

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

School Board Meeting – January 19, 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 December 15, 2015

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of December 15, 2015, as recorded.

6. Recognition and Announcements
 - A. In Appreciation to Past Board President, Mr. Roosevelt Thomas - District 1

1/25

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

2/2

6:00 Regular School Board Meeting

2/8-12

Mardi Gras Holidays for Schools

2/16

6:00 Regular School Board Meeting – **(Canceled Due to LSBA Convention)**

7. Board Committee Meeting Reports
 - A. Education, Technology, and Policy Committee (See Attached Committee Report of January 4, 2016, Meeting)
 - B. Buildings, Food Service, and Transportation Committee (See Attached Committee Report of January 11, 2016, Meeting)
8. Superintendent's Agenda
 - A. Agenda Items
 - (1) Approval of Resolution Recognizing February 2016 as African American History Month

RECOMMENDATION: That the Board approve the following resolution recognizing February 2016 as African American History Month in Terrebonne Parish Schools:

RESOLUTION

Whereas the month of February is traditionally observed as African American History Month;

Whereas the observance of a special period to recognize achievements and contributions by African Americans dates back to February 1926; and

Whereas the observance period is ultimately the recognition of America's struggle to become a more perfect union; now, therefore, be it

Resolved, that the Terrebonne Parish School Board recognizes February 2016 as African American History Month in the Terrebonne Parish Public Schools and encourages administrators, teachers, and students to observe this month with appropriate activities and programs that raise awareness and appreciation of African

American History; and be it further

Resolved, that copies of this resolution be forwarded to all Terrebonne Parish Public Schools and office buildings.

(2) Personnel Section

(a) Personnel Announcement and Introduction (Information Only)

1) Head Football Coach, Ellender Memorial High School – David McCormick

(b) Personnel Actions for Period of December 9, 2015, through January 13, 2016 [list of professional instructional and non-instructional/support personnel (contract renewals, appointments, resignations, and retirements – Information Only)]

(3) Parent Appeal for Student #149354 Readmission (Executive Session)

9. Individual School Board Member

A. Mr. Roger Dale DeHart – Consideration of Approval of Appointment to Executive Committee

RECOMMENDATION: That the Board approve the following appointment to the 2016 Executive Committee, as presented by President DeHart: Mr. Roger Dale DeHart, President; Mr. L. P. Bordelon, III, Vice-President, and Ms. Vicki Bonvillain.

B. Mr. Roger Dale DeHart – Announcement of 2016 Standing Committee Appointments

EXECUTIVE COMMITTEE

Roger Dale DeHart, President

L. P. Bordelon, III, Vice-President
Vicki Bonvillain (pending Board approval)

FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE

Donald Duplantis, Chairman
Roosevelt Thomas, Vice-Chairman
Brenda Leroux Babin, Ph.D.

BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE

L. P. Bordelon, III, Chairman
Roger Dale DeHart, Vice-Chairman
Gregory Harding

EDUCATION, TECHNOLOGY, AND POLICY COMMITTEE

Richard Jackson, Chairman
Vicki Bonvillain, Vice-Chairwoman
Debi Benoit

***LEGISLATIVE LIAISON – Vicki Bonvillain**

ADVISORY MEMBERS FOR HEALTH AND HOSPITALIZATION

Risk Manager
President-Principals Association or Designee
President-T.A.E. or Designee
President-Terrebonne Professional Educators or Designee
President-Bus Drivers Association or Designee
President-School Food Services Association or Designee
Clerical/Maintenance/Custodian Representative
Designated Representatives (2) – Retired Teachers Associations
Chief Financial Officer
At-large Member

10. Adjournment

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

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

RLB

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

January 19, 2016

Dear Members of the Board:

The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE met at 5:00 P.M. on Monday, January 4, 2016, in the Board Room of the School Board Office, with the following members present: Dr. Brenda Leroux Babin, Chairwoman, Mr. L. P. Bordelon, III, Vice-Chairman, and Mrs. Vicki Bonvillain. Also in attendance were Mr. Richard Jackson, Superintendent Philip Martin, and members of the staff.

Dr. Babin called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mr. Roosevelt Thomas, Board President, joined the meeting at this time.

Mrs. Stacy Solet, Supervisor of Elementary/Middle Education, presented recent legislative changes to Policy FILE: B-16 School Board Ethics (attached *Policy Alert*).

RECOMMENDATION NO. 1

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 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 Board Member; but must act with and through the Board as a whole, and I must be governed by the decisions of the 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 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 Board meetings with an open mind and listen to what other 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 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 the Louisiana Board of Ethics and 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 (1) 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 may be promoted, 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 position. 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 (25) 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

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**.

Mrs. Solet presented recent legislative changes to Policy FILE: G-3.7 Home Study Program (attached *Policy Alert*).

RECOMMENDATION NO. 2

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)* test upon completion of the home study program, upon proper application.

TEXTBOOKS

The School Board ~~may~~ **shall** supply textbooks **and other instructional materials, as available**, to home study students who have been approved by the Louisiana Department of Education, if extra copies are available. **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 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 level placement 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

Ref: La. Rev. Stat. Ann. §§17:236, 17:236.1, 17:236.2, 17:351; 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**.

Mrs. Solet presented recent legislative changes to Policy FILE: G-7.1 Textbook Selection and Adoption (attached *Policy Alert*).

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, Policy FILE: G-7.1 Textbook Selection and Adoption:

FILE: G-7.1

TEXTBOOK SELECTION AND ADOPTION

~~The Board shall authorize the Superintendent to select and recommend for adoption by the Board according to State Department of Education guidelines, all textbooks and supplementary instructional materials. In the preparation of such courses of study and in the selection of textbooks, he/she shall have the cooperation of other instructional staff and of such special committees of teachers, principals, supervisors and representatives for students and community groups as he/she may appoint. When the selection of a textbook for a given subject or a grade is to be made, a committee of at least five classroom teachers teaching the said subject or grade shall be formed to assist in the selection of the text.~~

The Terrebonne Parish School Board shall authorize the Superintendent to develop and maintain an appropriate process for evaluating and recommending to the School Board for adoption all textbooks and other instructional materials that support the needs of students. Textbooks and other materials may be selected from a list provided by the Louisiana Department of Education, or the School Board may select textbooks or materials not on the list, provided those textbooks or materials have been reviewed by committee(s) appointed by the Superintendent, composed of classroom teachers or other educators who are employed in Louisiana public schools, parents of Louisiana public school students, and other persons in Louisiana who have an interest or knowledge of the curriculum or subject matter under consideration. The School Board shall provide an opportunity for parents and patrons to review and provide input of textbooks and materials under consideration prior to adoption by the School Board. The Superintendent, as the instructional leader of the school district, or his/her designee, shall have final authority for selection of qualified textbooks.

Adopted: March 1999

Revised: January 2016

Ref: ~~La. Rev. Stat. Ann. §§17:351, 17:352~~ **La. Rev. Stat. Ann. §17:351.1;**
Board minutes, 3-16-99, **1-19-16.**

Mrs. Solet presented recent legislative changes to Policy FILE: G-11 Academic Achievement (attached *Policy Alert*).

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, 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 School Board policy, regulations, and/or procedures and treated as if part of this policy manual.

The School 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 credit based on instructional time, the School Board shall provide a minimum of 7,965 instructional minutes, and students shall be in attendance for a minimum of 7,715 minutes, to earn one (1) Carnegie credit. In order to grant one-half (1/2) Carnegie credit, the School Board shall provide a minimum of 3,983 minutes and students shall be in attendance for a minimum of 3,758 minutes.

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.

Revised: May 1999

Revised: July 2013

Revised: January 2016

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, 7-16-13, **1-19-16**.

Dr. Debra Yarbrough, Personnel Supervisor, presented recent legislative changes to Policy FILE: F-9.4a Employment of Retired Certified Personnel (attached *Policy Alert*).

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, revised Policy FILE: F-9.4a Employment of Retired Certified Personnel:

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

EMPLOYMENT OF RETIRED CERTIFIED PERSONNEL

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

CERTIFIED PERSONNEL

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

Retired Teachers

A *retired teacher* is:

1. ~~Any teacher who returns to active service as a full-time or part-time~~

~~classroom teacher in grades K-12 in a critical shortage area, or~~

- ~~2. A retiree who returns to active service as a full-time certified speech therapist, speech pathologist, or audiologist whose position requires a valid Louisiana ancillary certificate where the shortage exists, or~~
- ~~3. A retired employee who has returned to active employment service covered by La. Rev. Stat. Ann. §11:710 on or before June 30, 2010.~~
- ~~4. A retired member who retired on or after May 1, 2009, and on or before June 30, 2010, and who returns to active employment service to a position requiring a valid Louisiana teaching certificate or a valid Louisiana ancillary certificate.~~
- ~~5. A retired employee who returns to active employment service as a substitute classroom teacher who teaches any student in pre-kindergarten through twelfth grade.~~
- ~~6. A retired employee who holds an advanced degree in speech therapy, speech pathology, or audiology.~~
- ~~7. A retired employee who has a valid Louisiana teaching certificate who returns to active employment service who is assigned the professional activities of instructing adults through an adult education or literacy program administered by the School Board.~~

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

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

- (1) A position for a full-time or part-time classroom teacher who teaches any student in kindergarten through twelfth grade in a school where a critical shortage exists.**
- (2) A position for a full-time certified speech therapist, speech pathologist, audiologist, educational diagnostician, school social worker, or school counselor**

whose position of employment requires a valid Louisiana ancillary certificate approved and issued by the Louisiana Department of Education where a critical shortage exists.

B. Reemployment-eligible position which shall include:

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

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

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

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

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

Critical shortage area shall mean ~~any~~ a situation where there exists a shortage of certified teachers existing in a certain subject area that has been certified by both the Superintendent and personnel director or a shortage of certified speech therapists, speech pathologists, audiologists, educational diagnosticians, school social workers, or school counselors. Certification that a critical shortage exists shall be presented to the Louisiana Board of Elementary and Secondary Education (BESE) and the Teachers Retirement System of Louisiana, in order for a retiree who is employed in a critical shortage area to be eligible to receive retirement benefits.

Prior to making such certification of a critical shortage for any full-time teaching critical shortage position, the School Board shall be required to advertise in the School Board's official journal, on two (2) separate occasions, notice that a shortage of certified teachers exists and the

positions to be filled. Additionally, the School Board shall cause notice of the shortage of certified teachers to be posted at the career development or similar office of every post-secondary institution within a 120 mile radius of the School Board. If a certified applicant who is not a retiree applies for an advertised position, such person shall be hired before any certified retired teacher retiree is employed, unless fewer than three (3) teachers applicants have applied for the position, each of whom are is certified in the critical shortage area being filled. (moved from below)

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

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

~~Prior to making such certification of critical shortage for any *full-time teaching position*, the School Board shall be required to advertise in the Board's official journal, on two (2) separate occasions, notice that a shortage of certified teachers exists and the positions to be filled. If a certified applicant who is not a retiree applies for an advertised position, such person shall be hired before any certified retired teacher is employed, unless fewer than three (3) teachers have applied for the position each of whom are certified in the critical shortage area being filled. (moved above)~~

Salary of Retired Teacher

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

~~Whenever a retiree returns to active service, the School Board shall, within thirty (30) days thereafter, notify the TRSL in writing of such employment, the date of re-employment, and a determination as to whether the person is a retired teacher or retired member. Other reports shall be submitted as required by state law. (moved below)~~

Retired Members ~~Not Considered a Retired Teacher~~

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

Notification to TRSL

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

Other reports shall be submitted as required by state law.

Adopted: September 2010

Revised: October 2011

Revised: January 2013

Revised: January 2016

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

Mr. Donald Chamberlain, Plant Operations Manager, presented recent legislative changes to Policy FILE: E-1.1d Hazardous Substances (attached *Policy Alert*).

RECOMMENDATION NO. 6

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

FILE: E-1.1d

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

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, ~~for each school under its authority, an annual~~ **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

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**.

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

Respectfully submitted,

Brenda Leroux Babin, Ph.D., Chairwoman

L. P. Bordelon, III, Vice-Chairman

Vicki Bonvillain

JB

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

January 19, 2016

Dear Members of the Board:

The Buildings, Food Service, and Transportation Committee met at 5:00 P.M. on Monday, January 11, 2016, in the Board Room of the School Board Office with the following members present: Mr. L. P. Bordelon, III, Chairman, and Mr. Roger Dale DeHart, Vice-Chairman. Mr. Gregory Harding was absent. Also in attendance were Mr. Richard Jackson, Superintendent Philip Martin, and members of the staff.

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

Superintendent Martin addressed the Committee regarding an update of the Terrebonne High School Baseball Field.

Superintendent Martin addressed the Committee regarding a construction update of the new Southdown Elementary School.

Mr. Andy Positerry, II, AIA, NCARB, LEED AP, Duplantis Design Group, PC, addressed the Committee regarding an update of the Track and Tennis Court Repair Project for the four (4) high schools (attached).

Mr. Positerry addressed the Committee regarding a substantial completion of the Terrebonne High School Press Box Renovation Project (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve the substantial completion, dated December 24, 2015, for the Terrebonne High School

Press Box Renovation Project, subject to the punch list; upon completion of the punch list, final inspection, and receipt of the lien-free certificate, authorize the release of retainage; and further, authorize the Board President to sign all necessary documents pertaining thereto.

Mr. Donald Chamberlain, Plant Operations Manager, addressed the Committee regarding maintenance updates.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:16 P.M.

Respectfully submitted,

L. P. Bordelon, III, Chairman

Roger Dale DeHart, Vice-Chairman

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