

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

**School Board Meeting – August 2, 2016**

**Order of Business**

**6:00 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes of School Board Meeting of June 28, 2016

**RECOMMENDATION:** That the Board approve the minutes of School Board Meeting of June 28, 2016, as recorded.

6. Announcements

**8/02**

5:00 Retiree Reception

**8/08**

5:00 Buildings, Food Service, & Transportation Committee

**8/15**

5:00 Finance, Insurance, & Section 16 Lands Committee

**8/16**

5:30 Executive Committee

Board of Directors, Terrebonne Construction Company,

Inc. (Immediately following Executive Committee)

6:00 Regular School Board Meeting

7. Board Committee Meeting Reports

- A. Education, Technology, and Policy Committee (See Attached Committee Report of July 25, 2016, Meeting)
- B. Executive Committee (See Attached Committee Report of July 19, 2016, Meeting)
- C. Board of Directors of Terrebonne Construction Company, Inc. (See Attached Committee Report of July 19, 2016, Meeting – Information Only)

8. Superintendent's Agenda

A. Agenda Items

(1) Personnel Section

(a) Personnel Announcements and Introductions  
(Information Only)

1) Assistant Principal, Village East Middle School  
– Nellie Brown

2) Assistant Principal, Legion Park Elementary  
School – Jessica Naccio

(b) Announcement of Administrative Assignments for  
2016-2017 School Year (Information Only)

**ADMINISTRATIVE (CENTRAL OFFICE) ASSIGNMENTS FOR 2016-2017  
SCHOOL YEAR**

Assistant Superintendent, Curriculum & Instruction

Aubrey "Bubba"  
Orgeron, Jr.

Chief Financial Officer	Rebecca Breaux
Supervisor of Transportation/Safety	Devlin Aubert
Supervisor, Special Education Services	Mary Aucoin
Network System Administrator	Christopher Babin
Executive Assistant to the Board	Ramona Brunet
Turnaround Specialist	Margaret Cage
Plant Operations Manager	Donald Chamberlain
Supervisor, Secondary/Vocational/Adult/Driver Ed.	Graham Douglas
Supervisor, Child Welfare & Attendance	Alton Johnson
Supervisor, Federal Programs	Peggy Marcel
Chief Accountant	Judith Martin
Risk Manager	Jack Moore
Data Processing Manager	Walt Prejean
Supervisor, Elementary/Middle Education	Stacy Solet
District Assessment and Accountability Administrator	Dr. Myra Austin
Supervisor, Child Welfare & Attendance	Kim Vauclin
Supervisor, Child Nutrition Program	Monica Walther
Personnel Supervisor	Dr. Debra Yarbrough

**ADMINISTRATIVE (PRINCIPAL) ASSIGNMENTS FOR 2016-2017**  
**SCHOOL YEAR**

Acadian Elementary School	Dr. Monica Breaux
Bayou Black Elementary School	Melynda Rodrigue
Bourg Elementary School	Sandra LaRose
H. L. Bourgeois High School	Matthew Hodson
Broadmoor Elementary School	Melissa Soileau
Caldwell Middle School	Ronald Foret
Coteau-Bayou Blue Elementary School	Tess Daigle
Dularge Elementary School	Cheryl Degruise
East Houma Elementary School	Melanie Wallis
East Street School	Tommy Salter
Ellender Memorial High School	Blaise Pellegrin
Elysian Fields Middle School	Markita Grant
Evergreen Junior High School	Kelly Burlette
Gibson Elementary School	LaCest Campbell
Grand Caillou Elementary School	Debrah Duplantis
Grand Caillou Middle School	Judy Gaspard (Interim)
Honduras Elementary School	Anita Dufrene
Houma Junior High School	Darrell Dillard
Lacache Middle School	Mark Thibodeaux
Legion Park Elementary School	Christina Robinson-Pink
Lisa Park Elementary School	Terez LeBlanc
Montegut Elementary School	Andrea Rodrigue
Montegut Middle School	Jennifer Pitre

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

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

Gwen Ferguson  
Torrey Carter  
Dawn Fleniken  
Cindy Chauvin  
Cynthia Davis  
Miranda Babin  
Mark Torbert  
Kanika Smith  
Casannah Moses  
William Simmons, Jr.  
Julio Contreras  
Riley "Wayne" Vordick  
Roneka Coleman  
Marilyn Schwartz

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

- (a) Readmission of Student #143059
- (b) Readmission of Student #133412

9. 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. 233, describing the assistance that is necessary.**

RLB

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

August 2, 2016

Dear Members of the Board:

**The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met on Monday, July 25, 2016, in the Board Room of the School Board Office, with the following members present: Mr. Richard Jackson, Chairman, and Mr.

Donald Duplantis, Ad-Hoc Member. Ms. Vicki Bonvillain, Vice-Chairwoman, and Mrs. Debi Benoit were absent. Also in attendance were Mr. L. P. Bordelon, III, Vice-President, Superintendent Philip Martin, and members of the staff.

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

Mrs. Stacy Solet, Supervisor of Elementary/Middle Education, presented revisions to policy FILE: G-8.1 Library Materials Selection.

### **RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve, as presented, revised policy FILE: G-8.1 Library Materials Selection:

**FILE: G-8.1**

#### **LIBRARY MATERIALS SELECTION**

The School Board encourages teachers to discuss their instructional supply needs with their principal. The principal and teachers will determine an appropriate list of supplemental material based on quality, reputation and significance of author, readability and appeal, format and price.

The selection of library materials shall be in accordance with the following:

1. Library media shall be selected for values of interest and enrichment of all the school community. Library media shall not be excluded because of the race, nationality or the social, political or religious views of the authors.
2. Library media centers shall make available the fullest practical selection of media which presents all points of view concerning problems and issues of the times.
3. The selection of materials shall provide support for the curriculum, taking into consideration the individual's needs

and the varied interests, abilities, socio-economic backgrounds and maturity levels of the students served.

4. Acquisition of materials shall be guided by the reading, examination, and checking of standard evaluation aids such as standard catalogs and media review digests. Recommendations from librarians, teachers, principals, students, and other members of the school community shall be given full consideration.
5. Any censorship of media shall be challenged in order to maintain the school's responsibility to provide information and enrichment. The School Board is legally responsible for all matters relating to the operation of the library media centers. It is therefore advisable that each board adopt a written statement of procedures for meeting the challenge of censorship.

#### SELECTION AND USE OF AUDIO/VISUAL MATERIALS

The primary objective in using audio/visual materials is to implement, enrich, and support the instructional program of the school. All such material should be shown with a purpose and relate specifically to stated goals and objectives of a given lesson.

The Board recognizes that the teachers have the primary responsibility for the selection and use of audio/visual materials in the classroom by exercising responsible judgment and selecting appropriate materials for use from among the array of such materials available. Usage of audio-visual materials shall be in accordance with the following:

1. All AV material shall be previewed by the teacher before use with students. This includes any AV material brought in from outside sources (or presenters) for presentation to students.
2. Use of any AV materials shall be documented in lesson plans, including title and type of AV, and must directly relate to objectives of the lesson.

3. Movies shall be for instructional purposes only and directly related to instructional objectives as stated in lesson plans.
4. Use of any movie shall be documented in lesson plans including title of movie and appropriate introductory and follow-up activities.
5. Prior approval of the showing of any movie must be obtained from the school principal who shall be responsible for approving the appropriate introductory and follow-up activities.
6. Only G-rated **and PG-rated** movies shall be shown **(PG-13 rated movies shall not be allowed)**. ~~Any movie that has not been rated shall not be shown.~~
7. **Schools shall notify parents in writing of any PG-rated movie that will be shown to students and obtain written permission from the parent. The notification shall include the title of the movie, the rating, the purpose of showing the movie, and the date the movie will be shown.**
8. **Documentaries and instructional videos that are not rated shall have prior written approval from the principal or his/her designee before being shown.**

No member of any school staff shall use ~~the VCR and/or TV~~ **electronic devices** for his/her own recreation during the school day. Use of ~~the VCR and/or TV~~ **electronic devices** shall be limited to appropriate instructional and/or administrative locations.

The implementation of this policy shall be monitored by the building principal. Violation of this policy may result in a disciplinary hearing including the employee and principal and/or Superintendent.

**GRIEVANCE PROCEDURE RELATIVE TO LIBRARY MEDIA**



Citizens shall have the right to question media materials used in the Terrebonne Parish Public School System. If a citizen has a complaint he/she must report it to the principal of the school where the material is in question. The principal shall give the citizen a copy of "Guidelines for the Selection of Library Media." If, after reading the state's guidelines, the citizen wishes to pursue his/her complaint, he/she shall be given a form to register his/her complaint and present it to the principal for consideration.

New policy: May 1999

Revised: December 2000

**Revised: July 2016**

Ref: Standards and Guidelines for Library Media Programs in Louisiana Schools, Bulletin 1134, State Board of Elementary and Secondary Education; Board minutes, 5-18-99, 11-14-00, 12-19-00, **8-2-16**.

Ms. Vicki Bonvillain, Vice-Chairwoman, entered the meeting during the foregoing discussion.

Mr. Aubrey "Bubba" Orgeron, Assistant Superintendent, presented Forethought Consulting, Inc.'s revisions to policy FILE: B-16 School Board Ethics (attached *Policy Alert*).

## **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve, as presented, revised policy FILE: B-16 School Board Ethics:

**FILE: B-16**

**Cf: A-5**

### **SCHOOL BOARD ETHICS**

Recognizing that as a member of a public school board and that each School Board member is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the Terrebonne Parish School Board, individually and collectively, shall subscribe to the principles of the Louisiana School Boards Association, by which a School Board member should be guided.

1. My allegiance is first to the children of my parish or city school system and not to any political party or business organization.
2. I will not seek through my office special privileges or private gain, nor will I use my position to promote my business or professional interest.
3. I will seek to provide equal educational opportunities for all the children regardless of race, creed, or location.
4. I recognize that it is my duty to assist in formulating educational policy. However, I recognize that it is the duty and responsibility of the Superintendent in his capacity as executive officer to see that these policies are carried out.
5. I understand that in the selection of teachers and all other school personnel the Superintendent nominates candidates for these positions and selection by the Board is made from such nominations based on merit alone. I will not bring pressure on the Superintendent to nominate candidates in whom I have a special interest. I will insist that the School Board reserve to the Superintendent the privilege and responsibility of nominations of candidates for school personnel. I recognize that the training of the child is a paramount matter and that giving employment is a secondary matter.
6. I understand that I have no authority as an individual School Board Member but must act with and through the School Board as a whole, and I must be governed by the decisions of the School Board.
7. I will keep myself as well informed as possible about the conditions in the school system and about such other matters as will help me serve as an efficient School Board Member.
8. Understanding that as a representative of the public, I will endeavor to keep the public informed about the progress and needs of the schools.

9. I will refrain from making any commitment upon any subject which rests within the School Board's authority for final discussion and decision.
10. Recognizing that all school personnel should work in close cooperation, I will give my hearty support to the total school program. I will not publicly criticize school personnel but will make such criticism to the Superintendent for investigation and action if necessary.
11. Recognizing that the Superintendent is the executive officer of the school system, any recommendations and complaints that may have been submitted to me shall be referred to the Superintendent for presentation to the School Board.
12. I will affiliate with my professional organization, the Louisiana School Boards Association, and as far as possible will attend the convention and take part in its activities.
13. Recognizing that the expenditure of public school funds is a public trust, I will endeavor to see that all public funds shall be expended efficiently, economically, and for the best interest of the schools.
14. With a basic belief in the dignity of the individual, I will respect teachers, and as a Board Member I will not subject their daily lives to harsh or petty restrictions which I would not impose on other good citizens.
15. I will attend School Board meetings with an open mind and listen to what other School Board Members and other individuals or groups have to say before making final decisions.
16. I will continue my interest in the school program at all times and as an individual citizen and champion of the schools, I will guard the interests of the school. When citizens and patrons who do not know or fail to remember my limitations of authority call on me to correct some situations in connection with the school, I will not avoid the issue by denying authority but will counsel with the applicant and

advise him of procedure to be followed to resolve the problem in the best interest of education.

17. As the administration of the schools of Louisiana is conducted on parish-wide or city-wide basis and as my responsibility is to all the children, I will consider the program for the whole administrative unit in making my decisions. I will not try to seek special privileges for my own ward.
18. Recognizing the rights of the employee and the School Board, I will insist on following completely the procedure stipulated by law in every case where a teacher or other employee is being tried for incompetence or other causes which might subject him to dismissal.

In addition, certain actions of elected officials may be considered improper, and in some circumstances, illegal. Actions which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an official are all subject to statutory restrictions. The ethical conduct of School Board members, as well as other designated officials, shall be in accordance with state law.

#### ETHICS EDUCATION AND TRAINING

All School Board members and employees shall be required to receive a minimum of one (1) hour of education and training on the Louisiana Code of Governmental Ethics annually. Education and training shall be provided by **employees of** the Louisiana Board of Ethics **or others authorized to provide such training by the Louisiana Board of Ethics,** and **shall be** administered through seminars or via the Internet.

#### GIFTS

Acceptance of personal gifts by any School Board member or employee of the Terrebonne Parish School Board from persons or firms doing business with the School Board, or any department or school thereof, is prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy provision. This policy provision does not preclude

acceptance of food, drinks, or refreshment of a social nature or participation in a social event, provided the value of the food, drink, or refreshment does not exceed that amount permitted under state law. It also shall not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee or School Board Member who is or becomes a candidate for election to any public office.

### NEPOTISM

No member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a member of a governing authority or the chief executive of a governmental entity shall be employed by the governmental entity, with limited exception as outlined below.

The provisions above shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of a public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

### EXCEPTIONS

Any School Board Member, Superintendent, or principal whose immediate family member is employed or who may be employed, as excepted below, shall recuse himself/herself from any decision involving the promotion or assignment of teaching or service location of such employee.

1. Any member of the immediate family of any School Board member or the Superintendent may be employed as a classroom teacher provided that such family member is *certified to teach* or is *temporarily authorized to teach while pursuing certification*.
2. Any immediate family member of a member of the School Board or

the Superintendent who is employed pursuant to paragraph 1 above may be promoted to an administrative position if the person receiving the promotion is employed as a ~~certified classroom teacher~~, provided that such family member has the appropriate qualifications and certifications for such the promotional position. For the purposes of such promotions, the term *certifications* shall not include any temporary or provisional certification or certifications.

3. An immediate family member of an athletic director of a school may be employed as a coach at such school.

### PROHIBITED TRANSACTIONS

Any School Board member, Superintendent, or employee is prohibited by state law, with limited exception as provided in La. Rev. Stat. Ann. §42:1120, from participating in a transaction in which he/she has a personal substantial economic interest of which he/she may be reasonably expected to know involving the governmental entity. Also, any School Board member, Superintendent, or employee is prohibited by state law, except as provided in La. Rev. Stat. Ann. §42:1120, from participating in a transaction involving the governmental entity in which, to his/her actual knowledge, any of the following persons has a substantial economic interest:

- (1) Any member of his/her immediate family.
- (2) Any person in which he/she has a substantial economic interest of which he/she may reasonably be expected to know.
- (3) Any person of which he/she is an officer, director, trustee, partner or employee.
- (4) Any person with whom he/she is negotiating or has an arrangement concerning prospective employment.
- (5) Any person who is a party to an existing contract with such public servant, or with any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, or who

owes anything of economic value to such public servant, or to any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five (25) percent, and who, by reason thereof, is in a position to affect directly the economic interests of such public servant.

Every public employee shall disqualify himself/herself from participating in a transaction involving the governmental entity when a violation of state law would result.

### ABUSE OF OFFICE

No School Board Member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself/herself, any other public servant, or other person with anything of economic value.

No School Board Member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to engage in political activity.

No School Board Member shall act in an individual capacity to use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel or coerce any personnel decision, including the hiring, promotion, discipline, demotion, transfer, discharge, or assignment of work to any school employee.

No School Board Member shall use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel, or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

### TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

No former agency head or elected official shall, for a period of two (2)

years following the termination of his/her public service as the head of such agency or as an elected public official serving in such agency, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving that agency or render any service on a contractual basis to or for the Board.

No former member of the School Board shall, for a period of two (2) years following the termination of his/her public service on such Board, contract with, be employed in any capacity by, or be appointed to any position by the Board, except that the School Board may employ a former member for any classroom teaching position which requires a valid Louisiana teaching certificate or a school psychologist with a valid certificate in school psychology, provided the former School Board Member holds such a certificate.

No former School Board employee shall, for a period of two (2) years following the termination of his/her employment, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction in which such former public employee participated at any time during his/her public employment and involving the School Board by which he/she was formerly employed, or for a period of two (2) such years following termination of his/her employment, render any service which such former public employee has rendered to the School Board during the term of his/her public employment on a contractual basis, regardless of the parties to the contract, to, for, or on behalf of the School Board with which he/she was formerly employed.

#### FEDERAL GUIDELINES: CONFLICT OF INTEREST

In addition to other ethics provisions, in receiving federal funds the School Board shall ensure compliance with federal guidelines covering conflict of interest and governing the actions of officers and employees engaged in the selection, award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict may arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ



any of the parties indicated herein, has a financial or other interest in, or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the School Board shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to contracts.

Employees and volunteers shall be required to report any actual, possible, or perceived conflict of interest which they or others have, or may have, to their immediate supervisor as soon as they become aware of the conflict. A School Board member shall report the perceived conflict of interest to the Superintendent and School Board attorney.

Anyone who engages in activities that violate these provisions, including failure to disclose a conflict of interest, may be subject to disciplinary action, up to and including, termination of employment, and/or other appropriate sanctions.

## DEFINITIONS

*Agency* means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. For public servants of political subdivisions, it shall mean the agency in which the public servant serves, except that for members of any governing authority and for the elected or appointed chief executive of a governmental entity, it shall mean the governmental entity.

*Agency head* means the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.

*Immediate family* as the term relates to a public servant means his/her children, the spouses of his/her children, his/her brothers and their spouses, his/her sisters and their spouses, his/her parents, his/her spouse, and the parents of his/her spouse.

*Public servant* means a public employee or an elected official.

*Political activity* means an effort to support or oppose the election of a

candidate for political office in an election.

*Substantial economic interest* means an economic interest which is of greater benefit to the public servant or other person than to a general class or group of persons, except:

- (a) The interest that the public servant has in his/her position, office, rank, salary, per diem, or other matter arising solely from his/her public employment or office.
- (b) The interest that an elected official who is elected to a house, body, or authority has in a position or office of such house, body, or authority which is required to be filled by a member of such house, body, or authority by law, legislative rule, or home rule charter.
- (c) The interest that a person has as a member of the general public.

*Transaction involving the governmental entity* means any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such particular matter which the public servant or former public servant of the governmental entity in question knows or should know:

- (a) Is, or will be, the subject of action by the governmental entity.
- (b) Is one to which the governmental entity is or will be a party.
- (c) Is one in which the governmental entity has a direct interest. A transaction involving the agency of a governmental entity shall have the same meaning with respect to the agency.

Revised: December 1997

Revised: December 1999

Revised: November 2003

Revised: January 2007

Revised: March 2009

Revised: February 2011

Revised: September 2012

Revised: January 2016

**Revised: July 2016**

Ref: 2 CFR 200.318 (*General Procurement Standards*); La. Rev. Stat. Ann. §§17:81, 17:428, 42:1101, 42:1102, 42:1112, 42:1115, 42:1115.1, 42:1116, 42:1119, 42:1120, 42:1121, 42:1123, 42:1170; Board minutes, 12-16-97, 12-14-99, 11-18-03, 1-16-07, 3-17-09, 2-15-11, 9-18-12, 1-19-16, **8-2-16**.

Mr. Orgeron presented new policy FILE: D-6.5a Preservation of School Board Records Due to Legal Action recommended by Forethought Consulting, Inc. (attached *Policy Alert*).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve, as presented, new policy FILE: D-6.5a Preservation of School Board Records Due to Legal Action:

**NEW POLICY**

**FILE: D-6.5a**

**Cf: D-6.5**

#### **PRESERVATION OF SCHOOL BOARD RECORDS DUE TO LEGAL ACTION**

The Terrebonne Parish School Board recognizes that circumstances occur where the normal and routine retention, disposal, and/or destruction of records must be suspended according to federal and State requirements and Terrebonne Parish School Board policy. Present and future records that are involved in litigation, or reasonably anticipated in foreseeable legal action, shall be preserved until the Superintendent releases the hold on such records. Such preservation of records shall apply to all School Board records owned or otherwise controlled by the School Board and all faculty, staff, administrators, School Board members, contractors or anyone else having access to School Board technology resources. The Superintendent or his/her designee shall be authorized to implement the necessary administrative regulations and procedures for governing and monitoring the preservation of School Board records due to legal action being taken or for potential legal action.

#### **DEFINITIONS**

Records – The term *records* shall include all records, whether in electronic or paper form, created, received, or maintained in the transaction of School Board business. Such records may include, but are not limited to, paper records and electronic records transferred and/or stored by or on behalf of the School Board using the School Board’s technology resources. Electronic records may exist in a wide variety of formats, including, without limitation, text documents, spreadsheets, presentations, HTML documents, digital images, email messages, databases, voicemails and other digital recordings.

Technology Resources – The term *technology resources* shall mean telecommunications equipment, transmission devices, electronic video and audio equipment, computers, data processing or storage systems, storage media, computer systems, servers, networks, programs, and/or computer-driven or web accessible software that is owned or operated by the School Board.

Preservation of Records – The term *preservation of records* shall mean an order or notice to cease destruction or disposal and to preserve all records pertaining to the nature or subject of the preservation (to place a “hold” on such record).

## PRESERVATION OF RECORDS

Notwithstanding School Board policies or procedures to the contrary, School Board records, whether in paper or electronic form, pertaining to any pending or anticipated legal claim against the School Board shall be preserved and maintained until the legal claim, whether litigation or other legal proceeding, is finally concluded. It shall be the responsibility of the Superintendent, or his/her designee(s), to ensure that appropriate holds on any relevant records are timely implemented and monitored and that affected School Board personnel are given timely notice of their responsibility to preserve School Board records pertaining to any pending or anticipated legal claim until the legal proceeding is finally concluded. The Superintendent shall maintain regulations and procedures that provide for the preservation and maintenance of such records.

Generally, the preservation obligations do not extend to back-up tapes or other media which are maintained solely for disaster recovery. In the

event that the Superintendent determines that relevant electronic records can only be obtained via backup tapes or other media maintained for disaster recovery, the School Board may undertake, if reasonable to do so, efforts to extract the pertinent records and separately maintain them until conclusion of the legal proceeding.

The Superintendent shall determine and communicate to affected School Board personnel when a preservation order may be lifted and records are no longer need to be on hold pursuant to the preservation order.

## VIOLATIONS

Violations of this policy and any administrative regulations and procedures implemented pursuant to this policy shall subject personnel to disciplinary action up to and including dismissal in accordance with applicable federal and state law and School Board policy.

### New policy: July 2016

Ref: Fed. Rules Civ. P., Rules 34, 37; La. Rev. Stat. Ann. §17:81. Board minutes, 8-2-16.

Mr. Orgeron presented Forethought Consulting, Inc.'s revisions to policy FILE: E-1.1d Hazardous Substances (attached *Policy Alert*).

## RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, revised policy FILE: E-1.1d Hazardous Substances:

FILE: E-1.1d  
Cf. E-01-01b.13

## HAZARDOUS SUBSTANCES (INTEGRATED PEST MANAGEMENT {IPM} PLAN)

The Terrebonne Parish School Board, in its efforts to contain and control the dangers of hazardous substances, authorizes the Superintendent or his/her designee to establish and maintain administrative regulations and procedures which address the purchase, storage, handling, use,

transportation, and disposal of hazardous materials for all school facilities and operations including instructional areas. Emergency response actions and evacuation plans shall also be coordinated with the procedures.

Administrative regulations and procedures shall be in compliance with all applicable federal and state laws and regulations which pertain to the safe and proper storage, transportation, and disposal of hazardous materials.

### PESTICIDES/HERBICIDES

The Terrebonne Parish School Board recognizes that the exposure of school children to pesticides/herbicides poses known and unknown risks to their health and well-being. Therefore, the School Board shall prepare or cause to be prepared, and submit to the Department of Agriculture and Forestry on or before August first of each year a single comprehensive integrated pest management plan for all schools under its jurisdiction that applies integrated pest management strategies of pest prevention methods and strongly recommends the least toxic methods of control for grass and weed control, and rodent and general pest control in, on or around school structures and grounds. Any deviation from the submitted annual pest management plan shall be delivered, in writing, to the Director of Pesticide and Environmental Programs, *Department of Agriculture and Forestry* no later than twenty-four (24) hours prior to any pesticide application. Records of inspections, identification, monitoring, evaluations, and pesticide/herbicide applications shall be maintained by the schools and submitted with the annual pesticide/herbicide management plan to the department annually.

In addition to a comprehensive pest management plan, the School Board, in accordance with statutory provisions shall:

1. Assure that the application of any herbicide, rodenticide, insecticide or restricted use pesticide, in, on, or around structures or grounds of schools that provide education to pre-kindergarten through twelfth grade classes, shall be done by or under the supervision of a certified commercial applicator.

2. Require each school to maintain a hypersensitive student registry listing the names of students whose parents have submitted a written statement to the school which shall include, but not be limited to, the student's name and address, parent's or guardian's signature, name and address, and a written medical verification by a licensed physician which includes the physician's signature, name and address.
3. Require that schools shall use, whenever possible, the least toxic method of pest control. The least toxic method of pest control may include methods other than the application of pesticides. A restricted use pesticide shall be applied to a school building or on school grounds only during periods in which students are not expected to be present for normal academic instruction or organized extracurricular activity for at least eight (8) hours after the application.
4. Require each school to keep a written record of restricted use pesticides used to control pests, with an entry of pertinent information about the application being recorded after each application. The written record shall be kept in each school and shall be available for inspection during school hours.
5. Employ/contract at least one (1) certified commercial applicator if the system has less than ten (10) schools or at least two (2) certified commercial applicators if the system has ten (10) or more schools.

Adopted: August 1998

Revised: January 2016

**Revised: July 2016**

Ref: La. Rev. Stat. Ann. §§3:3381, 3:3382, 3:3383, 3:3384, 3:3385, 3:3386, 3:3387, 3:3388, 3:3389; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 8-18-98, 1-19-16, **8-2-16**.

Mr. Orgeron presented Forethought Consulting, Inc.'s revisions to policy FILE: F-9.4 Employment of Personnel (attached *Policy Alert*).

### **RECOMMENDATION NO. 5**

**The Committee recommends** that the Board approve, as presented, revised policy FILE: F-9.4 Employment of Personnel:

**FILE: F-9.4**  
**Cf: F-9.3, F-9.4a**  
**Cf: F-9.11, F-9.13, F-10.4**

### **EMPLOYMENT OF PERSONNEL**

The Terrebonne Parish School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, creed, sex, age, national origin or any similar personal characteristic. Age shall be considered only with respect to minimums set by law.

The Superintendent or his/her designee shall be responsible for establishing and maintaining appropriate procedures for reviewing and evaluating any and all applicants for selection, including administrative and supervisory personnel, and assuring adherence to applicable state and federal legal requirements. Selection of personnel to fill all positions shall be based upon performance, effectiveness, and qualifications applicable to each specific position. Decisions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion.

Teachers and all other personnel shall be selected for employment by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons recommended have proper certification where applicable, and are qualified for the position. Seniority and tenure shall not be used as the primary criteria when making any employment decision.



The Superintendent shall delegate to the school principal all decisions regarding the employment of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent.

The Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed, subject to the provisions of any applicable court order.

### ELIGIBILITY FOR EMPLOYMENT

To be eligible for employment with the Terrebonne Parish School Board, men born in 1960 or later must provide proof of registration with the Selective Service System in accordance with the Military Selective Service Act, Selective Service Regulations, and the President's Proclamation on Registration.

### FEDERAL OR STATE GRANT FUNDED POSITIONS

Whenever the School Board is the recipient of grants from federal, state or private funding agencies for supplementing and/or funding of innovative educational strategies, long range planning, and special supportive services, such grants may fund staff positions related to the grants. Grant-funded positions may be full-time or part-time positions established for specific periods of time, not to exceed the scheduled termination date of the applicable grant funded. The letter of appointment sent to an employee for grant-funded positions shall state that continuation of the employee's service in that position shall be contingent upon the continuing availability of funds from the applicable grant funding source.

Revised: September 1998

Revised: February 1999

Revised: December 2001

Revised: February 2006

Revised: January 2007

Revised: November 2008

Revised: November 2009

Revised: February 2011

Revised: September 2012

**Revised: July 2016**

Ref: La. Rev. Stat. Ann. §§17:81, 17:81.9, 17:413, 17:493.1, 23:897; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana

Department of Education; Board minutes, 6-19-84, 5-17-88, 1-17-89, 4-4-89, 5-17-90, 5-21-91, 7-16-91, 7-21-92, 5-18-93, 2-9-99, 12-18-01, 6-3-03, 2-21-06, 1-16-07, 11-18-08, 11-17-09, 2-15-11, 9-18-12, **8-2-16**.

Mr. Orgeron presented Forethought Consulting, Inc.'s revisions to policy FILE: F-9.9 Evaluation of Personnel (attached *Policy Alert*).

### **RECOMMENDATION NO. 6**

**The Committee recommends** that the Board approve, as presented, revised policy FILE: F-9.9 Evaluation of Personnel:

**FILE: F-9.9**  
**Cf: F-4, F-10.9**

### **EVALUATION OF PERSONNEL**

The Terrebonne Parish School Board believes the quality of teaching and learning is directly related to the performance of personnel who work in the school district. It is therefore, the policy of the School Board to appraise the performance of instructional and administrative personnel in order to maintain performance at the levels essential for effective schools.

The Superintendent and his/her staff shall have the responsibility for developing, monitoring, and maintaining an effective and efficient performance evaluation program in accordance with guidelines as found in *Regulations for Evaluation and Assessment of School Personnel*, Bulletin 130, Louisiana Department of Education. The observation, evaluation and assessment process shall measure the effectiveness of teachers and administrators as to whether they meet the necessary standard of performance.

The process for all observations, evaluations, teacher conferences, and related functions shall be conducted in accordance with state requirements, as well as regulations and other criteria enumerated in the district's *Accountability and School Personnel Evaluation Guidelines*. Evaluations shall be conducted annually.

Every effort shall be made by the school system to communicate to

position holders the general goals of the system, the specific objectives of the position, the plans which have been made to support the individual as he/she performs his/her role, the standards of performance the system has established, the criteria it will employ in assessing performance as well as components of an intensive assistance program for addressing those persons determined to be *ineffective*.

Copies of the assessment and evaluation results and any documentation related thereto of any school employee retained by the School Board shall be confidential and shall not constitute a public record, and shall not be released or shown to any person except as provided by state or federal law.

Should a teacher or administrator not agree with his/her rating, he/she may initiate grievance proceedings in accordance with the procedure for resolving conflict **adopted by the School Board in accordance with La. Rev. Stat. Ann. §17:3883, as** contained in *Bulletin 130* **the School Board's personnel evaluation plan.**

Revised: September 1998

Revised: November 2012

Revised: September 2014

**Revised: July 2016**

Ref: La. Rev. Stat. Ann. §§17:3881, 17:3882, 17:3883, 17:3884, 17:3901, 17:3902, 17:3903, 17:3904; *Regulations for the Evaluation and Assessment of School Personnel*, Bulletin 130, Louisiana Department of Education; Board minutes, 9-15-98, 11-20-12, 9-16-14, **8-2-16**.

Mr. Orgeron presented Forethought Consulting, Inc.'s revisions to policy FILE: F-9.12 Tenure (attached *Policy Alert*).

### **RECOMMENDATION NO. 7**

**The Committee recommends** that the Board approve, as presented, revised policy FILE: F-9.12 Tenure:

**FILE: F-9.12**

**Cf: F-10.11**

## TENURE

### TEACHERS

A teacher who has acquired tenure before September 1, 2012, shall retain tenure, subject to the provisions of state law. Effective beginning on July 1, 2012, a teacher shall be rated *highly effective* for five (5) years within a six-year period pursuant to the *Personnel Evaluation Plan* adopted by the School Board in accordance with La. Rev. Stat. Ann. §§17:3881 through 3905, to be granted tenure. The Superintendent shall notify a teacher, in writing, when tenure has been awarded and the teacher shall be deemed to have acquired tenure on the date specified therein.

A tenured teacher who receives a **final** performance rating of *ineffective* pursuant to the teacher's annual evaluation shall lose his/her tenure and all rights related thereto immediately upon exhaustion of the grievance procedure outlined in §317 of Bulletin 130, *Regulations for Evaluation and Assessment of School Personnel* **set forth in the personnel evaluation plan adopted by the School Board**, unless the ineffective performance rating is reversed. Such **ineffective** rating shall constitute sufficient grounds for disciplinary action pursuant to La. Rev. Stat. Ann. §17:443. If a teacher is found *highly effective* based on the evidence of the growth portion of the evaluation but is found *ineffective* according to the observation portion, within thirty (30) days after such finding, the teacher shall be entitled to a second observation by members of a team of three (3) designees, chosen by the Superintendent, which shall not include the principal.

A teacher who loses tenure shall reacquire tenure if the teacher receives a performance rating of *highly effective* for five (5) years within a six-year period subsequent to receiving an *ineffective* rating.

### TEACHERS PAID WITH FEDERAL FUNDS

A teacher paid with federal funds shall not be eligible to acquire tenure, nor shall time spent in employment paid with federal funds be counted toward the time required for acquisition of tenure.

### CONTRACT APPOINTEES

Any teacher who has acquired tenure and is promoted to a higher salaried position shall not be eligible to gain tenure in the position to which promoted, but shall retain any tenure acquired as a teacher.

Any person hired under a performance contract shall not be eligible to gain tenure.

Revised: September 2012

Revised: September 2014

**Revised: July 2016**

Ref: La. Rev. Stat. Ann. §§13:3204,17:82, 17:441, 17:442, 17:443, 17:444, 17:492, 17:493, 17:1213, 17:1217, 17:3881, 173882, 17:3883, 17:3884, 17:3901, 17:3902, 17:3903, 17:3904; Board minutes, 3-20-79, 6-7-83, 09-18-12, 9-16-14, **8-2-16**.

Mr. Orgeron presented Forethought Consulting, Inc.'s revisions to policy FILE: F-10.11 Support Personnel Tenure (attached *Policy Alert*).

### **RECOMMENDATION NO. 8**

**The Committee recommends** that the Board approve, as presented, revised policy FILE: F-10.11 Support Personnel Tenure:

**FILE: F-10.11**

**Cf: F-9.12**

### **SUPPORT PERSONNEL TENURE**

#### **BUS OPERATORS**

~~La. Rev. Stat. Ann. §17:492 specifies that bus operators shall serve a probationary term of three (3) years reckoned from the date of first employment with the School Board, provided bus operators personally operate and drive the school bus they are employed to operate. Upon absence of notification of dismissal by the School Board within the probationary period, the bus operator shall be granted tenure at the end of the probationary term. School bus operators hired on or after July 1,~~

2012, shall not be granted tenure.

## SCHOOL EMPLOYEES

No tenure is granted by law or School Board policy to school employees of the School Board. *School employee* shall be defined as any employee whose job description does not require the holding of a teaching certificate or who is not employed as a bus driver.

Revised: September 2012

**Revised: July 2016**

Ref: La. Rev. Stat. Ann. §§17:492, 17:493; Board minutes, 9-18-12, **8-2-16**.

Mr. Orgeron presented Forethought Consulting, Inc.'s revisions to policy FILE: G-3.7 Home Study Program (attached *Policy Alert*).

## **RECOMMENDATION NO. 9**

**The Committee recommends** that the Board approve, as presented, revised policy FILE: G-3.7 Home Study Program:

**FILE: G-3.7**

**Cf: G-2.1**

### **HOME STUDY PROGRAM**

Students of the Terrebonne Parish School District may be permitted to have their educational skills developed through a home study program, or in an in-home private school program, if such a program offers a sustained curriculum of quality at least equal to that offered by public schools at the same grade level. The parent or legal guardian shall submit an application to the Louisiana Department of Education for approval together with a copy of the child's birth certificate. An initial application shall be made within fifteen (15) days after commencement of the home study program. A renewal application shall be submitted to the Louisiana Department of Education by October 1 of the school year, or within twelve (12) months of approval of the initial application, whichever is later.

Terrebonne Parish School Board contributions for home-schooled students

relative to participation in public school programs/services shall be limited to textbooks only.

Any child eligible by law to attend elementary or secondary school shall be eligible to participate in a home study program.

Secondary students who are home schooled shall not earn a regular high school diploma unless they return to an approved school and meet all the necessary credits and requirements needed for high school graduation. Home study students shall be eligible to take the ~~General Educational Development (GED)~~ **high school equivalency** test upon completion of the home study program, upon proper application.

### TEXTBOOKS

The School Board shall supply textbooks and other instructional materials, as available, to children enrolled in a state-approved home study program. Textbooks and any materials supplied shall be returned when the student has completed the applicable coursework. A deposit equal to one hundred percent (100%) of the replacement costs shall be required. Such deposit shall be returned when the books are returned. No refunds shall be made for lost or damaged textbooks. If books are not returned or paid for, the parent or legal guardian shall not be eligible to continue participation in the textbook rental program until all textbook debts have been cleared.

Textbooks should be issued from the school of the student's assigned attendance zone for no longer than the length of the current school term. Principals may require periodic inspection of the textbooks.

### READMISSION

Students seeking admission or readmission to the Terrebonne Parish public schools shall be required to fulfill such screening and evaluation requirements set forth by the Board of Elementary and Secondary Education (BESE) and/or the Terrebonne Parish School Board. This may include evaluations through tests and diagnostic instruments used to determine appropriate grade levels or Carnegie units earned. The

requirements and procedures for admission or readmission shall be made a part of the School Board's *Pupil Progression Plan*. In addition, students in *grades 5 and 9* transferring to the public school system shall be required to take the 4th and 8th grade LEAP Placement test in order to determine the appropriate grade level. The School Board may charge a fee, not to exceed \$100.00 per student, for the testing of home study students. The testing fee shall be refunded upon the student's enrollment in the public school system the semester immediately following the testing.

### ACHIEVEMENT TESTING

A parent of a child in home study may request the Superintendent to permit the child to be administered the LEAP 2025 tests. Such tests shall occur on the date of the test as determined by the Superintendent. The examination shall be administered with the same restrictions and under similar conditions as provided to students enrolled in public schools with a certified teacher administering the test. The parent shall be provided the student's score and whether the student passed the examination and met the state performance standards.

A testing fee of up to thirty-five dollars (\$35) may be charged to cover actual costs of administering, scoring, and reporting the results of the tests.

Revised: February, 1999

Revised: February, 2003

Revised: October, 2008

Revised: January, 2016

**Revised: July 2016**

Ref: La. Rev. Stat. Ann. §§17:236, 17:236.1, 17:236.2, 17:351.1; **Louisiana Handbook for School Administrators**, Bulletin 741, ~~State Textbook Adoption Policy and Procedure Manual~~, Bulletin 1794, Louisiana Department of Education; Board minutes, 2-9-99, 2-18-03, 10-21-08, 1-19-16, **8-2-16**.

Mrs. Mary Aucoin, Supervisor of Special Education, Mrs. Peggy Marcel, Supervisor of Federal Programs, and Mr. Graham Douglas, Supervisor of Secondary Education, presented information on the 2016-2017 Unified



Application (see attached).

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 5:22 P.M.

Respectfully submitted,

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Richard Jackson, Chairman

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Vicki Bonvillain, Vice-Chairwoman

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Donald Duplantis, Ad-Hoc Member

JB

**HOUMA, LOUISIANA 70360**

August 2, 2016

Dear Members of the Board:

The **Executive Committee** met at 5:30 P.M. on Tuesday, July 19, 2016, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, President, and Ms. Vicki Bonvillain. Mr. L. P. Bordelon, III, Vice-President, was absent. Also in attendance were Mr. Donald Duplantis, Mr. Roosevelt Thomas, and Superintendent Philip Martin.

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,

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Roger Dale DeHart, President

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Vicki Bonvillain

MH

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

August 2, 2016

Dear Members of the School Board:

The **Board of Directors of Terrebonne Construction Company, Inc.** met immediately following the Executive Committee meeting on Tuesday, July 19, 2016, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, President, and Ms. Vicki Bonvillain. Mr. L. P. Bordelon, III, Secretary/Treasurer, was absent. Also in attendance were Mr. Donald Duplantis, Mr. Roosevelt Thomas, and Superintendent Philip Martin.

The **Board of Directors** received the June 2016 financial statement (attached).

Mr. Bordelon entered the meeting at this time.

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

Respectfully submitted,

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Roger Dale DeHart, President

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L. P. Bordelon, III, Secretary/Treasurer

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Vicki Bonvillain

MH