

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

School Board Meeting – January 23, 2018

Order of Business

6:00 P.M.

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Announcements

2/6

6:00 Regular School Board Meeting

2/8

5:00 ERC

6:00 Parent Representative Committee

2/19

5:00 Finance, Insurance & Section 16 Lands Committee

Buildings, Food Service, & Transportation Committee
**(immediately following 5:00 P.M. Finance, Insurance, & Section 16
Lands Committee Meeting)**

2/20

5:30 Executive Committee

6:00 Regular School Board Meeting

2/26

5:00 Education, Technology, & Policy Committee

3/6

6:00 Regular School Board Meeting

6. Board Committee Meeting Reports

A. Buildings, Food Service, and Transportation Committee (See Attached Committee Report of January 8, 2018, Meeting)

B. Education, Technology, and Policy Committee (See Attached Committee Report of January 8, 2018, Meeting)

7. Superintendent's Agenda

A. Agenda Items

(1) Approval of Resolution Recognizing February 2018 as African American History Month

RECOMMENDATION: That the Board approve the following resolution recognizing February 2018 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 2018 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) Parent Appeal for Student #144891 Readmission
(Executive Session)

8. 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 2018 Executive Committee, as presented by President DeHart: Mr. Roger Dale DeHart, President; Ms. Vicki Bonvillain, Vice President, and Mr. L. P. Bordelon, III.

B. Mr. Roger Dale DeHart – Announcement of 2018 Standing Committee Appointments

EXECUTIVE COMMITTEE

Roger Dale DeHart, President
Vicki Bonvillain, Vice President
L. P. Bordelon, III (pending Board approval)

FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE

Donald Duplantis, Chairman
Roosevelt Thomas, Vice Chairman
Debi Benoit

BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE

Richard Jackson, Chairman
L. P. Bordelon, III, Vice Chairman

Gregory Harding

EDUCATION, TECHNOLOGY, AND POLICY COMMITTEE

Vicki Bonvillain, Chairwoman
Richard Jackson, Vice Chairman
Brenda Leroux Babin, Ph.D.

***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 Representative – Retired Teachers Associations
At-large Member

9. Adjournment

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

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

RLB

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

January 23, 2018

Dear Members of the Board:

The Buildings, Food Service, and Transportation Committee met at 5:00 P.M. on Monday, January 8, 2018, in the Board Room of the School Board Office with the following members present: Mr. Richard Jackson, chairman, and Mr. L. P. Bordelon, III, vice chairman. Mr. Gregory Harding was absent. Also in attendance were Mr. Donald Duplantis, Mr. Roger Dale DeHart, Board president, Ms. Vicki Bonvillain, Mr. Roosevelt Thomas, 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.

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding permission to advertise for Auxiliary Materials, Supplies, Equipment, and Services for the 2018-2019 school year.

RECOMMENDATION NO. 1

The Committee recommends that the Board authorize the Purchasing Department to proceed with the advertisement of bids for Auxiliary Materials, Supplies, Equipment, and Services for the 2018-2019 school year.

Mr. Constrantiche addressed the Committee regarding permission to advertise for bids for a Custodial Cleaning Products and Service Contract.

RECOMMENDATION NO. 2

The Committee recommends that the Board authorize the Purchasing Department to proceed with the advertisement of bids for a Custodial Cleaning Products and Service Contract.

Mr. Jack Moore, Risk Manager, addressed the Committee regarding a Bus Lease Agreement between Bethany Church and the Terrebonne Parish School Board (attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board enter into a Bus Lease Agreement between Bethany Church and Terrebonne Parish School Board, effective January 24, 2018, to December 31, 2018, to provide bus usage for Bethany Church, for one Sunday per month, mileage reimbursement at a rate of \$1.75 per mile driven, provide and pay bus drivers approved by Terrebonne Parish School Board, provided all necessary insurance requirements are met, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding an update on construction of the new Electrical Building at Louis Miller Terrebonne Career and Technical High School (attached).

Mr. Lirette addressed the Committee regarding construction updates of the new Southdown Elementary School (attached).

Mr. Daniel Bruce, AIA, Cheramie and Bruce Architects, APC, addressed the Committee with updates regarding the re-roofing of the Ellender Memorial High School Auditorium (attached).

Superintendent Martin 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 5:25 P.M.

Respectfully submitted,

Richard Jackson, Chairman

L. P. Bordelon, III, Vice Chairman

DC/sn

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

January 23, 2018

Dear Members of the Board:

The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE met immediately following the Buildings, Food Service, and Transportation Committee meeting on Monday, January 8, 2018, in the Board Room of the School Board Office with the following members present: Ms. Vicki Bonvillain, chairwoman, and Mr. Richard Jackson, vice chairman. Dr. Brenda Leroux Babin was absent. Also in attendance were Mr. Roger Dale DeHart, Board president, Mr. Donald Duplantis, Mr. Roosevelt Thomas, Mr. L. P. Bordelon, III, Superintendent Philip Martin, and members of the staff.

Chairwoman Bonvillain called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mrs. Becky Breaux, Chief Financial Officer, presented recent legislative changes to Policy File: E-1 Buildings and Grounds Management (attached *Policy Alert*).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, revised Policy File: E-1 Buildings and Grounds Management:

**FILE: E-1
Cf: F-12.1**

BUILDINGS AND GROUNDS MANAGEMENT

It shall be the policy of the Terrebonne Parish School Board that school properties be maintained in good physical condition (safe, clean, sanitary, comfortable, and convenient) in consonance with facilities requirements, and that new facilities be provided when required. The

school system shall be properly staffed and equipped to perform all normal building and grounds maintenance, repair and improvement functions. Contractual work above that amount allowed by statute shall be initiated after School Board approval and in accordance with state statutes for items which are not sufficiently repetitive in nature to justify additional employment of specialized staff or equipment.

The School Board shall instruct the Superintendent to assure that all normal building and grounds maintenance, repairs and improvement functions are an integral part of the administration of the school system, including the elimination of any safety hazards.

The Superintendent shall be delegated a broad range of administrative and supervisory authority relative to the school system's buildings and grounds program.

The School Board shall not be held responsible for any personal items stolen or damaged on school premises. The School Board shall require principals and/or persons in charge of public school property to prohibit the use, sale, or possession of alcoholic beverages on public school property.

1. It shall be the duty of each school employee to safeguard and protect the properties of the Terrebonne Parish School Board.
2. Care shall be taken to see that windows and doors are properly secured before leaving the school building at the close of the day.
3. Window shades or blinds should be left at a uniform height from the window sill in all rooms at the close of each day.
4. Children shall be instructed in regard to the proper use of textbooks and supplies, and respect and regard for public property. Parents shall be held financially responsible for any malicious, willful, or avoidable loss and/or damage to school property.
5. The Superintendent shall have the authority to offer cash rewards of up to \$500.00 per occurrence to anyone for information which leads to arrest and conviction or other satisfactory resolution or recovery with regard to the vandalism, damage, or theft of School Board

property.

6. Children shall be instructed to respect all school employees. Parents shall be held financially responsible for any injury to school employees resulting from student's actions.

SMOKING/TOBACCO USE ON SCHOOL BOARD PROPERTY

The Terrebonne Parish School Board shall provide a smoke-free/tobacco-free environment.

The use of any tobacco product, smokeless tobacco, or any smoking object/device including, but not limited to, electronic cigarettes, advanced personal vaporizers, vape pens, vape mods, and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Revised: August 1998

Revised: September 1998

Revised: January 2018

Ref: **20 USC 6083 (Non-Smoking Policy for Children's Services)**; La. Rev. Stat. Ann. §§ 14:91.7, **17:87.6**, 17:151, **17:100.6**, ~~17:169 et seq.~~, **17:240**, 17:416, **40:4**, **40:1291.2**, **40:1291.3**, **40:1291.11**, **40:1291.21**, ~~40:1341~~, ~~40:1589~~, ~~40:1590~~; **40:1563**, **40:1578.6**, **40:1583**; Board minutes, 11-27-90, 8-18-98, 9-15-98, **1-23-18**.

Mrs. Breaux presented recent legislative changes to Policy File: E-1.6 Use of School Facilities (attached *Policy Alert*).

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, revised Policy File: E-1.6 Use of School Facilities:

FILE: E-1.6

Cf: E-1

USE OF SCHOOL FACILITIES

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

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

corporation and designated officer of service.

APPLICATION FOR USE OF BUILDINGS

1. Organizations requesting the use of an auditorium, cafeteria, school grounds, lighted fields, or gymnasium shall make application to the office of the Plant Operations Manager, in triplicate, on a form to be provided by the School Board at least ten (10) days before the desired date. The Terrebonne Parish School Board reserves the right to refuse any and all applications.
2. The Terrebonne Parish School Board will grant permission to the Terrebonne Parks and Recreation Board for a continuing use of the school facilities of the parish without separate written application for each use, provided the activity is part of the regular scheduled recreation program for school age children for which no fees (entrance or admission) are levied. The Superintendent of Parks and Recreation Board will obtain permission from the principal prior to any activity and have assured responsibility, as well as, pay janitorial services, when necessary, in accordance with policy. It will be the responsibility of the Superintendent, Parks and Recreation Board, to maintain an accounting of fees and to pay the necessary fees in accordance with current School Board policies.

FEES

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

1. Technical Equipment

When a principal authorizes the use of technical equipment such as lighting panels, electronic systems, and recording devices, by others, he/she shall appoint a person trained and knowledgeable in that particular field to operate such equipment. Only that person so designated by the principal shall operate the aforementioned

equipment and his/her fees will be set by the principal and shall be paid by the organization or the person using the premises.

2. School Facilities

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

AUDITORIUMS OR PLACES OF ASSEMBLY

Rates listed below are for a three (3) hour period. All facility usage over three (3) hours will be charged an additional \$60 per hour.

Auditoriums

Each Performance.....\$600.00
Each Rehearsal.....\$240.00 + ~~\$60.00 per hour over three hours~~

Cafeteriums

Each Performance.....\$180.00
Each Rehearsal.....\$ 60.00

Gymnasiums

(when used as such)

All Schools

Night.....\$180.00
Day\$180.00

Cafeterias

Kitchen & Dining Area.....\$240.00
Dining Area Only - Without Platform\$120.00

Lighted Fields

Softball-Baseball Diamonds.....\$120.00

Stadiums

All Stadiums.....\$960.00

Other Facilities

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

NOTE: Other functions not stipulated in ~~paragraph b~~ **Section 2. School Facilities (above)** (fees) by YMCA and Terrebonne Parks and Recreation Board will be allowed a 50% discount from the fee schedule, providing for a maximum charge of \$200.00.

3. Engineers; Janitors; School Food Services Employees
 - A. Engineers
...at prevailing rate with minimum of two (2) hours per call
 - B. Janitors
...at prevailing rate with minimum of two (2) hours per call
 - C. School Food Services Employees
 - Managers
...at prevailing rate with minimum of two (2) hours per call
 - Technicians
...at prevailing rate with minimum of two (2) hours per call

4. Damage Deposit

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

- A. The application will include a clause binding the organization or group for the payment for the repair of any damage to

school property, and equipment lost or damaged; and, if a building is not left in an acceptable condition, for the payment for the labor necessary to restore it to an orderly condition.

- B. ~~The principal~~ **Terrebonne Parish School Board** will bill the organization or group for any damages, etc. incurred, and the check must be made payable to the Terrebonne Parish School Board.
- C. The principal is authorized to approve or reject any application in keeping with these policies. Rejected applications or applications not in keeping with these policies should be submitted to the Superintendent and Executive Committee for approval.

5. Other Policies Governing Fees

- A. The Plant Operations Manager shall be responsible for the collection of all fees, charges, and payments for damages, etc. Checks will be made payable to the Terrebonne Parish School Board for the services of custodial or school food service employees. Monthly statements for payment of fees will be forwarded to the accounting department at the end of the month.
- B. Under no circumstances shall organizations or groups using school facilities, or their members acting individually, tip school employees for services rendered.
- C. Organizations or groups that either charge children to participate and/or adults to view the activity shall not be eligible for waiving of fees.

OTHER POLICIES GOVERNING USE OF BUILDINGS

- 1. Under no condition shall anyone other than the principal, assistant principal, janitor or a member of the Superintendent's administrative staff be issued a key for any of the public school buildings of Terrebonne Parish, with the exception that a coach, band director,

shop instructor, or cafeteria manager may be issued individual keys to their respective departments. Principals are permitted to issue keys to teachers for a temporary period of time. In addition, any unauthorized person or group found in a public school building or on the grounds of a school shall be subject to disciplinary action.

2. If the services of a law enforcement officer and/or fireman are required, the organization or group will do the following:
 - A. Make the necessary arrangements for these services
 - B. Make the necessary payment for charges for the services directly to the proper authority.
3. Principals will be responsible for the assignment of needed custodial personnel, including engineers, janitors, restroom attendants, and/or school food services personnel.
4. Only authorized school board employees will be permitted to handle or operate school equipment.
5. Including both rehearsals and performances, auditoriums are not to be rented on more than three (3) nights in a given week.
6. Ticket sales and/or attendance will be limited to the normal seating capacity of the facility used.
7. ~~Tobacco products~~, Drugs, beer and alcoholic beverages shall not be allowed in gymnasiums, auditoriums, stadiums, or on campuses, and all School Board facilities at any time; plastic cold drink bottles (non-alcoholic) will be allowed on campuses only, but not in gymnasiums, auditoriums, or stadiums. Concessions in other areas of the campus will be under the control of the principal as to what, where, and by whom sold, if permitted.
- 8. The use of any tobacco product, smokeless tobacco, or any smoking object/device including, but not limited to, electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-**

approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

9. When **kitchen facilities** are to be used, the school food service manager or school food service technician delegated by the manager must be present and all work must be done by persons regularly employed in the kitchen to be used. Payment for the services of school food service employees must be made by the organization or group using the facility.
 - A. No group or organization is exempt from payment for the services of school food service employees.
 - B. School food service employees, by written signed statements, may volunteer their services for a given function. These statements must be attached to the application for the use of the kitchens.

10. **Priority of Use** (Auditoriums, Cafeterias, Gymnasiums, Lighted Fields, Stadiums and Other Facilities)
 - A. A school will naturally have first priority to the use of its own facilities.
 - B. If a building or a facility is not being used by a school, priority of use to other schools and organizations shall be as follows:
 - (a) Other public schools of the parish;
 - (b) Private and parochial schools of the parish;
 - (c) Resident organizations of the parish;
 - (d) Non-resident organizations of the parish.

APPLICATION FOR USE OF LIGHTED PLAYGROUNDS

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

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

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

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

GENERAL REGULATIONS

1. All school activities on lighted school playgrounds during the evening hours must be under the supervision of a responsible adult person.

2. All school activities on lighted playgrounds, including practice sessions, must be terminated at 9:30 P.M.
3. A lighted field may be used for practice purposes by a given team only once a week for a period not to exceed a two-hour period. Organizations/groups wishing to use a field for this purpose must secure permission from Terrebonne Parks and Recreation Board.
4. Official games must be limited to a two-hour period.
5. If the services of a school janitor are required, payment for the janitorial services must be made by the organization using the field.
6. Organizations using a lighted field shall be responsible for any damage that might occur and shall also be responsible for the enforcement of the regulations set forth above.
7. Separate meters shall be placed on all lighted fields.
8. A key to the switch box on lighted fields may be given to a responsible person.
9. The Terrebonne Parish School Board will pay the electric bills.

CONSTRUCTION AND IMPROVEMENTS

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

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

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

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

Revised: June 2003

Revised: February 2011

Revised: August 2011

Revised: July 2013

Revised: March 2015

Revised: January 2018

Ref: **La. Rev. Stat. Ann. §§14:91.7, 17:81, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21**; Board minutes, 6-28-55, 7-15-58, 5-11-76, 3-18-80, 2-19-91, 7-19-94, 6-17-03, 02-15-11, 08-16-11, 07-16-13, 3-17-15, **1-23-18**.

Mrs. Breaux presented recent legislative changes to Policy File: D-3.9 School Property Disposal (attached *Policy Alert*).

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, revised Policy File: D-3.9 Sale of Buildings and Lands:

FILE: D-3.9
Cf: D-3.8, D-6.3

SCHOOL PROPERTY DISPOSAL

~~The Terrebonne Parish School Board is authorized to sell property, real or personal, that has been determined to be of limited or of no benefit to the school district. The sale of such property shall be conducted through public advertisement and proper bid procedures, as required by state~~

law.

SALE OF BUILDINGS AND LAND

~~The School Board may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes.~~

Whenever the Terrebonne Parish School Board determines that any school lands or other immovable property under its control are no longer needed for school purposes and that the best interest of the School Board would be served by the sale of such lands, the School Board shall have authority to dispose of such lands at public auction, under sealed bids, or by a licensed real estate broker.

The School Board may obtain appraisals from up to three (3) Louisiana state-licensed commercial real estate appraisers to ascertain the current value of the property.

The appraisals shall be obtained within six (6) months prior to conducting the sale of the property.

PROCEDURES

Real estate that has been declared as no longer needed for public school purposes shall be disposed of as outlined below:

1. Sale Utilizing Public Auction or Sealed Bids

- A. At least one (1) real estate appraisal shall be obtained reflecting the fair market value.
- B. Local governmental authorities shall be notified that such property is no longer needed for school purposes and invited to submit a proposal if there is a need for such property.
- C. Advertisement for sealed bids shall be published in the School Board's official journal on at least three (3) separate days for at least thirty (30) days prior to the date the land is to be offered for sale, or as otherwise provided for in state law.

- D. Upon receipt and opening of bids at the time designated, all bids shall be considered by the School Board and the property sold to the highest bidder in accordance with such terms and conditions as the School Board shall determine. The School Board shall reserve the right to reject any and all bids.
- 1) The first time the School Board offers a particular property for sale, the minimum bid shall be eighty-five percent (85%) of the appraised value of the property.
 - 2) If the School Board fails to sell the property because the maximum bid received was not equal to or greater than the minimum bid in item **A D. 1)** above, the School Board may make a second effort to sell the property. The minimum bid for a second effort to sell the same property shall be eighty percent (80%) of the appraised value.
 - 3) If the School Board has twice failed to sell property because the maximum bid received was not equal to or greater than the minimum bid provided above, there shall be no minimum bid at the third effort to sell the property, and the School Board may sell the property to the highest bidder.

2. Sale of School Board Property Utilizing Real Estate Broker

A. In lieu of public auction or sealed bids, and when it is in the best interest of the School Board, the School Board may contract for the services of a licensed real estate broker to conduct the sale of the property. The licensed commercial real estate broker shall be selected utilizing a request for quotes/qualifications process based on the following minimum qualifications:

- **Licensed within the State of Louisiana;**
- **Ability to provide substantial real estate-related analytical data and financial information; and**
- **Well-established local and regional business relationships and partnerships to promote effective business solutions.**

B. The term of the contract shall not exceed six (6) months. A minimum sale price and a time period within which the sale is to occur shall be specified by the School Board as conditions of the contract. Payment to the real estate broker for conducting the sale shall not exceed five percent (5%) of the sale price and shall be contingent upon completion of the sale in accordance with the terms and conditions of the contract. The School Board shall have the right to cancel the contract at any time, for any reason, prior to the sale and conduct the sale as otherwise provided by law.

C. No member or immediate family, as defined in La. Rev. Stat. Ann. §42:1102, of the School Board or legislature shall perform the services of appraiser or real estate broker authorized by this Section.

The deed evidencing act of sale executed by the President of the School Board shall be full and complete evidence of the sale, shall convey a good and valid title to the property sold, and shall have the force and effect of a notarial act.

SIXTEENTH SECTION LANDS

The Terrebonne Parish School Board shall conduct all elections to authorize the sale of sixteenth section land and the funds realized from the sale of such land, after deduction for necessary expenses connected with such elections, shall be promptly forwarded to the state auditor. These funds shall be credited to the general school funds of the School Board.

Revised: February 2011

Revised: November 2017

Revised: January 2018

Ref: La. Rev. Stat. Ann. §§17:87, 17:87.6, **41:640**, 41:891, 41:892; Board minutes, 7-21-98, 2-15-11, **1-23-18**.

Mrs. Breaux presented new legislative Policy File: E-2.6 Authorized Use of Equipment (attached *Policy Alert*).

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, new Policy File: E-2.6 Authorized Use of Equipment:

FILE: E-2.6

AUTHORIZED USE OF EQUIPMENT

SHARING OF EQUIPMENT BETWEEN PUBLIC ENTITIES

Notwithstanding any other provisions of law to the contrary, the Terrebonne Parish School Board may share equipment with another public entity without having to expend funds for such use, provided that both entities have executed a cooperative endeavor agreement for the use of the equipment.

The cooperative endeavor agreement shall set forth in reasonable detail the obligations of the parties and shall:

- 1. Identify the equipment that will be shared.**
- 2. Explain the use of the equipment and the approximate length of time for use of the equipment by the requesting public entity.**
- 3. Address the responsibility for repairing or replacing the equipment when the equipment becomes inoperable for its intended use due to a mechanical or other breakdown while in the possession of the requesting public entity.**
- 4. Include a hold harmless provision releasing the lending public entity from expenses, damages, or losses arising from the use of the equipment.**

When an emergency situation is declared and public entities need to share equipment, the provisions above requiring a cooperative agreement shall not be required, provided the public entities share the equipment in good faith relative to the emergency situation.

PERSONAL USE OF SCHOOL EQUIPMENT

It is the policy of the Terrebonne Parish School Board that no School Board equipment shall be removed or taken home for personal use. Any employee who has a need to take equipment home or to another site for school-related purposes shall obtain written permission from his/her principal, supervisor, or Superintendent. A copy of the approval shall be maintained on file in the appropriate office for three (3) years. Equipment used in this manner shall be returned to its assigned work location immediately upon completion of usage and the date of return shall be noted on the approval form.

LOANING OF SCHOOL EQUIPMENT

Principals may approve the loaning of items such as tables, chairs, and non-depreciating items to outside school organizations or groups that may be sponsoring a school-related activity on or away from the school campus.

The proper form shall be completed and kept at the school site specifying: item(s) borrowed, date item(s) borrowed, number of each item borrowed, signature of person receiving item(s), date item(s) returned, and signature of person verifying item(s) returned.

TRANSFER OF SCHOOL PROPERTY

When an employee leaves a work site, either through transfer, resignation, or retirement, only personal property items belonging to the employee may be taken from his/her work site. Materials and equipment purchased with School Board or school funds shall remain at the site for which they were purchased.

In the case of items of technology, the building administrator shall inquire to the School Board's Technology Department to determine transfer eligibility for these items. The nature of funding source along with the scope of the project used to obtain this equipment shall determine whether or not certain items may be transferred to another School Board site along with the employee.

In any case, the employee must seek the permission of the building administrator before removing any materials from the site. As usual, should any item be transferred to any other site, the proper disposition sheet(s) shall be completed and forwarded to the inventory specialist for accountability.

Additionally, equipment and/or supplies purchased or fabricated and donated by auxiliary and/or support organizations become the property of the Terrebonne Parish School Board and are therefore governed by this policy.

New policy: January 2018

Ref: La. Rev. Stat. Ann. §§17:81, 33:4712.17. Board minutes, 1-23-18.

Mr. Bubba Orgeron, Assistant Superintendent, presented a recent legislative request to reinstate Policy File: F-12.1 Tobacco Use (attached *Policy Alert*).

RECOMMENDATION NO. 5

The Committee recommends that the Board approve and reinstate, as presented, Policy File: F-12.1 Employee Tobacco Use:

FILE: F-12.1
Cf: E-1

EMPLOYEE TOBACCO USE

The Terrebonne Parish School Board shall provide a smoke-free work environment.

~~Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, or possessing any lighted tobacco product or any other lighted combustible plant materials, chewing, or otherwise consuming any tobacco or tobacco products in any elementary or secondary school building, vehicle, school bus, or any Terrebonne Parish School Board building shall be strictly prohibited.~~

~~Smoking, carrying a lighted cigar or cigarette, pipe or any other form of~~

~~smoking object or device, or possessing any lighted tobacco product or any other lighted combustible plant materials shall be prohibited on the campus of any elementary or secondary school and any other non-school Terrebonne Parish School Board property.~~

The use of any tobacco product, smokeless tobacco, or any smoking object/device including, but not limited to, electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Terrebonne Parish School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Violations of this policy may subject an employee to appropriate disciplinary action, and the employee may be referred to a tobacco-cessation counseling service.

Revised: November 2006

Reinstated: January 2018

Ref: ~~20 USC 7183 (No Child Left Behind Act of 2001)~~ **20 USC 6083 (Non-Smoking Policy for Children's Services)**; La. Rev. Stat. Ann. §§ 17:240, 40:1300.251, 40:1300.252, 40:1300.253, 40:1300.256, 40:1300.261, **40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21**; Board minutes, 11-21-06, **1-23-18**.

Mr. Orgeron presented a recent legislative request to reinstate Policy File: H-3.3a Student Smoking/Use of Tobacco (attached *Policy Alert*).

RECOMMENDATION NO. 6

The Committee recommends that the Board approve and reinstate, as presented, Policy File: H-3.3a Student Smoking/Use of Tobacco:

STUDENT SMOKING/USE OF TOBACCO

~~Students shall not be permitted to have tobacco or tobacco products in their possession or to smoke on the school grounds, or in school facilities during the school day, or at school activities held in school facilities after school hours, or when riding school buses to and from school or a school function away from school. Parental permission to smoke does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action.~~

Student possession or use of any tobacco product, smokeless tobacco, or any smoking object/device including, but not limited to, electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Terrebonne Parish School Board property and vehicles, and at all school-sponsored or school-approved functions.

School Board property shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to smoke does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action.

Original Policy: April 1999

Reinstated: January 2018

Ref: La. Rev. Stat. Ann. §§17:240, 17:416, **40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21**; Board minutes, 4-20-99, **1-23-18**.

Dr. Myra Austin, District Assessment and Accountability Administrator, presented revisions to the Pupil Progression Plan for the 2017-2018 school year (attached).

RECOMMENDATION NO. 7

The Committee recommends that the Board approve, as presented, revisions to the Pupil Progression Plan for the 2017-2018 school year.

Mr. Orgeron presented information on thirty-two (32) teacher grants awarded to twenty-three (23) different schools throughout the district.

Mrs. Marilyn Schwartz, Administrator of Bayou Cane Adult Education, presented information on the adult education program (attached). She said the results for the 2016-2017 school session ranked Terrebonne Parish School District's Work Ready U Adult Education Program 2nd overall in the state out of thirty-four (34) programs and 1st in the ESL Programs. She said the program successfully served one thousand twenty-eight (1,028) community members, had sixty-nine (69) students co-enrolled at Fletcher Technical Community College, and one hundred fourteen (114) high school equivalency diplomas were earned through the program.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 6:02 P.M.

Respectfully submitted,

Vicki Bonvillain, Chairwoman

Richard Jackson, Vice Chairman

ABO/jb