

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

School Board Meeting – July 5, 2022

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 7, 2022

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of June 7, 2022, as recorded.

6. Announcements

7/19 5:00 Education, Technology, & Policy Committee
Buildings, Food Service, & Transportation Committee
Finance, Insurance, & Section 16 Lands Committee
Executive Committee

8/2 6:00 Regular School Board Meeting

7. Citizen Concern

A. Vicki Cloutier – Update on Federal threat to withhold lunch money from low income children in public schools unless boys are allowed in girls' bathrooms

8. Board Committee Meeting Reports

- A. Buildings, Food Service, and Transportation Committee (see attached Committee report of June 23, 2022, meeting)
 - B. Finance, Insurance, & Section 16 Lands Committee (see attached Committee report of June 27, 2022, meeting)
 - C. Executive Committee (see attached Committee report of June 27, 2022, meeting)
 - D. Education, Technology, & Policy Committee (see attached Committee report of June 27, 2022, meeting)
9. Superintendent's Agenda

A. Agenda Items

(1) Banking and Investment Resolution

The President of the Terrebonne Parish School Board and the Superintendent of Schools are the parties authorized to jointly exercise signature authority over Board-demand deposit accounts. Whenever there is a change in the President and/or the Superintendent, the Board must grant the new officer(s) signatory power by adopting the pertinent resolution and providing new signature documents to its fiscal depositories.

RECOMMENDATION: That the Board adopt the following Banking and Investment Resolution:

RESOLUTION

Whereas in a regular session of the Terrebonne Parish School Board held on January 4, 2022, the Board, by viva voce vote, elected Mr. Gregory Harding to serve as President of the Terrebonne Parish School Board for the one-year term beginning this date;

Whereas in a special session of the Terrebonne Parish School Board held on March 22, 2022, the Board, by viva voce vote, appointed Mr. Aubrey "Bubba" Orgeron, Jr. to serve as Superintendent and Secretary-Treasurer of the Terrebonne Parish School Board beginning July 1, 2022;

Whereas Mr. Aubrey “Bubba” Orgeron, Jr. on July 1, 2022, upon furnishing bond as required by law, did assume the office and functions of Superintendent and Secretary-Treasurer of the Terrebonne Parish School Board; and

Whereas on January 4, 2022, Mr. Gregory Harding, upon furnishing bond as required by law, did assume the office and functions of President of the Terrebonne Parish School Board; now, therefore, be it

Resolved that copies of this resolution, certified by the Secretary of the Terrebonne Parish School Board, be furnished to any and all interested parties, including fiscal depositories, directing and authorizing said institutions to grant full faith and credit to the acts and signatures of Mr. Aubrey “Bubba” Orgeron, Jr. as Superintendent and Secretary-Treasurer of the Terrebonne Parish School Board and Mr. Gregory Harding as President of the Terrebonne Parish School Board;

Resolved that all fiscal depositories are directed and authorized to honor negotiable instruments drawn upon the accounts of the Terrebonne Parish School Board bearing the facsimile signature of Mr. Philip Martin and Mr. Gregory Harding until such time as a signature plate bearing the facsimile signatures of both Mr. Gregory Harding and Mr. Aubrey “Bubba” Orgeron, Jr. is procured and placed into service;

Resolved that the Superintendent, Chief Financial Officer, or the duly authorized subordinate employee of each or any of the foregoing appointed officers be and is authorized to individually conduct and transact the business of purchasing, redeeming, or reinvesting certificates of deposit and other types of interest-bearing investments, as well as pledging matters and wire transfers relating thereto;

Resolved that the Superintendent, Chief Financial Officer, or the duly authorized subordinate employee of each or any of the foregoing appointed officers be and is authorized and directed to accept physical custody of such interest-bearing investments and monetary returns on same in the name and on behalf of the Terrebonne Parish School Board; and be it further

Resolved that said Superintendent and Chief Financial Officer be and are authorized to release any safekeeping receipt and/or security pledged to the Terrebonne Parish School Board provided that each release will bear the signatures of both of the above-authorized individuals.

(2) Personnel Section

(a) Personnel Announcements and Introductions

(Information Only)

- Chief Academic Officer – Sandra LaRose
- Director of Human Resources – Dr. Debra Yarbrough
- Director of Child Welfare and Attendance - Mark Torbert

(b) Leave of Absence

1) Leave Without Pay

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Angela Himel, School Bus Operator in the Transportation Department, beginning June 16, 2022, through June 15, 2023 (medical).

(c) Personnel Actions for Period of May 30, 2022, through June 24, 2022 [list of professional instructional and non-instructional/support personnel actions (appointments, resignations, and retirements – Information Only)]

(3) Matter bearing upon RFPs for Construction Material Testing and Inspection

RECOMMENDATION: That the Board authorize the Purchasing Department to advertise Request for Proposals (RFPs) for Construction Material Testing and Inspection in response to Hurricane Ida.

(4) Parent Appeals for Student Readmission (Executive Session)

- Student #0150829
- Student #2209999

10. Adjournment

Bubba Orgeron, Superintendent
Terrebonne Parish School Board
201 Stadium Drive/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 Bubba Orgeron, Superintendent, Terrebonne Parish School Board, at 985-876-7400, Ext. 860-213, describing the assistance that is necessary.

RLB

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

July 5, 2022

Dear Members of the Board:

The **BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE** met at 5:00 P.M. on Thursday, June 23, 2022, in the Board Room of the School Board Office with the following members present: Mr. Dane Voisin, Chairman, and Mr. Roger Dale DeHart, Vice Chairman. Mr. Gregory Harding was absent. Also in attendance were Mr. Matthew Ford, Mrs. Stacy Solet, Superintendent-Elect Bubba Orgeron, and members of the staff.

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

Mrs. Monica Walther, MS, RD, LDN, Supervisor of Child Nutrition Program, addressed the Committee regarding the School Wellness Policy Tri-Annual Review (attached).

Mrs. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding surplus property located at Elysian Fields Middle School (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board enter into a Cooperative Endeavor Agreement with Terrebonne Parish Consolidated Government, granting a servitude for the purposes of improved drainage on property previously declared surplus on March 8, 2022, measuring approximately 1.083 acres, located at the rear of the Elysian Fields Middle School site, and further, authorize the Board president to sign all necessary documents pertaining thereto, pending review and approval by the Board attorney.

Mr. Ryan Smith, Project Manager, Volkert, Inc., addressed the Committee

regarding demolition of the modular classroom building and five portable classroom buildings at Acadian Elementary School damaged by Hurricane Ida.

RECOMMENDATION NO. 2

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Arcestrate, LLC, for plans and specifications for the demolition of the modular classroom building and five portable classroom buildings at Acadian Elementary School that were damage by Hurricane Ida, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids and/or solicitation of quotes, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding demolition of the modular classroom building at East Houma Elementary School damaged by Hurricane Ida.

RECOMMENDATION NO. 3

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Arcestrate, LLC, for plans and specifications for the demolition of the modular classroom building at East Houma Elementary School that was damaged by Hurricane Ida, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids and or/solicitation of quotes, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding demolition of a portable classroom building at Legion Park Elementary School damaged by Hurricane Ida.

RECOMMENDATION NO. 4

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Archestrate, LLC, for plans and specifications for the demolition of a portable classroom building at Legion Park Elementary School that was damaged by Hurricane Ida, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids and/or solicitation of quotes, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding demolition of five portable classroom buildings at Lacache Middle School damaged by Hurricane Ida.

RECOMMENDATION NO. 5

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Archestrate, LLC, for plans and specifications for the demolition of five portable classroom buildings at Lacache Middle School that were damaged by Hurricane Ida, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids and/or solicitation of quotes, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding building repairs at Lacache Middle School in response to Hurricane Ida.

RECOMMENDATION NO. 6

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Archestrate, LLC, for plans and specifications for building repairs at Lacache Middle School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings,

Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding building repairs at East Houma Elementary School in response to Hurricane Ida.

RECOMMENDATION NO. 7

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Archestrade, LLC, for plans and specifications for building repairs at East Houma Elementary School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding building repairs at East Street School in response to Hurricane Ida.

RECOMMENDATION NO. 8

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Archestrade, LLC, for plans and specifications for building repairs at East Street School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding repairs to athletic facilities at Ellender Memorial High School in response to Hurricane Ida.

RECOMMENDATION NO. 9

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Craig Hebert, AIA, for plans

and specifications for repairs to athletic facilities at Ellender Memorial High School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding building repairs at Evergreen Jr. High School in response to Hurricane Ida.

RECOMMENDATION NO. 10

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Duplantis Design Group, APC, for plans and specifications for building repairs at Evergreen Jr. High School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding the Roof Repair/Replacement Project at Houma Jr. High School in response to Hurricane Ida.

RECOMMENDATION NO. 11

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Verges Rome Architects, for plans and specifications for the Roof Repair/Replacement Project at Houma Jr. High School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding building repairs at Houma Jr. High School in response to Hurricane Ida.

RECOMMENDATION NO. 12

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Verges Rome Architects, for plans and specifications for building repairs at Houma Jr. High School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Smith addressed the Committee regarding building repairs at Terrebonne High School in response to Hurricane Ida.

RECOMMENDATION NO. 13

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Verges Rome Architects, for plans and specifications for building repairs at Terrebonne High School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Breaux addressed the Committee requesting that the following recommendation be amended to also include Grand Caillou Middle School in response to Hurricane Ida.

Mr. Smith addressed the Committee regarding building repairs at Southdown Elementary School and Grand Caillou Middle School in response to Hurricane Ida.

RECOMMENDATION NO. 14

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., for plans and specifications for building repairs at Southdown Elementary School and Grand Caillou Middle School, funds to

be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Curtis Lee, representing Hammerman & Gainer, LLC, addressed the Committee regarding building repairs at Bayou Black Elementary School in response to Hurricane Ida.

RECOMMENDATION NO. 15

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Gros, Flores, Positerry, LLC, for plans and specifications for building repairs at Bayou Black Elementary School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Lee addressed the Committee regarding the Roof Repair/Replacement Project at H. L. Bourgeois High School in response to Hurricane Ida.

RECOMMENDATION NO. 16

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Gros, Flores, Positerry, LLC, for plans and specifications for the Roof Repair/Replacement Project at H. L. Bourgeois High School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Lee addressed the Committee regarding the Roof Repair/Replacement Project at Schriever Elementary School in response to Hurricane Ida.

RECOMMENDATION NO. 17

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Duplantis Design Group, APC, for plans and specifications for the Roof Repair/Replacement Project at Schriever Elementary School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Lee addressed the Committee regarding the Roof Repair/Replacement Project at Lisa Park Elementary School in response to Hurricane Ida.

RECOMMENDATION NO. 18

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Duplantis Design Group, APC, for plans and specifications for a Roof Repair/Replacement Project at Lisa Park Elementary School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Lee addressed the Committee regarding the Roof Repair/Replacement Project at Oakshire Elementary School in response to Hurricane Ida.

RECOMMENDATION NO. 19

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Duplantis Design Group, APC, for plans and specifications for the Roof Repair/Replacement Project at Oakshire Elementary School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any

major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Lee addressed the Committee regarding the Roof Repair/Replacement Project at the Fletcher Building in response to Hurricane Ida.

RECOMMENDATION NO. 20

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Verges Rome Architects, for plans and specifications for the Roof Repair/Replacement Project at the Fletcher Building, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Lee addressed the Committee regarding building repairs at the Fletcher Building in response to Hurricane Ida.

RECOMMENDATION NO. 21

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Verges Rome Architects, for plans and specifications for building repairs at the Fletcher Building, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Lee addressed the Committee regarding the Roof Repair/Replacement Project at South Terrebonne High School in response to Hurricane Ida.

RECOMMENDATION NO. 22

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., for plans and specifications for the Roof Repair/Replacement Project at South Terrebonne High School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Lee addressed the Committee regarding repairs to athletic facilities at South Terrebonne High School in response to Hurricane Ida.

RECOMMENDATION NO. 23

The Committee recommends that the Board issue a “NOTICE TO PROCEED” (as per contractual agreement) to Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., for plans and specifications for repairs to athletic facilities at South Terrebonne High School, funds to be derived from FEMA reimbursement funds, authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Alli Dugas, Purchasing Agent, addressed the Committee regarding acceptance of bids received for Lawn Care Services (attached).

RECOMMENDATION NO. 24

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Lawn Care Services from the following twelve (12) lawn care groups, for a period of five (5) years, from September 1, 2022, to August 31, 2027, funds to be derived from the General Fund, and further, authorize the Board president to sign all necessary documents pertaining thereto, pending Board attorney review and approval.

**Lawn Care Services Bid Summary
2022-2027**

Group	Awarded Vendor	Five-Year Contract Price
Group 1	Cooley Services, LLC 956 Aragon Road Montegut, LA 70377	\$154,440.00
Group 2	Outdoor Image and Design, LLC 406 Forest Blvd. Houma, LA 70360	\$108,000.00
Group 3	Cooley Services, LLC 406 Forest Blvd. Montegut, LA 70377	\$123,058.80
Group 4	Cooley Services, LLC 956 Aragon Road Montegut, LA 70377	\$133,560.00
Group 5	Cooley Services, LLC 956 Aragon Road Montegut, LA 70377	\$102,000.00
Group 6	King Walt Ranch 131 Mayberry Court Gray, LA 70359	\$144,000.00
Group 7	Cooley Services, LLC 956 Aragon Road Montegut, LA 70377	\$202,706.40
Group 8	Cooley Services, LLC 956 Aragon Road Montegut, LA 70377	\$114,000.00
Group 9	M+N Lawn Service 4139 Country Drive Bourg, LA 70343	\$163,200.00
Group 10	M+N Lawn Service 4139 Country Drive Bourg, LA 70343	\$193,800.00

Group 11	M+N Lawn Service 4139 Country Drive Bourg, LA 70343	\$117,000.00
Group 12	M+N Lawn Service 4139 Country Drive Bourg, LA 70343	\$100,800.00

Mrs. Dugas addressed the Committee regarding acceptance of bid received for HVAC Filter Supplies and Delivery Services.

RECOMMENDATION NO. 25

The Committee recommends that the Board accept the lowest bid received, meeting all specifications, on HVAC Filter Supplies and Delivery Services from Acadiana Filter Service, Inc., 2505 Jane Street, New Iberia, LA 70563, for a period of five (5) years, from July 1, 2022, to June 30, 2027.

Agenda item #28 “Mattering bearing upon acceptance of bids received for Custodial Cleaning Products contract was withdrawn from the agenda.”

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding a construction update of the Mulberry Elementary School addition (attached).

Mr. Smith, addressed the Committee regarding update of Hurricane Ida response.

Mr. Lee addressed the Committee regarding update of Hurricane Ida response.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 6:15 P.M.

Respectfully submitted,

Dane Voisin, Chairman

Roger Dale DeHart, Vice Chairman

SP/sn

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

July 5, 2022

Dear Members of the Board:

The **FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE** met at 5:00 P.M. on Monday, June 27, 2022, in the Board Room of the School Board Office with the following members present: Mr. Clyde Hamner, Chairman, Mr. Michael LaGarde, Vice Chairman, and Mrs. Stacy Solet. Also in attendance were Mrs. Debi Benoit, Mr. Matthew Ford, Mr. Roger Dale DeHart, Dr. MayBelle Trahan, Superintendent-Elect Bubba Orgeron, and members of the staff.

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

Mrs. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding an extension of the Fiscal Agent Agreement.

RECOMMENDATION NO. 1

The Committee recommends that the Board extend the Fiscal Agent Agreement with Regions Bank, for a one (1) year period, beginning July 1, 2022, and terminating June 30, 2023; and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Breaux addressed the Committee regarding the renewal of Student Nurse Professional Liability Insurance.

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the proposal from Mercer Consumer, for Student Nurse Professional Liability Insurance, with limits of \$1,000,000.00 with a \$3,000,000.00 aggregate per any one student, with an annual premium of approximately \$1,045.00.

Mrs. Alli Dugas, Purchasing Agent, addressed the Committee regarding a bid received for a Hunting and Trapping Lease on Section 16 Lands.

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the highest bid received, meeting all specifications, from Everett Hebert, 2610 Blue Haven Drive, New Iberia, LA 70563, for Hunting and Trapping lease on Section 16, Township 17 South, Range 13 East, in the amount of \$7,000.00, for a five (5) year period, beginning August 1, 2022, through July 31, 2027, allow the Purchasing Department to re-advertise those sections where no bid was received and/or those sections in which leases were surrendered; and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Dugas addressed the Committee regarding the rejection of a bid received for a Hunting and Trapping Lease on Section 16 Lands.

RECOMMENDATION NO. 4

The Committee recommends that the Board reject the bid received from Rick Wiley, 129 Autumn Ridge Drive, Thibodaux, LA 70301 on Section 16, Township 20 South, Range 14 East, due to non-compliance.

Item # 7 was withdrawn from the agenda.

Mrs. Dugas addressed the Committee regarding approval to advertise for bids on communicator folders.

RECOMMENDATION NO. 5

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids on communicator folders.

Mrs. Breaux presented the 2021/2022 original budget for the Special Revenue Funds.

RECOMMENDATION NO. 6

The Committee recommends that the Board adopt the following 2021/2022 original budget for the Special Revenue Funds:

**Special Revenue Funds
Original Budget
2021/2022 Fiscal Year**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
350	CLSD			
	CLSD Birth-Age 5	\$0	43,000	\$43,000
	CLSD K-5	0	357,746	357,746
	CLSD 6-8	0	114,484	114,484
	TOTAL	\$0	515,230	\$515,230

Mrs. Breaux presented the 2021/2022 revised budgets for the Special Revenue Funds.

RECOMMENDATION NO. 7

The Committee recommends that the Board adopt the following 2021/2022 revised budgets for the Special Revenue Funds:

**Special Revenue Funds
Revised Budgets
2021/2022 Fiscal Year**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
240	US DEPARTMENT OF HEALTH AND HUMAN SERVICES Federal - Jobs for America's Graduates Multi-Year Program – TANF	\$73,920	19,586	\$93,506

310	ESSA-TITTLE III PART A State Set Aside TOTAL	\$143,316 <u>0</u> \$143,316	0 <u>2,500</u> 2,500	\$143,316 <u>2,500</u> \$145,816
435	ESSER CRRSA ACT ESSERF II-FORMULA ESSERF II-INCENTIVE TOTAL	\$24,127,910 <u>176,000</u> \$24,303,910	0 <u>150,000</u> 150,000	\$24,127,910 <u>326,000</u> \$24,453,910
440	ESSER ARP ACT ESSERF III-FORMULA ESSERF III-INCENTIVE ARP Homeless I ARP Homeless II TOTAL	\$54,250,951 261,852 0 <u>0</u> \$54,512,803	(416) 0 218,898 <u>342,120</u> 560,602	\$54,250,535 261,852 218,898 <u>342,120</u> \$55,073,405
750	ESSA IDEA SPECIAL ED IDEA Part B IDEA Set Aside High Cost Services IDEA ARP TOTAL	\$4,993,470 49,384 0 <u>1,021,026</u> \$6,063,880	26,922 0 134,270 <u>0</u> \$161,192	\$5,020,392 49,384 134,270 <u>1,021,026</u> \$6,225,072

<u>FUND NUMBER</u>	<u>STATE FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
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142	MFP LEVEL 4 FUNDING REVENUE Supplemental Course Allocation MFP Career Development Funds Career Development Funds – JAG High Cost Services TOTAL REVENUE	\$426,570 319,876 26,080 <u>0</u> \$772,526	0 230,516 0 <u>583,785</u> 814,301	\$426,570 550,392 26,080 <u>583,785</u> \$1,586,827
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EXPENDITURES
Supplemental

	Course Allocation			
	MFP	507,861	0	507,861
	Career			
	Development Funds	491,648	230,516	722,164
	Career			
	Development Funds			
	– JAG	26,080	0	26,080
	High Cost Services	<u>0</u>	<u>583,785</u>	<u>583,785</u>
	TOTAL	1,025,589	814,301	1,839,890
	EXPENDITURES			
	EXCESS (DEFICIENCY)			
	OF REVENUES	(253,063)	0	(253,063)
	BEGINNING FUND			
	BALANCE	877,877	0	877,877
	ENDING FUND			
	BALANCE	\$624,814	0	\$624,814
610	8g BLOCK GRANT			
	Believe and Prepare	\$7,000	5,600	\$12,600
FUND	LOCAL	CURRENT	INCREASE	REVISED
NUMBER	FUNDS	BUDGET	(DECREASE)	BUDGET
460	MISCELLANEOUS			
	GRANTS REVENUE			
	Chevron Basic			
	Grant	\$25,000	0	\$25,000
	LSU Cain Center	7,635	0	7,635
	Project Lead the			
	Way (Cybersecurity)	<u>0</u>	<u>40,000</u>	<u>40,000</u>
	TOTAL	32,635	40,000	72,635
	EXPENDITURES			
	Chevron-Basic Grant	76,721	0	76,721
	LSU Cain Center	7,635	0	7,635
	Conoco Phillips	1,881	0	1,881
	Project Lead the			
	Way-			
	Chevron/Engineering	83,167	0	83,167
	Cybersecurity	<u>0</u>	<u>40,000</u>	<u>40,000</u>
	TOTAL	169,404	40,000	209,404

EXCESS (DEFICIENCY) OF REVENUE	(136,769)	(0)	(136,769)
BEGINNING FUND BALANCE	136,769	0	136,769
ENDING FUND BALANCE	\$0	0	\$0

Mrs. Breaux presented the 2021/2022 Variable Budgets.

RECOMMENDATION NO. 8

The Committee recommends that the Board adopt, as presented, the Final 2021/2022 Budgets for the designated funds, that the Board allow the final budgets for the funds be deemed a variable budget with estimated revenues set equal to actual revenues, provided that such revenues do not exceed those approved by the Board and/or State or Federal regulatory authorities, and further, that the final budget for appropriations be set equal to amounts actually expended, provided that such expenditures do not exceed those approved by the Board and/or State or Federal regulatory authorities:

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>FINAL BUDGET</u>
220	ESSA TITLE I	\$8,318,799		*
225	ESSA DIRECT STUDENT SERVICES	\$502,503		*
230	ESSA TITLE I-MIGRANT	\$444,320		*
240	USDHHS TANF	\$93,506		*
280	USDHHS CHILD CARE & DEV. BLOCK GRANT	\$291,296		*
290	ESSA TITLE I-SCHOOL REDESIGN	\$246,100		*
310	ESSA TITLE III	\$145,816		*
320	ESSA TITLE IV A-SSAE	\$1,330,267		*

350	ESSA CLSD	\$515,230		*
370	ESSA TITLE II	\$1,368,622		*
410	ESSA TITLE VII	\$553,111		*
430	ESSER FUND CARES ACT	\$119,453		*
435	ESSER FUND ARRSA ACT	\$24,453,910		*
440	ESSER FUND ARP ACT	\$55,073,405		
490	FEDERAL ADULT EDUCATION	\$678,268		*
560	ESSA TITLE IX A	\$138,311		*
590	FEDERAL VOCATIONAL EDUCATION	\$261,962		*
750	SPECIAL EDUCATION IDEA	\$6,225,072		*
760	SPECIAL EDUCATION IDEA PRESCHOOL	\$274,477		*

<u>FUND NUMBER</u>	<u>STATE FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>FINAL BUDGET</u>
142	MFP LEVEL 4 FUNDING REVENUES	\$1,586,827		*
	EXPENDITURES	1,839,890		
	BEGINNING FUND BALANCE	877,877		
	ENDING FUND BALANCE	\$624,814		
510	EDUCATION EXCELLENCE REVENUES	\$360,139		*
	EXPENDITURES	370,769		
	BEGINNING FUND BALANCE	20,630		
	ENDING FUND BALANCE	\$10,000		
520	EC COMMUNITY NETWORK LEAD	\$18,554		*

AGENCY

550	CECIL J. PICARD LA4 PRE-K PROGRAM	\$3,801,400		*
610	FORMULA TRANSITION- 8(G) BELIEVE AND PREPARE	\$12,600		*
630	LQEA 8(G) STUDENT ENHANCEMENT	\$137,511		*
680	STATE ADULT EDUCATION	\$205,494		*

<u>FUND NUMBER</u>	<u>LOCAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>FINAL BUDGET</u>
110	GENERAL OPERATING FUND			*
	REVENUES	\$135,637,533		
	EXPENDITURES	140,656,442		
	BEGINNING FUND BALANCE	26,676,417		
	ENDING FUND BALANCE	\$21,657,508		
150	CHILD NUTRITION PROGRAM FUND			*
	REVENUES	\$9,063,198		
	EXPENDITURES	9,431,130		
	BEGINNING FUND BALANCE	1,273,265		
	ENDING FUND BALANCE	\$905,333		
170	1 CENT SALES TAX FUND			*
	REVENUES	\$24,939,485		
	EXPENDITURES	20,434,486		
	BEGINNING FUND BALANCE	10,507,500		
	ENDING FUND BALANCE	\$15,012,499		
180	1/2 CENT SALES TAX FUND			*
	REVENUES	\$12,392,865		
	EXPENDITURES	8,877,774		
	BEGINNING FUND			

	BALANCE	8,507,290	
	ENDING FUND		
	BALANCE	\$12,022,381	
190	3/4 CENT SALES TAX		
	FUND		*
	REVENUES	\$18,668,114	
	EXPENDITURES	20,132,413	
	BEGINNING FUND		
	BALANCE	5,115,197	
	ENDING FUND		
	BALANCE	\$3,650,898	
460	MISCELLANEOUS		
	GRANTS		*
	REVENUES	\$72,635	
	EXPENDITURES	209,404	
	BEGINNING FUND	136,769	
	BALANCE		
	ENDING FUND		
	BALANCE	\$0	
470	BILLABLE SERVICES	\$311,302	*
740	TEXTBOOKS &		
	MATERIALS FUND		*
	REVENUES	\$1,088,679	
	EXPENDITURES	937,679	
	BEGINNING FUND		
	BALANCE	777,273	
	ENDING FUND		
	BALANCE	\$928,273	
810	NATURAL DISASTER		
	FUND		*
	REVENUES	0	
	EXPENDITURES	0	
	BEGINNING FUND		
	BALANCE	0	
	ENDING FUND	0	
880	BUILDING FUND		*
	REVENUES	\$1,617,780	
	EXPENDITURES	4,106,332	
	BEGINNING FUND		
	BALANCE	18,416,963	
	ENDING FUND		
	BALANCE	\$15,928,411	

884	CAPITAL PROJECTS FUND-SERIES 2019		*
	REVENUES	\$3,990,795	
	EXPENDITURES	7,798,341	
	BEGINNING FUND BALANCE	5,424,551	
	ENDING FUND BALANCE	\$1,617,005	
930	WORKERS COMPENSATION FUND		*
	REVENUES	\$1,134,000	
	EXPENDITURES	810,500	
	BEGINNING FUND BALANCE	2,916,426	
	ENDING FUND BALANCE	\$3,239,926	
940	LOSS FUND		*
	REVENUES	\$2,510,678	
	EXPENDITURES	2,080,980	
	BEGINNING FUND BALANCE	2,238,885	
	ENDING FUND BALANCE	\$2,668,583	
950	GROUP INSURANCE CLAIMS FUND		*
	REVENUES	\$43,105,000	
	EXPENDITURES	42,159,998	
	BEGINNING FUND BALANCE	4,110,764	
	ENDING FUND BALANCE	\$5,055,766	

Mrs. Breaux presented information on the Monthly Budget-to-Actual Comparison report (attached) and gave an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of April 2022 are approximately 14.7% higher than April 2021.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting was adjourned at 5:12 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Michael LaGarde, Vice Chairman

Stacy Solet

RB/bp

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

July 5, 2022

Dear Members of the Board:

The **EXECUTIVE COMMITTEE** met immediately following the 5:00 P.M. Finance, Insurance, and Section 16 Lands Committee meeting on Monday, June 27, 2022, in the Board Room of the School Board Office with the following members present: Dr. MayBelle Trahan, Vice President, and Mr. Michael LaGarde. Mr. Gregory Harding, President, was absent. Also in attendance were Mr. Clyde Hamner, Mrs. Debi Benoit, Mr. Matthew Ford, Mr. Roger Dale DeHart, Mrs. Stacy Solet, Superintendent-Elect Bubba Orgeron, and members of the staff.

Vice President Trahan called the meeting to order.

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

There were no Committee member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 5:27 P.M.

Respectfully submitted,

MayBelle Trahan, Ed.D., Vice President

Michael LaGarde

RB/bp

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

July 5, 2022

Dear Members of the Board:

The **EDUCATION, TECHNOLOGY, AND POLICY COMMITTEE** met immediately following the 5:00 P.M. Finance, Insurance, and Section 16 Lands Committee; and Executive Committee meetings on Monday, June 27, 2022, in the Board Room of the School Board Office with the following members present: Mrs. Debi Benoit, Chairwoman, Mr. Matthew Ford, Vice Chairman, and Dr. MayBelle Trahan. Also in attendance were Mr. Clyde Hamner, Mr. Roger Dale DeHart, Mr. Michael LaGarde, Mrs. Stacy Solet, Superintendent-Elect Bubba Orgeron, and members of the staff.

Chairwoman Benoit called the meeting to order.

Superintendent-Elect Orgeron presented information regarding revisions to Policy FILE: E-3.2a Special Use of School Buses.

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, revised Policy FILE: E-3.2a Special Use of School Buses.

FILE: E-3.2a

SPECIAL USE OF SCHOOL BUSES

The Superintendent is directed to limit the use of the buses which are owned and operated by the School Board, which buses and the fuel they consume are exempt from the payment of all Federal Excise Taxes. Use of buses is limited to public school purposes and organized activities, which involve children of school age. Any exception to this rule shall be made only by the direct action of the Board upon receipt of written request by the organization three days prior to regularly scheduled Board meetings

and seven days prior to the trip.

- A. All organizations requesting the use of School Board owned buses shall:
 - 1. Assume the responsibilities for payment of the operator's salary and payment to the School Board a **per-mile** fee of **equal to 50% of the cost of one (1) gallon of fuel, at the time of travel, with a minimum per-mile fee of \$2.25** \$1.75 per mile.
 - 2. Such organizations shall assume all liabilities for operation of bus, including but not limited to, auto liability and physical damage of bus. Organizations shall execute a lease agreement for each use and shall provide insurance coverage satisfactory to the Risk Manager.
 - 3. Provide a Certificate of Insurance evidencing Automobile Liability coverage for the organization with: (1) minimum limits of \$1,000,000.00 per accident, (2) the Terrebonne Parish School Board named as an Additional Insured, and (3) physical damage coverage covering comprehensive and collision damages to the bus.
- B. School-sponsored activities will pay \$.75 per mile and payment to the School Board the amount reimbursed to the operator for meals, lodging, parking fees, and toll fees. All fees will be charged to and from the domicile of the bus.
- C. During the summer months, the Terrebonne Parish Parks and Recreation Board will assume the responsibilities above, with the exception that Terrebonne Parish Parks and Recreation Board will administer its own payroll.

EXTRA TRIPS

- A. Assignment of Operators/Substitutes
 - 1. All regular bus operators and substitute operators may drive long or short extra trips. Operators are to register for the long

extra trip list or, the short extra trip list, or for both lists maintained for the area of their regular route. Operators will register to drive extra trips at the beginning of each school year, at mid-term, and at the time they are hired as permanent operators. Operators/substitutes may remove their name from the lists at any time.

2. The Supervisor of Transportation, or designee, will place the names of operators/substitutes who chose to participate in extra trips on the long trip list and/or the short trip list. All operators/substitutes will be listed according to continuous seniority in the area in which he/she drives. Extra trips will be assigned on a rotational basis on each list with the most senior operator or substitute having the least amount of time worked within the given week. When necessary, the Supervisor of Transportation, or designee, has the authority to assign operators to a trip regardless if said individual is on the trip list or not. In the event an operator/substitute refuses a trip for any reason, said operator/substitute will lose his/her turn until his/her name comes up in the normal rotation.

3. Operators who qualify:

- a. Regular operators and substitute operators

All trips that occur between the hours of 9:00 A.M. - 2:00 P.M. and after 4:00 P.M.

All trips during morning or afternoon route time must be approved by the Superintendent and/or designee.

Substitute operators will be considered, as needed, as determined by the Supervisor of Transportation.

- b. Substitute operators

All trips that occur during routes (6:00 A.M. - 9:00 A.M. and 2:00 P.M. - 4:00 P.M.) or any trips that are all day (includes overnight trips) and started during morning or afternoon

route times.

- c. In order to ensure equitable assignment of extra trips, the Supervisor of Transportation, or designee, will balance the number of trips offered based on the above criteria.
- d. In the event a regular operator's hours worked in a work week exceed 40 hours, as a result of extra trips, the regular operator's compensation will be calculated for the work week in accordance with the provisions of the Fair Labor Standards Act and implementing regulations.

- B. Locations in, or near, Thibodaux and in, or near, Raceland will be considered short trips. All locations in Terrebonne Parish will be considered short trips.

Operators/substitutes having to borrow another bus to make a trip must return the vehicle in the same condition it was taken. Operators/substitutes driving extra trips will utilize spare buses.

- C. Requisition and Reimbursement for Extra Trips

- 1. All trips will be by requisition through the Transportation Department.
- 2. Money for salaries and expenses will be made payable to the Terrebonne Parish School Board.
- 3. Trip Pay
 - a. Operators/substitutes will be paid the Board established hourly rate for part-time positions.
 - b. Operators/substitutes will be compensated from the time he/she boards the bus until the bus is parked at the conclusion of the trip.
 - c. On overnight trips, an operator/substitute will be paid

\$10.00 per hour for actual time worked, with a minimum of 5 hours. An operator/substitute shall not be allowed to work more than 15 hours or drive more than 10 continuous hours in a 24-hour period.

Revised: May 2003

Revised: August 2003

Revised: August 2004

Revised: August 2005

Revised: September 2006

Revised: December 2010

Revised: June 2013

Revised: January 2018

Revised: June 2022

Ref: Board minutes, 6-17-86, 10-2-90, 11-5-91, 4-25-95, 6-3-03, 8-19-03, 8-3-04, 8-16-05, 9-19-06, 12-21-10, 06-04-13, Forethought wd. revisions 1-30-18, **7-5-22**.

Dr. Trahan presented information regarding revisions to Policy FILE: F-11.4 Sick Leave.

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, revised Policy FILE: F-11.4 Sick Leave.

FILE: F-11.4

Cf: F-9.16, F-11.4b, F-11.13

SICK LEAVE

The Terrebonne Parish School Board shall grant all employees hired for the school year, or longer, a minimum of ten (10) days absence per year, because of personal illness or other emergencies, without loss of pay.

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a *teacher* employed by the School Board shall not be allowed any sick

leave until he or she reports for duty and actually performs work.

The minimum of ten (10) days of sick leave for an employee shall be based on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, *ten days* sick leave shall be allowed. If an employee begins work in the second month of the school year, *nine days* of sick leave shall be allowed, and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only *three days* of sick leave shall be allowed. The Superintendent and/or his/her designee shall be responsible for developing and maintaining pertinent regulations and procedures governing sick leave. The Executive Committee shall be authorized to award up to two (2) additional days of sick/emergency leave for reasons listed under "Sick Leave for Emergencies" below.

TERMINOLOGY

Statutes governing sick leave for School Board personnel include differing provisions for different categories of employees. For purposes of this policy, the following terminology shall apply:

- A *teacher* shall mean any employee who holds a valid teaching certificate or whose employment requires the holding of a teaching certificate, or any social worker, guidance counselor, or school psychologist who holds, as applicable, a valid professional ancillary certificate.
- A *bus operator* shall mean any employee who is employed as a school bus operator.
- A *school employee* shall mean an employee who is not a teacher or a school bus operator.
- The use of the term *employee* shall include all three (3) categories of personnel.

CERTIFICATION OF ABSENCE

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a physician, physician assistant providing health care services in accordance with Louisiana law, or nurse practitioner providing health care services in accordance with Louisiana law, certifying such absence upon return to work. In the case of repeated absences of less than six (6) days because of illness, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or School Board, the employee shall be required, at the expense of the School Board, to provide a certificate from a physician specified by the Superintendent or School Board, in order to verify the existence of an illness, injury, or medical emergency.

Excuses for employee absences due to illness or injury must be provided on physician's letterhead containing the physician's name, address, and telephone number, typed, printed, or as part of the letterhead. The physician's typed or neatly printed name shall also appear beneath his/her signature. The letter must clearly state the reason for the illness or injury, date of the illness or injury, and the anticipated return-to-work date.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, and is not entitled to be paid for the days of unauthorized absence and non-performance of duties.

SICK LEAVE FOR EMERGENCIES

Emergencies for sick leave purposes shall be defined by the School Board as:

1. The serious illness of:
 - A. Spouse
 - B. Child or spouse of child
 - C. Parents or parents of spouse
 - D. Brother, sister, brother-in-law, sister-in-law, or his/her spouse
 - E. Grandparents or grandparents of spouse

- F. Grandchild
 - G. Aunts or uncles
 - H. A person living and being cared for under the same roof as that of the employee.
2. A sudden or unexpected occurrence or combination of occurrences demanding prompt action on the part of the teacher/employee requesting leave, which, if the said person fails to act promptly is likely to cause significant harm, detriment or injury to said person or to a member of his/her immediate family. This definition precludes absence in any case for which the need for action can be foreseen and planned for, or in which action can be taken by some other person, or in which the claimed emergency is not truly substantial. Such examples may include, but not be limited to the following:
- A. Fire
 - B. Flood
 - C. Other acts of God
3. The death of a person other than those listed in (#1) above.
4. Attendance at the wedding of a relative listed in (#1) above.
5. Attendance of no longer than one (1) day at the employee's graduation or the attendance at the graduation of the employee's child or spouse.
6. The marriage of an employee, up to three (3) consecutive days. The request for leave shall be submitted, in writing, to the principal/department head at least two (2) weeks before the first day of leave.

The Executive Committee shall be authorized to award up to two (2) additional days of sick/emergency leave for reasons listed above.

EXTENDED SICK LEAVE

The School Board shall permit employees to take up to ninety (90) days of

extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has **no** remaining regular sick leave balance at the time the extended sick leave is set to begin. The initial six-year period of employment shall begin on August 15, 1999, for all *teachers* and *bus operators* employed as of that date, on August 15, 2008, for *school employees* employed as of that date, or on the effective date of employment for those employees employed after the dates above. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment. The balance of days of extended sick leave available shall transfer with the employee from one public school employer to another without loss or restoration of days.

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee.

Any employee on extended sick leave shall be paid **sixty-five percent (65%)** of the salary paid the employee at the time the extended sick leave begins.

Definitions

Child means a biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of an employee standing *in loco parentis* to that ward who is either under the age of eighteen (18) or who is eighteen (18) years of age but under twenty-four (24) years of age and is a full-time student, or who is nineteen (19) years of age or older and incapable of self-care because of a mental or physical disability.

Immediate family member shall mean a spouse, parent, or child of the employee.

Infant means a child under one year of age.

Medical necessity shall be the result of a catastrophic illness or injury, a life-threatening, chronic, or incapacitating condition, as certified by a physician, of the employee or a member of his/her immediate family.

Parent means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.

Extended Sick Leave for Maternity Purposes

Each *teacher* granted maternity leave in accordance with state law and who has no remaining sick leave available may also be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a physician as relating to infant or maternal health.

Gainful Employment Permitted

An employee may undertake additional gainful employment while on extended sick leave, provided **all** of the following conditions are met:

1. The employee can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that the employee has been working for not less than one hundred twenty (120) days prior to the beginning of any period of extended sick leave.
2. The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of the provisions regarding gainful employment may require the employee to return to the School Board all compensation paid during any week of extended sick leave in which the employee worked more than twenty (20) hours and to reimburse the School Board all related

employment costs attributable to such period as calculated by the School Board, without any restoration of leave days.

Application Process

On every occasion that a *teacher* uses extended sick leave, a statement from a licensed physician certifying that it is for personal illness relating to pregnancy, illness of an infant, or for required medical visits related to infant or maternal health, or that it is a medical necessity, shall be presented prior to extended sick leave being taken.

On every occasion that a *bus operator* or *school employee* uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity for the *bus operator* or *school employee* to be absent for at least ten (10) consecutive work days shall be presented prior to extended sick leave being taken.

The required physician's statement may be presented along with the request for extended sick leave subsequent to the *teacher's* or *school employee's* return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested, provided the request and required documentation is presented within three (3) days after the *teacher* or *school employee* returns to service. However, the School Board, or the Superintendent, reserves the right to question the validity of the medical certification after the three-day period.

If the period an employee is on extended sick leave is anticipated to carry over from one school year to the start of the next school year, another application and physician's statement shall be submitted prior to the start of the next school year in order to be eligible for continued extended sick leave.

SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay, and without

reduction in accrued sick leave days while disabled as a result of such assault and battery. A *teacher* shall be required to provide a certificate from a physician certifying the disability. A *bus operator* or *school employee* shall be required to present certification of the disability from a physician if the bus operator or school employee is absent for six (6) or more consecutive days as a result of the disability.

Disability, for purposes of this policy, shall mean the inability to perform the essential functions of the job.

The sick leave authorized shall be in addition to all other sick leave authorized herein, shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement, or compensated for in any manner except as set forth above.

The School Board shall not reduce the pay or accrued sick leave of any employee who is absent from his/her duties to seek medical attention or treatment as a result of an injury from assault or battery.

If the employee's physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the employee's leave shall be granted or continued as provided by statute.

If any *teacher* or *school employee*, but **not** a *bus operator* is receiving sick leave as a result of assault or battery as provided in this section and begins receiving retirement benefits, the sick leave provided herein shall cease.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

Any *teacher* who is disabled while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student, shall receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while disabled as a result of rendering such assistance. Any *school employee*, but not a *bus operator*, disabled in a similar manner shall receive up to ninety (90) days of such sick leave. The *teacher* or *school employee* shall

be required to present a certificate from a physician certifying the disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

The School Board shall not reduce the pay or accrued sick leave of any *teacher* or *school employee* who is absent from his/her duties to seek medical attention or treatment as a result of an injury from physical contact with a student.

If the *teacher's* or *school employee's* physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the *teacher's* or *school employee's* leave shall be granted or continued as provided by statute.

VALIDITY OF PHYSICIAN'S CERTIFICATION

If at any time during the period of certified disability the School Board questions the validity or accuracy of the physician's certification for any type of sick leave request made by a *teacher*, or for extended leave or leave requested as a result of physical assault or battery made by a *bus operator* or *school employee*, the School Board may require the employee to be examined by a licensed physician selected by the School Board.

Any further review of medical certification shall proceed as follows:

1. Upon review of the physician's certification submitted, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as a condition for taking the applicable sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. If the physician finds medical necessity or certifies the disability, the leave shall be granted.
2. If the selected physician disagrees with the original medical certification from the physician selected by the employee, then the

School Board or Superintendent may require the employee, or immediate family member, as a condition for taking the applicable sick leave, to be examined by a *third* licensed physician, whose name appears next in the rotation of physicians on a list established by the local medical society and maintained by the School Board or Superintendent. The final determination of medical necessity or certification of a disability shall be based on the opinion of the third physician.

3. In the determination of the validity of a physician's certification, the opinion of *all* physicians consulted shall be submitted to the School Board or Superintendent in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

The School Board shall pay all costs of any examinations and tests determined to be necessary.

SICK LEAVE/WORKERS' COMPENSATION

Should any *teacher* become injured or disabled while acting in his/her official capacity, other than by assault, the *teacher* shall be entitled to appropriate worker's compensation benefits and/or sick leave benefits, at the *teacher's* option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the *teacher* was receiving at the time of injury or disability. The *teacher* shall be required to present a certificate from a physician certifying such injury or incapacitation.

VESTING OF SICK LEAVE

All sick leave accumulated by a *teacher* or *school employee*, but *not a bus operator*, shall be vested in the *teacher* or *school employee* by whom such leave has been accumulated. In the event of the transfer of a *teacher* or *school employee* from one school system to another in Louisiana, or upon the return of such *teacher* or *school employee* to the same school system within five (5) years or such longer period that may be approved by the School Board to which the *teacher* or *school employee*

returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the *teacher or school employee*, such vested leave which remains unused or for which the *teacher or school employee* has not been compensated directly or transferred such days for retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of *teacher or school employee*.

REPORTING OF SICK AND EMERGENCY LEAVE ABSENCES

1. An employee who is absent because of personal illness or an emergency is required to sign the absentee form provided by the Superintendent, indicating the dates and causes of all absences, and to deliver the completed form to the principal/supervisor at the end of each work week.

The principal/supervisor is authorized to enter the required information and sign for the absentee provided the absentee is not available and cannot be reached before the appointed time for transmitting the reports to the personnel office. Upon completion of the absentee form, a duplicate copy of said form shall be made available to the employee who was reported absent by the appropriate principal/supervisor.

2. When an employee is absent for six (6) or more consecutive days because of personal illness, he/she shall be required to present a certificate from a physician, physician assistant providing health care services in accordance with Louisiana law, or nurse practitioner providing health care services in accordance with Louisiana law, certifying such illness.

*If the absence falls within the current ten (10) days allowed or if the absence is to be charged to the accrued days of absence, a statement from the attending physician must be attached to the absence from the first absence and any absence thereafter in a school year.

This regulation will be invoked only if there is an employee job

action, which would involve the loss of time from the job, by employee. The original policy will remain in effect unless it is necessary to administratively invoke this regulation.

3. An employee who, because of personal illness or an emergency, expects to be absent for more than ten (10) consecutive days, shall immediately notify the Superintendent, in writing, stating the reason for the absence and the probable duration thereof.
4. The principal/supervisor shall report all employee absences to the Superintendent, with full explanation of the reason for the absence, on appropriate forms furnished. Decisions of the Executive Committee will be subject to ratification by the School Board at the first meeting of the School Board following the committee meeting.
5. An employee who is absent because of personal illness or an emergency should notify his/her principal/department head at the earliest possible time as to the date on which he/she expects to resume his/her duties.

PAYMENT UPON RETIREMENT OR DEATH

Upon the retirement of any employee, or upon the employee entering DROP, or upon the employee's death prior to retirement, the School Board shall pay the employee or his/her heirs or assigns, for any unused sick leave, not to exceed **forty-five (45) ~~twenty-five (25)~~** days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the Terrebonne Parish School Board who participates in the *Deferred Retirement Option Program (DROP)* shall be eligible for and may elect to receive on a one-time basis severance pay (accrued sick leave up to a maximum of **forty-five [45] ~~twenty-five [25]~~** days) upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued sick leave shall be paid only upon final retirement of the employee.

Revised: July 1996
Revised: December 1999
Revised: September 2001
Revised: December 2004
Revised: January 2009
Revised: November 2012
Revised: September 2014
Revised: February 2018
Revised: December 2020
Revised: January 2021
Revised: June 2022

Ref: La. Rev. Stat. Ann. §§14:125, 17:425, 17:425.1, 17:500, 17:500.1, 17:500.2, 17:1200, 17:1201, 17:1202, 17:1205, 17:1206, 17:1206.1, 17:1206.2; Board minutes, 7-16-96, 10-19-99, 12-14-99, 9-18-01, 6-15-04, 12-21-04, 1-20-09, 11-20-12, 9-16-14, 3-6-18, 2-2-21, **7-5-22**.

Ms. Kim Vauclin, Supervisor of Middle Education, Mr. Mark Torbert, Director of Child Welfare and Attendance, Dr. Myra Austin, District Assessment and Accountability Administrator, Mrs. Cheryl Degruise, Supervisor of Federal Programs, and Mr. Alton Johnson, Supervisor of Elementary Education, presented information on various instructional department updates.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting was adjourned at 6:45 P.M.

Respectfully submitted,

Debi Benoit, Chairwoman

Matthew Ford, Vice Chairman

Dr. MayBelle Trahan

SL/jb