

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

**School Board Meeting – July 16, 2013**

**Order of Business**

**7:00 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes of School Board Meetings of June 18, 2013, and June 25, 2013

**RECOMMENDATION:** That the Board approve the minutes of School Board Meetings of June 18, 2013, and June 25, 2013, as recorded.

6. Presentation Item
  - A. Recognition of Student for Outstanding Achievement in Perfect School Attendance from Grades K-12 – Kassey Paul Murphy, H. L. Bourgeois High School
7. Report of Committees
  - A. Education and Policy Committee (See Attached Committee Report of July 1, 2013, Meeting)
  - B. Buildings, Food Service, and Transportation Committee (See Attached Committee Report of July 8, 2013, Meeting)

C. Finance, Insurance, and Section 16 Lands Committee (Partial Report - See Attached Committee Agenda for July 15, 2013, Meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) Request for Professional Leave

(a) SRCL (Striving Readers Comprehensive Literacy) Project Director

**RECOMMENDATION:** That the Board approve a request to allow Andrea Rodrigue, SRCL Project Director, to attend the Striving Readers Comprehensive Literacy (SRCL) Annual Meeting in Washington, D.C., August 21-23, 2013 (Wednesday-Friday), in accordance with Policy (FILE: F-11.2), expenses to be borne by SRCL Grant Fund.

(2) Personnel Section

(a) Leave of Absence

1) Family and Medical Leave

**RECOMMENDATION:** That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Misty Eastep, Speech Therapy Assistant at Legion Park Elementary School, beginning August 20, 2013, through November 14, 2013 (care for newborn).

(b) Personnel Actions for Period of June 13, 2013, through July 10, 2013 [list of professional instructional and non-instructional/support personnel actions (contract renewals, resignations, and retirements – Information Only)]

(c) Personnel Announcements and Introductions  
(Information Only)

1) Extracurricular Personnel Assignments

**H. L. BOURGEOIS HIGH SCHOOL**

Assistant Football Coach – Damieon Mills  
Cross Country Coach – Derrick Nesby  
Head Boys Varsity Track Coach – Derrick Nesby  
Assistant Boys Varsity Basketball Coach – Jordan Steib

**ELLENDER MEMORIAL HIGH SCHOOL**

Athletic Director – Don Washington

**HOUMA JR. HIGH SCHOOL**

Head Girls Track Coach – Danielle Lagarde  
Head Girls Basketball Coach – Dwane Trosclair  
Drill Squad Sponsor – Joaquina Washington

**OAKLAWN JR. HIGH SCHOOL**

Head Football Coach – Tawaskie Anderson  
Drill Squad Sponsor – Bonnie Dubina

(d) Announcement of Administrative Assignments for  
2013-2014 School Year (Information Only)

**ADMINISTRATIVE (STAFF) ASSIGNMENTS FOR 2013-2014 SCHOOL YEAR**

Assistant Superintendent, Curriculum & Instruction  
Executive Director, Finance & Auxiliary Services  
Supervisor of Transportation/Safety  
Supervisor, Secondary/Vocational/Adult/Driver Ed.  
Supervisor, Finance & Statistics  
Supervisor, Child Welfare & Attendance  
Supervisor, Child Welfare & Attendance  
Executive Assistant to the Board

Carol Davis  
Harris Henry  
Devlin Aubert  
Graham Douglas  
Rebecca Breaux  
Linda Joseph  
Ernest Brown  
Ramona Brunet

Purchasing Agent/Grant Writer  
Plant Operations Manager  
Supervisor, Federal Programs  
Risk Manager  
Data Processing Manager  
Supervisor, Special Education Services  
Supervisor, Elementary Education (K-8)/Assessment & Testing  
Supervisor, Child Nutrition Program  
Supervisor of Personnel

Lydia Alleman  
Donald Chamberlain  
**VACANT**  
Jack Moore  
Walt Prejean  
Mary Aucoin  
Stacy Solet  
  
Monica Walther  
Dr. Debra Yarbrough

## **ADMINISTRATIVE (PRINCIPAL) ASSIGNMENTS FOR 2013-2014 SCHOOL YEAR**

Acadian Elementary School  
Bayou Black Elementary School  
Bourg Elementary School  
H. L. Bourgeois High School  
Broadmoor Elementary School  
Caldwell Middle School  
Coteau-Bayou Blue Elementary School  
Dularge Elementary School  
East Houma Elementary School  
East Street School  
Ellender Memorial High School  
Elysian Fields Middle School  
Evergreen Junior High School  
Gibson Elementary School  
Grand Caillou Elementary School  
Grand Caillou Middle School  
Honduras Elementary School  
Houma Junior High School  
Lacache Middle School  
Legion Park Middle School  
Lisa Park Elementary School  
Montegut Elementary School  
Montegut Middle School  
Mulberry Elementary School  
Oaklawn Junior High School  
Oakshire Elementary School  
Pointe-Aux-Chenes Elementary School  
School for Exceptional Children  
Schriever Elementary School  
South Terrebonne High School  
Southdown Elementary School

Dr. Myra Austin  
Gertrude Begue  
Sandra LaRose  
Matthew Hodson  
Pamela McCann  
Dr. Monica Breaux  
Tess Daigle  
Cheryl Degruise  
Rhonda Charles  
Tommy Salter  
Cory Butler  
Melanie Wallis  
Margaret Cage  
Sharon Henry  
Debrah Allemand  
Cindy Gray  
Anita Dufrene  
Darrell Dillard  
Mark Thibodeaux  
Lois Carter  
Joanne Hergert  
May Belle Trahan  
Kim Vauclin  
**VACANT**  
Clyde Washington  
Dawn Fleniken  
Sandra Sevin  
Cynthia Davis  
Peggy Marcel  
Dane Voisin  
Kanika Smith (Interim)

Terrebonne Career & Technical High School  
Terrebonne High School  
Upper Little Caillou Elementary School  
Village East School  
Bayou Cane Adult Ed. Administrator

William Simmons, Jr.  
Julio Contreras  
Riley "Wayne" Vordick  
**VACANT**  
Marilyn Schwartz

(3) Student Readmissions (Possible Executive Session)

- Readmission of Student #143545
- Readmission of Student #144256
- Readmission of Student #148118
- Readmission of Student #3199966
- Readmission of Student #151284
- Readmission of Student #136061
- Readmission of Student #135175
- Readmission of Student #127861
- Readmission of Student #121488
- Readmission of Student #134689
- Readmission of Student #126058
- Readmission of Student #132291
- Readmission of Student #146412
- Readmission of Student #132169
- Readmission of Student #128467
- Readmission of Student #133664
- Readmission of Student #126103

(4) Student Readmissions (Possible Executive Session)

- Readmission of Student #133782
- Readmission of Student #133220
- Readmission of Student #131729
- Readmission of Student #3139991

9. Announcements

**7/18**

6:00 Public Hearing on Proposed Budgets for 2013-2014

**8/05**

5:00 Education & Policy Committee

**8/06**

7:00 Regular School Board Meeting

10. Adjournment

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

**In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Philip Martin, Superintendent, Terrebonne Parish School Board, at 985-876-7400, Ext. 220, describing the assistance that is necessary.**

RLB

**TERREBONNE PARISH SCHOOL BOARD  
P. O. BOX 5097  
HOUMA, LOUISIANA 70361**

July 16, 2013

Dear Members of the Board:

**The EDUCATION and POLICY COMMITTEE** met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M., on Monday, July 1, 2013, 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.

Superintendent Martin presented recent legislative revisions to policy FILE: A-5.4 Unexpired Term Fulfillment.

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board adopt, as presented, the following revised policy FILE: A-5.4 Unexpired Term Fulfillment:

**FILE: A-5.4**

**UNEXPIRED TERM FULFILLMENT**

All Vacancies in the membership of the Terrebonne Parish School Board caused by death, resignation, or otherwise, shall be filled within ~~ten (10)~~ **twenty (20)** days by the remaining members of the **School** Board, by appointment of a qualified person for the unexpired term. If the **School** Board does not fill the vacancy within the allotted time, the governor shall appoint a person to fill the vacancy.

If the unexpired portion is more than one (1) year, however, a special election shall be called **by the School Board** in accordance with and on a date stipulated by state law. If a special election is called, the appointed member shall serve until a successor is elected and has taken the prescribed oath of office.

In addition to the above, a vacancy shall be deemed to have occurred when a member becomes domiciled outside or changes his/her domicile from the district he/she represents.

**Revised: July 2013**

Ref: Constitution of Louisiana, Art. VI, Sec. 13; La. Rev. Stat. Ann. §§18:402, 18:581(1), 18:602.

Superintendent Martin presented Forethought revisions to policy FILE: A-9.1 School Calendar.

**RECOMMENDATION NO. 2**

**The Committee recommends** that the Board adopt, as presented, the following revised policy FILE: A-9.1 School Calendar:

**FILE: A-9.1**  
**Cf: A-10**

**SCHOOL CALENDAR**

**FISCAL YEAR**

The fiscal and statistical year shall begin on the first day of July in each year and end June 30th of the following year.

**SCHOOL AND WORK CALENDAR**

The Superintendent and the Employee Representative Committee shall submit several school calendars for the succeeding year to a vote of the



employees. The calendar selected by a majority vote of employees shall be submitted by the Superintendent for Board approval at the regular meeting of the Board no later than April.

The annual school calendar adopted by the Board shall reflect a minimum session of 182 days of which at least 177 days shall be scheduled to provide the required instructional time. **However**, the School Board may authorize some or all of its schools to modify the number of instructional days per year provided the minimum total number of instructional minutes per year is no less **than 63,720 instructional minutes** ~~the minimum number of instructional minutes per day multiplied by the minimum number of instructional days required by law. The Board may designate certain days for in-service training, reporting to parents, emergencies and other activities which the Board deems appropriate and necessary.~~

In the event the school calendar selected does not reflect 240 work days, then the Superintendent and the Employee Representative Committee shall submit a second ballot to the 240 day employees. The additional necessary days receiving a majority vote shall be the days worked.

Revised: January 1999

Revised: August 2001

Revised: April 2004

**Revised: July 2013**

Ref: La. Rev. Stat. Ann. §§17:154, 17:154.1, 17:154.3, 17:225; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 3-17-99, 8-21-01, 4-17-04.

Superintendent Martin presented recent legislative revisions to policy FILE: B-3 Board Member Continuing Education.

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board adopt, as presented, the following revised policy FILE: B-3 Board Member Continuing Education:

## **BOARD MEMBER CONTINUING EDUCATION**

Each Terrebonne Parish School Board Member shall be required to receive a minimum of six (6) hours of training and instruction annually. Training and instruction shall address such topics as the school laws of this state, laws governing the powers, duties and responsibilities of school boards, the Open Meetings law, the Ethics laws, the Public Bid laws, and in educational trends, research, and policy. Training and instruction shall also include education policy issues, such as the minimum foundation program and formula, leadership development, dropout prevention, and school discipline. In a school district with a school(s) identified as academically unacceptable or in need of academic assistance, at least two (2) of the required hours shall focus on the improvement of schools identified as failing schools.

Training and instruction may be received from a post-secondary education institution in this state, from instruction sponsored by the Louisiana Department of Education, from an in-service training program conducted by a school board central office or the Louisiana School Boards Association (LSBA), provided that the instruction and method for demonstrating attendance has been pre-approved by the LSBA, or training and instruction received at any conference presented by the National School Boards Association or by the Council of the Great City Schools, provided that verification of attendance by the School Board members at any such training is obtained. Each School Board's Member's attendance shall be reported by the instructor to the LSBA.

### DISTINGUISHED SCHOOL BOARD MEMBER

A School Board member who has received a certificate of completion for a minimum of sixteen (16) hours of training and instruction during his/her first year of service on the **School** Board and has also received an annual certificate of completion of the required training for the subsequent three (3) consecutive years shall receive the designation of *Distinguished School Board Member*.

## VERIFICATION AND DISCLOSURE OF TRAINING

The Superintendent shall be responsible for verifying that any of the training or instruction received by the School Board Member meets statutory requirements. The provider of any **School** Board Member training and instruction shall issue a certificate of completion annually to those members who complete the required instruction. A copy of the certificate shall be entered into the minutes of the School Board.

At least annually, the Superintendent shall transmit to the **School** Board's official journal a press release detailing the training and instruction received by each **School** Board Member, as well as information on each **School** Board Member who has been designated a *Distinguished School Board Member*.

## ETHICS EDUCATION AND TRAINING

**In addition, each School Board Member is required to receive a minimum of one (1) hour of education and training on the Louisiana Code of Governmental Ethics during each year of his/her office. All newly elected School Board Members shall receive the required one (1) hour of education training within the first ninety (90) days after taking the oath of office. This required ethics educational training is separate and apart from the six (6) hours of the annual continuing education requirements stated above.**

Revised: August 1998

Revised: March 2009

Revised: February 2011

**Revised: July 2013**

Ref: La. Rev. Stat. Ann. §§17:53, **42:1170**; Board minutes, 8-18-98, 3-17-09, 2-15-11.

Mr. Harris Henry, Executive Director of Finance and Auxiliary Services, presented revisions to policy FILE: E-1.6 Use of School Facilities.

Mr. Bordelon commended staff for making the needed changes and adjustments, in order to update this policy.

## **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board adopt, as presented, the following revised policy FILE: E-1.6 Use of School Facilities:

### **FILE: E-1.6**

#### **USE OF SCHOOL FACILITIES**

The Terrebonne Parish School Board may lend its facilities, including buildings, grounds, buses, stadiums, etc., for the use of non-profit civic, educational and religious organizations that are chartered by the State of Louisiana and have been assigned exempt status by the United States Post Office or Internal Revenue Service but not for the use of individuals or political groups, even if sponsored by qualifying organizations in accordance with the policies listed herein. Only those organizations or groups that have been certified by the **Plant** Operations Manager, ~~Plant Maintenance~~, as being eligible for use of school buildings or property may apply through the proper channels for use of school facilities. In order to certify as required, a group or organization shall:

- a. Furnish proof of non-profit status, including corporate charter number and exemption or permit number issued by the United States Post Office or the Internal Revenue Service.
- b. Show financial responsibility sufficient to defray charges levied.
- c. Provide a Certificate of Insurance attesting to the fact that General Liability coverage is in force for the individual or organization requesting use of School Board facilities with; (1) the Terrebonne Parish School Board's minimum insurance requirements including workman's compensation, when applicable; (2) Terrebonne Parish School Board named as Additional Insured; (3) Waiver of Subrogation in favor of Terrebonne Parish School Board. The Board reserves the right to request higher limits of liability or coverage in the event that the

proposed use of facility creates additional exposure to the Board.

- d. If incorporated, furnish name and address of the officers of the corporation and designated officer of service.

~~Tobacco use is strictly prohibited in and on all School Board property.~~

### APPLICATION FOR USE OF BUILDINGS

- a. Organizations requesting the use of an auditorium, cafeteria, school grounds, lighted fields, or gymnasium shall make application to the ~~principal~~ **office of the Plant Operations Manager**, in triplicate, on a form to be provided by the Board at least ten (10) days before the desired date. The Terrebonne Parish School Board reserves the right to refuse any and all applications.
- ~~b. During the summer months or when the principals are not available, applications will be handled by the Operations Manager, Plant Maintenance, for buildings and the Supervisor, Secondary Education, for grounds and athletic facilities.~~
- e **b.** The Terrebonne Parish School Board will grant permission to the Terrebonne Parks and Recreation Board for a continuing use of the school facilities of the parish without separate written application for each use, provided the activity is part of the regular scheduled recreation program for school age children for which no fees (entrance or admission) are levied. The Superintendent of Parks and Recreation Board will obtain permission from the principal prior to any activity and have assured responsibility as well as pay janitorial services, when necessary, in accordance with policy. It will be the responsibility of the Superintendent, Parks and Recreation Board, to maintain an accounting of fees and to pay the necessary fees in accordance with current School Board policies.

## 1. FEES

The application form will include the conditions under which the use of the facility will be granted and the fees and charges, if any, to be levied. A copy of the application form and a check for the fee involved, made payable to the Terrebonne Parish School Board, shall be forwarded to the office of the **Plant** Operations Manager, ~~Plant Maintenance~~. The principal will bill the organization for any charges due.

### a. Technical Equipment

When a principal authorizes the use of technical equipment such as lighting panels, electronic systems, and recording devices, by others, he/she shall appoint a person trained and knowledgeable in that particular field to operate such equipment. Only that person so designated by the principal shall operate the aforementioned equipment and his/her fees will be set by the principal and shall be paid by the organization or the person using the premises.

### b. School Facilities

The following fees are to be charged for programs sponsored by qualifying organizations. A fee for the use of a school facility will not be levied if the facility is to be used to raise funds by the school; or if the facility is to be used by a school-sponsored organization; or by YMCA, HARC, and Terrebonne Parks and Recreation Board for children of school age for which no admission fee is collected (at the discretion of the Superintendent or his/her designee); with the exception that charges may be levied for custodial or cafeteria workers, as provided elsewhere herein.

## **AUDITORIUMS OR PLACES OF ASSEMBLY**

### **Auditoriums**

~~H. L. Bourgeois High School~~  
~~South Terrebonne High School~~  
~~Terrebonne High School~~  
~~Ellender Memorial High School~~

Each Performance.....	<del>\$500.00</del>	<b><u>600.00</u></b>
Each Rehearsal.....	<del>\$200.00</del>	<b><u>240.00</u></b> + \$50.00 <b><u>60.00</u></b> per hour over three hours

### **Cafeteriums**

Each Performance.....	<del>\$150.00</del>	<b><u>180.00</u></b>
Each Rehearsal.....	<del>\$ 50.00</del>	<b><u>60.00</u></b>

### **Gymnasiums (when used as such)**

#### All Schools

Night.....	<del>\$150.00</del>	<b><u>180.00</u></b>
Day.....	<del>\$150.00</del>	<b><u>180.00</u></b>

### **Cafeterias**

#### Air Conditioned

Kitchen & Dining Area.....	<del>\$200.00</del>	<b><u>240.00</u></b>
Dining Area Only - Without Platform.....	<del>\$100.00</del>	<b><u>120.00</u></b>

### Lighted Fields

Softball-Baseball Diamonds.....~~\$100.00~~  
**120.00**

### Stadiums

~~Southdown~~ **All Stadiums**.....~~\$800.00~~  
**960.00**

### Other Facilities

Other facilities will be provided at the discretion of the principal at a minimum fee of \$10.00 per hour, per unit.

NOTE: Other functions not stipulated in paragraph b above (fees) by YMCA, ~~HARC~~, and Terrebonne Parks and Recreation Board will be allowed a 50% discount from the fee schedule, providing for a maximum charge of \$200.00.

- c. Engineers; Janitors; School Food Services Employees
  - (1) Engineers  
...at prevailing rate with minimum of two (2) hours per call
  - (2) Janitors  
...at prevailing rate with minimum of two (2) hours per call
  - (3) School Food Services Employees
    - Managers  
...at prevailing rate with minimum of two (2) hours per call
    - Technicians  
...at prevailing rate with minimum of two (2) hours per call
- d. Damage Deposit



Organizations or groups must establish financial responsibility when making any application or pay a damage deposit fee of \$100.00. The deposit will be returned if not used.

- (1) The application will include a clause binding the organization or group for the payment for the repair of any damage to school property, and equipment lost or damaged; and, if a building is not left in an acceptable condition, for the payment for the labor necessary to restore it to an orderly condition.
- (2) The principal will bill the organization or group for any damages, etc. incurred, and the check must be made payable to the Terrebonne Parish School Board.
- (3) The principal is authorized to approve or reject any application in keeping with these policies. Rejected applications or applications not in keeping with these policies should be submitted to the Superintendent and Executive Committee for approval.

e. Other Policies Governing Fees

- (1) Principals **The Plant Operations Manager** shall be responsible for the collection of all fees, charges, and payments for damages, etc. Checks will be made payable to the Terrebonne Parish School Board for the services of custodial or school food service employees. Monthly statements for payment of fees will be forwarded to the accounting department at the end of the month.
- (2) Under no circumstances shall organizations or groups using school facilities, or their members acting individually, tip school employees for services rendered.
- (3) Organizations or groups that ~~devote their major activities toward the education of~~ **either charge** children **to participate** and/or youth programs **adults to view the**

**activity shall not be eligible for waiving of fees.** ~~shall be exempt from paying for the services of janitors and restroom attendants except in cases where an entrance fee is charged.~~

2. Other Policies Governing Use of Buildings

- a. Under no condition shall anyone other than the principal, assistant principal, janitor or a member of the Superintendent's administrative staff be issued a key for any of the public school buildings of Terrebonne Parish, with the exception that a coach, band director, shop instructor, or cafeteria manager may be issued individual keys to their respective departments. Principals are permitted to issue keys to teachers for a temporary period of time. In addition, any unauthorized person or group found in a public school building or on the grounds of a school shall be subject to disciplinary action.
- b. If the services of a law enforcement officer and/or fireman are required, the organization or group will do the following:
  - (1) Make the necessary arrangements for these services
  - (2) Make the necessary payment for charges for the services directly to the proper authority.
- c. Principals will be responsible for the assignment of needed custodial personnel, including engineers, janitors, restroom attendants, and/or school food services personnel.
- d. Only authorized school board employees will be permitted to handle or operate school equipment.
- e. Including both rehearsals and performances, auditoriums are not to be rented on more than three (3) nights in a given week.
- f. Ticket sales and/or attendance will be limited to the normal seating capacity of the facility used.

- g. Tobacco products, drugs, beer and alcoholic beverages shall not be allowed in gymnasiums, auditoriums, stadiums, or on campuses, and all School Board facilities at any time; plastic cold drink bottles (non-alcoholic) will be allowed on campuses only, but not in gymnasiums, auditoriums, or stadiums. Concessions in other areas of the campus will be under the control of the principal as to what, where, and by whom sold, if permitted.
  
- h. When **kitchen facilities** are to be used, the school food service manager or school food service technician delegated by the manager must be present and all work must be done by persons regularly employed in the kitchen to be used. Payment for the services of school food service employees must be made by the organization or group using the facility.
  - (1) No group or organization is exempt from payment for the services of school food service employees.
  
  - (2) School food service employees, by written signed statements, may volunteer their services for a given function. These statements must be attached to the application for the use of the kitchens.
  
- i. **Priority of Use** (Auditoriums, Cafeterias, Gymnasiums, Lighted Fields, Stadiums and Other Facilities)
  - (1) A school will naturally have first priority to the use of its own facilities.
  
  - (2) If a building or a facility is not being used by a school, priority of use to other schools and organizations shall be as follows:
    - (a) Other public schools of the parish
    - (b) Private and parochial schools of the parish
    - (c) Resident organizations of the parish

- (d) Non-resident organizations of the parish

### APPLICATION FOR USE OF STADIUMS

~~The Terrebonne Parish School Board shall lend the stadiums and their facilities at the Terrebonne High School (Thomas B. Smith Memorial Stadium), and the Southdown School, subject to the same policies approved herein.~~

1. Fees

a. Maintenance Fees for Use of ~~Thomas B. Smith Memorial Stadiums~~s

All senior high schools using the ~~Thomas B. Smith Memorial Stadiums~~s for football games shall pay a fee of \$150.00 per game, said fee to be placed in a ~~Thomas B. Smith Memorial Stadium Usage Fund~~ and ~~this~~ **these** fundss shall be administered by the principalss of ~~Terrebonne High School~~ **each respective high school**. An annual financial report shall be submitted to the Terrebonne Parish School Board at the end of each fiscal year. ~~This~~ **These** fundss will be used for the following expenditures:

water hoses, sprinkler heads, seed, liners, fertilizers, tapes, line marker, dirt, diesel fuel, and other items of equipment necessary in preparing the field for football contests

This **These** fundss shall also bear the cost of the services of ~~three~~ **(3)** janitors and the cleaning of the stadium after each game.

Fees for use of stadiums are stated above.

### APPLICATION FOR USE OF LIGHTED PLAYGROUNDS

Requests for tournaments by groups not sanctioned by the Terrebonne Parks and Recreation Board will be made with the principal of the school involved.

In the event the use of school facility, playground or lighted field is to be requested during the summer months when the school principal is not available, then the request will be made through the Office of Supervisor, Secondary Education and Guidance, on the form provided.

Any groups, including independent reaction groups, will do the following:

- (1) Pay for any damages to buildings, equipment or grounds
- (2) Waive any and all rights to recover from the Terrebonne Parish School Board for any damages resulting from the use of the school facility/facilities stipulated on the application form
- (3) Obtain necessary city or parish permits and provide law enforcement officers and firemen when required
- (4) Limit ticket sales and/or attendance to the normal seating capacity of the facility used
- (5) Prohibit the use of cold drink bottles or cans in gymnasiums, auditoriums or on grounds
- (6) Comply with all Board of Health requirements
- (7) Supervise parking so that vehicles will not cut across school lawns or non-parking areas
- (8) Use of sand and sawdust on diamonds to be prohibited.

#### 1. General Regulations

- a. All school activities on lighted school playgrounds during the evening hours must be under the supervision of a responsible adult person.
- b. All school activities on lighted playgrounds, including practice sessions, must be terminated at 9:30 P.M.

- c. A lighted field may be used for practice purposes by a given team only once a week for a period not to exceed a two-hour period. Organizations/groups wishing to use a field for this purpose must secure permission from Terrebonne Parks and Recreation Board.
- d. Official games must be limited to a two-hour period.
- e. If the services of a school janitor are required, payment for the janitorial services must be made by the organization using the field.
- f. Organizations using a lighted field shall be responsible for any damage that might occur and shall also be responsible for the enforcement of the regulations set forth above.
- g. Separate meters shall be placed on all lighted fields.
- h. A key to the switch box on lighted fields may be given to a responsible person.
- i. The Terrebonne Parish School Board will pay the electric bills.

## 2. Construction and Improvements

All construction and improvements constructed (existing and new) and maintained by Terrebonne Parish Parks and Recreation, as well as any other organization, the organization shall submit an annual written inspection report assuring that all improvements, such as poles, lights, wiring, buildings, dugouts, fence, etc., are in safe conditions prior to August 1<sup>st</sup> of every year. The organization is responsible for notifying the Terrebonne Parish School District immediately of any unsafe conditions; provide the Terrebonne Parish School District with a written plan of action to correct the problems and a follow up inspection report assuring the area is safe, after corrections are made.

All new construction and improvements shall meet or exceed local, state and federal laws, rules, permitting and regulations.

The superintendent of recreation must first make application, in writing, to the principal of the school for the construction of a new, lighted playground, or for improvements to an existing one. The principal will consult with the Supervisor, Secondary Education and Guidance, and the local recreation committee before approving the application.

If the application meets with the approval of the principal, it shall be submitted to the superintendent of education for his/her consideration. The superintendent of education shall notify the superintendent of recreation, in writing, of his/her decision in the matter.

Revised: June 2003

Revised: February 2011

Revised: August 2011

**Revised: July 2013**

Ref: Board minutes, 6-28-55, 7-15-58, 5-11-76, 3-18-80, 2-19-91, 7-19-94, 6-17-03, 02-15-11, 08-16-11.

Mrs. Carol Davis, Assistant Superintendent, summarized information regarding a Striving Readers Comprehensive Literacy Grant (attachment). She said Terrebonne Parish is one of nine (9) districts in Louisiana and two (2) charter organizations to receive the federal grant, which was awarded to improve the literacy outcomes of children in grades preschool through twelve.

Superintendent Martin highly commended Mrs. Davis and staff for their "tenacity and skill in working on and securing this grant."

Mr. Graham Douglas, Supervisor of Secondary Education, presented recent legislative revisions to policy FILE: G-2 Curriculum.

## **RECOMMENDATION NO. 5**

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

**FILE: G-2**

### **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 ~~the~~ **BESE** requirements of ~~the Louisiana Department of Education~~ **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.

The curriculum design within the high schools shall consist of an academic major comprised of college preparatory courses and a career major comprised of challenging academic courses and modern vocational studies. Such a curriculum design shall allow each high school student to choose a career option at the high school level. 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. 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 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.**

The School Board shall require a school choosing to add an elective course to its program of studies to apply to the School Board at least sixty (60) days prior to the anticipated date of implementation. The Superintendent shall consider for approval the elective course using the state standards for elective approval set forth by the Board of Elementary and Secondary Education (BESE). All approved courses shall be submitted to the Louisiana Department of Education at least thirty (30) days prior to implementation.

The application for an elective course shall be submitted by the principal and shall contain the following information:

- rationale for the course
- detailed outline of course content
- time requirements (minutes per day, days per year or semester)
- detailed course objectives and methods by which they shall be measured
- qualifications of the instructor
- date the course is to begin and end
- approximate number of students

- ~~criteria for enrollment, and~~
- ~~method for measuring effectiveness of course.~~

~~If the course is to be offered for the succeeding school year, an end-of-year evaluation shall be sent on provided forms for determining its continuation.~~

Revised: December 1997

Revised: October 2001

Revised: February 2010

**Revised: July 2013**

Ref: La. Rev. Stat. Ann. §§17:154, 17:181, 17:182, 17:183, 17:183.1, 17:183.2, 17:183.3, 17:183.5, 17:261, 17:262, 17:266, ~~17:267~~, 17:268; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 12-16-97, 12-18-01, 2-23-10.

Mrs. Stacy Solet, Supervisor of Elementary Education (K-8)/State Assessment and Testing, presented Forethought revisions, according to recent legislation, to policy FILE: G-3.1 Summer School.

### **RECOMMENDATION NO. 6**

**The Committee recommends** that the Board adopt, as presented, the following revised policy FILE: G-3.1 Summer School:

**FILE: G-3.1**

### **SUMMER SCHOOL**

The Terrebonne Parish School Board may offer a summer school program for students **at the elementary and secondary levels, and shall offer school remediation and retest opportunities as outlined in Louisiana Board of Elementary and Secondary Education (BESE) Bulletin 1566, Pupil Progression Policies and Procedures.**

**Elementary summer schools may offer programs** to enable students not meeting the promotion criteria during the regular school year to attend a

state-approved summer school to remove deficiencies and be considered for promotion to the next grade **or to provide additional learning opportunities. Students attending summer school for promotional purposes shall have written consent by the principal of the last school they attended.**

Students not passing the Louisiana Educational Assessment Program (LEAP 21) exam administered in the spring of each year in grades 4 and 8, are highly recommended to attend a summer school remediation program for remediation in the specific area needed and may be retested at the conclusion of the course. **Summer remediation shall consist of a minimum of fifty (50) hours of instruction per subject.** ~~Operation of any approved schools in the summer session shall be in accordance with regulations established by the Louisiana Board of Elementary and Secondary Education (BESE), guidelines of the Louisiana Department of Education, and directives of the Superintendent and staff as reflected in the Board's Pupil Progression Plan.~~

~~Summer schools shall offer 90 hours of instruction for ½ unit of new credit, 180 hours for one unit of new credit, 60 hours of instruction for ½ unit of repeat credit, 120 hours for one unit of repeat credit, and 50 or more hours for ½ unit for GEE 21 Remediation. Elementary summer schools shall offer a minimum of seventy (70) hours of instruction per subject for removal of deficiencies.~~

**Secondary summer schools may offer summer school to enable students to schedule courses to enrich their experiences, to take new subjects, and to enable students who have failed in subjects to remove deficiencies.**

~~Students attending **The administration of the** summer school shall have the written permission from the principal of the students' home school in order for high school credit to be awarded or if an elementary student is to be promoted. In order to be eligible to receive credit, summer high school students shall be in attendance a minimum of seventy (70) hours for ½ unit of new credit, one hundred forty (140) hours for 1 unit of new credit, forty-seven (47) hours for ½ unit of repeat credit or credit for GEE 21 Remediation, and ninety-four (94) hours for one unit of repeat credit. Elementary students shall be in attendance for sixty (60) hours for one subject in order to be eligible to receive credit or pass a subject, unless the School Board imposes a stricter attendance requirement. An elementary~~

~~student attending summer school for promotional purposes shall not enroll for more than two (2) subjects.~~

All students with disabilities should receive services along with regular education students in summer programs, with special supports provided as needed.

Students attending summer school session may be charged a fee, ~~however, no fees shall be charged for use of textbooks.~~ Fees shall be set by the Board upon recommendation of the Superintendent and his/her administrative staff.

### COURSE OFFERINGS

~~1. A minimum of twenty (20) registrants and a qualified teacher available to teach the course are necessary for the formation of a class. (LEAP remediation programs shall not exceed 15/1 pupil/teacher ratio).~~

~~a. Classes of less than twenty (20) may be formed if a teacher agrees to teach for the tuition involved in the course.~~

~~b. Classes of less than twenty (20) students may also be organized in special subject areas in which, because of the nature of the course, it is recommended that class sizes be reduced.~~

~~2. When possible, failures will be grouped in one class organized specifically as a repeat course. (120 hours of instruction)~~

~~If the number of failures in a given course is too small for the formation of a repeat course, repeaters may enroll in a new course and, if so, will pay the tuition fee for a new course and will attend all meetings of the class. (180 hours of instruction)~~

### DAILY SESSIONS AND TEACHING LOAD

The length of the summer school, the time of each period in the daily schedule, and the teaching load in each class shall be in conformity with

the regulations adopted by the Louisiana Board of Education.

### TEACHING STAFF

1. Regular employees of the Terrebonne Parish School Board shall be given first consideration in the selection of teachers for the summer school. The selection of teachers shall be based upon the individual's qualifications for the position open.
2. The rate of pay for summer school teaching shall be approved by the Superintendent.
3. Salaries of summer school teaching will be paid by the Terrebonne Parish School Board.

### TUITION

1. Tuition fees for summer school are payable at the time of registration and are not refundable.
2. The principal in charge of the summer school will be responsible for the collection of tuition fees. All tuition fees will be remitted to the Terrebonne Parish School Board.

Revised: February 2000

Revised: November 2008

**Revised: July 2013**

Ref: La. Rev. Stat. Ann. §17:24.4; Louisiana Handbook for School Administrators, Bulletin 741, **Pupil Progression Policies and Procedures, Bulletin 1566**, Louisiana Department of Education; Board minutes, 7-16-91, 2-15-00, 11-18-08.

Mrs. Solet presented Forethought revisions, according to recent legislation, to policy FILE: G-3.10 Kindergarten.

## **RECOMMENDATION NO. 7**

**The Committee recommends** that the Board adopt, as presented, the following revised policy FILE: G-3.10 Kindergarten:

**FILE: G-3.10**  
**Cf: H-2.3, H-2.3a, H-2.3c**

### **KINDERGARTEN**

The Terrebonne Parish School Board shall **offer full-day kindergarten instruction to each eligible child and** require every child entering kindergarten for the first time be given a valid and reliable readiness screening **assessment**. The results of this screening **assessment** shall be used for measuring student readiness for kindergarten and for planning instruction.

Each child entering kindergarten for the first time shall be ~~screened~~ **assessed** at the beginning of the school year. The parent or guardian of each child shall be advised of the child's level of readiness.

New policy: October 2011

**Revised: July 2013**

Ref: La. Rev. Stat. Ann. §§**17:24.4**, 17:391.11; **Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education**; Board minutes, 10-18-11.

Mr. Douglas presented Forethought revisions, according to recent legislation, to policy FILE: G-4 Co-Curricular and Extracurricular Activities.

## **RECOMMENDATION NO. 8**

**The Committee recommends** that the Board adopt, as presented, the following revised policy FILE: G-4 Co-Curricular and Extracurricular Activities:

**FILE: G-4**  
**Cf: G-4.1**

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Terrebonne Parish School Board shall be committed to providing for each of its schools a program of ~~co-curricular activities and extracurricular~~ **student** activities to all students in a manner which allows students equal opportunity to participate in services and activities. All activities shall be in compliance with pertinent regulations of the State Board of Elementary and Secondary Education.

Seventh (7<sup>th</sup>) grade students shall be eligible to participate in co-curricular and extracurricular activities at schools where such programs exist within their school district boundaries.

### CO-CURRICULAR ACTIVITIES

~~Students may participate in these~~ **Co-curricular** activities **are activities** that are relevant, supportive, and **that** are an integral part of the structured program of studies **in which the student is enrolled**, and ~~which~~ **that** are under the supervision and/or coordination of the school instructional staff. ~~Such co-curricular activities may include: field trips, festivals, conventions, assemblies, and organizations (science clubs, student councils) and others directly related to programs of study.~~

### EXTRACURRICULAR ACTIVITIES

Extracurricular activities are those activities which are not directly related to the program of studies, ~~but~~ **which** are under the supervision **and/or coordination** of **the** school instructional staff, and **which** are considered valuable for the overall development of the student. ~~Activities not directly related to programs of study may include: field trips (entertainment in nature), assemblies (pep rallies, beauty contests), and organizational activities (athletic teams, cheerleaders, pep squads).~~

1.—Extracurricular activities shall not be scheduled during instructional time, whenever possible.

2.—ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR AND CO-

## CURRICULAR ACTIVITIES:

1. No student shall be allowed to participate in any event on the day or night while the student is under suspension from school.
2. All work missed by students while ~~on co-curricular activities and extracurricular~~ **participating in student activities or** events must **shall** be made up and completed in a manner that would be required of any other students **in order to receive credit**.
3. The guidelines for athletic policies and procedures shall comply with those of the Louisiana State Board of Elementary and Secondary Education, the Louisiana High School Athletic Association Official Handbook, and the Board policy.

All rules and regulations not specifically designated by Board policy shall conform to Louisiana High School Athletic Association (LHSAA) *Official Handbook for all Athletic Programs*.

No student otherwise eligible to participate in an extracurricular activity shall be limited in the number of such activities in which the student may participate during the school year.

## SPECIAL EDUCATION STUDENT PARTICIPATION

All non-academic and extracurricular services and activities shall be offered to each **all** exceptional child **students** in a ~~way which~~ **manner that** allows **them** equal opportunity to participate in such services and activities.

Revised: June 1999

Revised: July 2001

Revised: November 2001

Revised: February 2002

Revised: February 2003

Revised: July 2004

**Revised: July 2013**



Ref: **La. Rev. Stat. Ann. §17:176**; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Official Handbook, Louisiana High School Athletic Association; La. Rev. Stat. Ann. §17:176; Board minutes, 9-5-95, 3-2-99, 6-15-99, 7-17-01, 11-20-01, 2-19-02, 2-18-03, 7-6-04.

Mr. Douglas presented Forethought revisions, according to recent legislation, to policy FILE: G-5 Adult Education.

### **RECOMMENDATION NO. 9**

**The Committee recommends** that the Board adopt, as presented, the following revised policy FILE: G-5 Adult Education:

**FILE: G-5**

### **ADULT EDUCATION**

~~The Terrebonne Parish School Board may operate an Adult Education program which is designed to allow eligible individuals to continue their education to at least the level of completion of secondary school. The Adult Education program shall be administered and conducted in accordance with regulations and content standards established by the Louisiana Board of Elementary and Secondary Education (BESE).~~

~~The Adult Education program shall serve to provide instruction to adults who are sixteen (16) years of age and older, not enrolled in the K-12 educational system and have less than a high school education. The purposes of the Adult Education program shall be to assist adults to:~~

- ~~1. become literate;~~
- ~~2. obtain knowledge and skills for employment and self-sufficiency;~~
- ~~3. obtain the educational skills necessary to become full partners in their children's educational development; or~~

4. ~~complete their secondary school education.~~

#### REQUIREMENTS FOR STUDENTS

Students must be ~~17~~ **18** years of age or older to enroll in an Adult Education program. **However**, the parent, tutor, or other person responsible for the school attendance of a child who is under the age of eighteen (18) and who is enrolled in school beyond his/her sixteenth (16<sup>th</sup>) birthday may request a waiver from the Superintendent for the child to exit school to enroll and attend an adult education program approved by BESE **the Louisiana Community and Technical College System (LCTCS)**.

A.—In the case of a child with no parent, tutor, or other person responsible for his/her school attendance, the Superintendent may act on behalf of the student in making such a request if one or more of the following hardships exist and if the following appropriate documentation is on file at the **Terrebonne Parish** School Board office:

1. pregnant or actively parenting;
2. incarcerated or adjudicated;
3. institutionalized or living in a residential facility;
4. chronic physical or mental illness;
5. family and/or economic hardships.

**Family and/or economic hardship is defined as a student who acts as a caregiver or who must work to support the family due to a parent's death or illness, or needs to be removed from an existing home environment.**

B.—The Superintendent or his/her designee may approve the request without requesting action from BESE. If the request to exit school to enroll in a BESE **LCTCS**-approved Adult Education program is denied by the Superintendent, a student may request the waiver from the Louisiana Department of Education for approval by BESE with documentation of reason for denial at the local level. ~~Students seeking to exit school to enroll in Adult Education, who are enrolled in a formal education setting other than a public K-12 institution, may request a waiver from the Department of Education.~~

~~An Adult Education program or activity operated by the School Board shall not exclude exceptional persons.~~

Revised: March 1999

Revised: October 2002

Revised: February 2003

Revised: October 2008

**Revised: July 2013**

Ref: 29 USC 2801 et seq. (**Workforce Investment Systems**); La. Rev. Stat. Ann. §§17:14, 17:221; Louisiana Handbook for School Administrators, Bulletin 741, ~~Adult Education Content Standards~~, Bulletin 123, Louisiana Department of Education; **Adult Education/GED Policies, Louisiana Community and Technical College System**; Board minutes, 3-16-99, 10-15-02, 2-18-03, 10-21-08.

Mr. Douglas presented Forethought revisions, according to recent legislation, to policy FILE: G-11 Academic Achievement.

### **RECOMMENDATION NO. 10**

**The Committee recommends** that the Board adopt, as presented, the following revised policy FILE: G-11 Academic Achievement:

**FILE: G-11**

## **ACADEMIC ACHIEVEMENT**

### **COMPETENCY-BASED EDUCATION AND PUPIL PROGRESSION**

The Terrebonne Parish School Board has developed and adopted the *Pupil Progression Plan* in accordance with statutory provisions. The Superintendent and/or his/her designee shall be responsible for the implementation of the *Pupil Progression Plan* as outlined by guidelines of the Louisiana Department of Education.

The policies, regulations, and procedures developed and revised periodically in this plan shall be considered as Board policy, regulations,

and/or procedures and treated as if part of this policy manual.

The Board shall be apprised periodically concerning implementation of all regulations contained in the *Pupil Progression Plan*.

### **EARNING OF CREDIT**

**The Terrebonne Parish School Board recognizes that an effective educational program is one that provides varied opportunities for students to meet their respective needs and interests in pursuit of accumulating credit for their eventual graduation from high school. Students may earn Carnegie credit as middle or high school students in two (2) ways:**

- 1. By passing a course in which the student is enrolled and meeting instructional time requirements, as set forth below; or**
- 2. By demonstrating proficiency as set forth below.**

**Students must be in attendance for a minimum of 7,965 minutes to earn one (1) Carnegie credit, and a minimum of 3,983 minutes in order to earn one-half (1/2) Carnegie credit.**

**When awarding Carnegie credit based on demonstrated proficiency for any student or group of students, the School Board shall provide the Louisiana Department of Education with the following information:**

- 1. the name of the examination used to measure proficiency, if nationally recognized, or**
- 2. a copy of the examination used to measure proficiency, if locally developed or not nationally recognized and the score required to demonstrate proficiency; or**
- 3. a listing of requirements to demonstrate proficiency through portfolio submissions.**

**Proficiency in a course with a state administered *End of Course* exam must be demonstrated using the *End of Course* exam. The Louisiana Department**

**of Education may require revisions of assessments in order to ensure that they adequately measure proficiency.**

**Students meeting the requirements for Carnegie credit based on proficiency shall have the course title, the year proficiency was demonstrated, and the unit of credit earned entered on their transcript.**

May 1999

**Revised: July 2013**

Ref: La. Rev. Stat. Ann. §§**17:10.1**, 17:24.4, **17:81**; Louisiana State Department of Education Bulletin 1566, *Guidelines for Pupil Progression*; Board minutes, 5-18-99.

Mr. Douglas presented new policy FILE: G-11.10 Credit Recovery.

### **RECOMMENDATION NO. 11**

**The Committee recommends** that the Board adopt the following new policy FILE: G-11.10 Credit Recovery:

**FILE: G-11.10**

### **CREDIT RECOVERY**

The Terrebonne Parish School Board shall conduct a credit recovery program designed to allow students an opportunity to earn high school credit for courses they have failed in the past. The program shall be intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate.

Credit recovery courses shall be aligned with Louisiana Board of Elementary and Secondary Education (BESE) approved statewide course content standards for required subjects. Credit recovery courses taught in a classroom setting using computer software programs designed for credit recovery must be facilitated by a certified teacher. Additional instruction to cover standards and grade-level expectations not included in the

software programs shall be provided by a teacher properly certified in the content area.

Students earning Carnegie credit in a credit recovery course must have previously taken and failed the course. Students shall not be required to meet minimum attendance requirements for credit recovery courses, provided students have met attendance requirements when they took the course previously or the students' combined attendance during the previous course and the credit recovery course meet the necessary attendance requirements.

New policy: July 2013

Ref: La. Rev. Stat. Ann. §§17:24.4, 17:81; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

Mr. William Simmons, Sr., Interim Supervisor of Child Welfare and Attendance, discussed policy FILE: H-3.5-R Student Code of Conduct and the 2013-2014 Code of Student Conduct Handbook (see attached). He said the policy is very outdated and has been recommended by Forethought for "deletion" from the Policy Manual. He stated the Code of Student Conduct Handbook, which paralleled the policy, will be given to every student for the parent/guardian to sign acknowledging receipt and compliance.

### **RECOMMENDATION NO. 12**

**The Committee recommends** that the Board approve the deletion of policy FILE: H-3.5-R Student Code of Conduct from the Policy Manual; and further, approve the 2013-2014 Code of Student Conduct Handbook.

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

Respectfully submitted,

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Richard Jackson, Chairman

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Donald Duplantis, Vice-Chairman

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Dr. Brenda Leroux Babin

DC

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

July 16, 2013

Dear Members of the Board:

**The Buildings, Food Service, and Transportation Committee** met on Monday, July 8, 2013, at 5:00 P.M. in the Board Room of the School Board Office, 201 Stadium Drive, with the following members present: Mr. Hayes J. Badeaux, Chairman, and Mr. Gregory Harding, Vice-Chairman. Mr. L. P. Bordelon, III was absent. Others in attendance were Mr. Roger Dale DeHart, Mr. Donald Duplantis, Superintendent Philip Martin, and members of the staff.

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

Superintendent Philip Martin addressed the Committee regarding an update on Boudreaux Canal Elementary School (see attached).

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board allow the Superintendent to work with the Board Attorney to return Boudreaux Canal Elementary School to its original owners and authorize the Board President to sign all necessary documents pertaining thereto.

Ms. Fran Moss, representing A St. Martin Company, Ltd., addressed the Committee regarding the forgoing matter.

Superintendent Martin addressed the Committee regarding the use of Little Caillou Elementary School as a voting precinct, in lieu of Boudreaux Canal Elementary School (see attached).



## **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board enter into a lease agreement with Terrebonne Parish Consolidated Government for use of Little Caillou Elementary School as a voting precinct on election days, in lieu of Boudreaux Canal Elementary School, and authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Donald Chamberlain, Plant Operations Manager, addressed the Committee regarding an update on South Terrebonne High School's Elevator Project (see attached).

Mr. Merlin Lirette, AIA, CFP, The Merlin Group, LTD, addressed the Committee regarding an update on H. L. Bourgeois High School's Freshman Center (see attached).

Mr. Lirette also addressed the Committee regarding an update on the New Grand Caillou Middle School (see attached).

Mr. Chamberlain addressed the Committee regarding school consolidations.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:30 P.M.

Respectfully submitted,

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Hayes J. Badeaux, Chairman

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Gregory Harding, Vice-Chairman

JB

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

**FINANCE, INSURANCE, & SECTION 16 LANDS COMMITTEE  
Monday, July 15, 2013  
5:00 P.M.  
Central Office Board Room**

**AGENDA**

1. Invocation and Pledge of Allegiance to the Flag
2. Matter pertaining to Receipt of Proposed Operating Budgets for Fiscal Year 2013/2014 and establishing Public Hearing – **Proposed Recommendation** – Superintendent Philip Martin

**The Committee recommends** that the Board receive the Proposed Operating Budgets for the 2013/2014 fiscal year and establish a Public Hearing on the same: Thursday, July 18, 2013, at 6:00 PM in the Board Room of the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana.

3. Matter pertaining to consideration of Budget Adoption Resolution, providing for adoption of the following Original Operating Budgets for Fiscal Year 2013/2014 – **Proposed Recommendation** – Superintendent Philip Martin
  - a. General Operating Fund
  - b. One Cent Sales Tax Fund
  - c.  $\frac{3}{4}$  Cent Sales Tax Fund
  - d. Child Nutrition Program Fund
  - e. Special Revenue Funds

**The Committee recommends** that the Board adopt the (attached) *Budget Adoption Resolution* which provides for adopting the General Operating Fund, One Cent Sales Tax Fund,  $\frac{3}{4}$  Cent Sales Tax Fund, Child Nutrition Program Fund and various Special Revenue Funds for

the 2013/2014 Fiscal Year; and further, that this be reported to the Board at its August 6, 2013, meeting.

4. Matter bearing upon Sales Tax Collections update – **(Information)** – Harris Henry
5. Adjournment

**COMMITTEE MEMBERS**  
**Donald Duplantis, Chairman**  
**Roosevelt Thomas, Vice-Chairman**  
**Debi Benoit**

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Becky Breaux  
Supervisor of Finance

BB/wcl

- c: Superintendent and Staff  
Schools and ERC Members  
Board Members  
Mr. Clayton Lovell, Legal Counsel  
Ms. Lottie Beebe, BESE, District 3  
MEDIA: The Courier, Tri-Parish Times, KFOL-HTV, Radio Stations,  
KCIL/KXOR  
Houma-Terrebonne Chamber of Commerce  
Presidents–TAE, TPA, A+PEL, Bus Drivers' Assn., Food Service Assn.  
Insurance Agents of Record  
Mr. Lee Bloch, Bloch, Briggs & Associates  
Mr. Michael J. Veazey, Veazey & Associates