badeaux

MH