

## PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

December 6, 2016

The Terrebonne Parish School Board met today at 6:00 P.M. in regular session at its regular meeting place, the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, with Mr. Roger Dale DeHart, president, presiding, and the following members present: Mr. L. P. Bordelon, III, vice president; Mr. Roosevelt Thomas, Mr. Gregory Harding, Mr. Richard Jackson, Dr. Brenda Leroux Babin, Mr. Donald Duplantis, and Ms. Vicki Bonvillain.

ABSENT: Mrs. Debi Benoit

Mr. Duplantis led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Marie S. Melancon, retired school teacher; Annie Dupre, retired school bus driver, and Louie Blanchard, senior student at South Terrebonne High School, who recently passed away.

Motion of Mr. Jackson, seconded by Ms. Bonvillain, unanimously carried, the Board approved the minutes of School Board Meeting of November 15, 2016, as recorded.

At this time, the Board gave special recognition and expression of thanks and gratitude to Terrebonne Parish Consolidated Government, Parish President Gordon Dove, and Mr. Al Marmande, District 7 Parish Councilman, for the cooperative endeavor in assisting the Terrebonne Parish School District alleviate a safety concern as it relates to providing a turnaround driveway area to help traffic control for Mulberry Elementary School.

Several announcements were then made by President DeHart relative to upcoming meetings.

The following report of the Buildings, Food Service, and Transportation Committee meeting was presented to the Board with Mr. Bordelon, chairman, presiding:

Dear Members of the Board:

**The Buildings, Food Service, and Transportation Committee** met at 5:00 P.M. on Monday, November 14, 2016, in the Board Room of the School Board Office with the following members present: Mr. L. P. Bordelon, III, chairman, Mr. Roger Dale DeHart, vice chairman, and Mr. Gregory Harding. Also in attendance were Mr. Donald Duplantis, Mr. Richard Jackson, Mr. Roosevelt Thomas, Superintendent Philip Martin, and members of the staff.

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

Mr. Ron Pitre, representing The Friends of Bourg Athletics/Louisiana Wahoo, addressed the Committee regarding the use of South Terrebonne High School's Softball Field by The Friends of Bourg Athletics/Louisiana Wahoo baseball and softball teams (attached).

### **RECOMMENDATION NO. 1**

**The Committee recommends** that the Board grant the request of The Friends of Bourg Athletics/Louisiana Wahoo baseball and softball teams and waive Policy FILE: E-1.6 Use of School Facilities relative to the usage fee for South

Terrebonne High School's softball field for the 2016-2017 baseball season (November 2016 to October 2017), from 5:30 P.M. to 7:30 P.M. on Mondays and Wednesdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met; and approval is obtained from the school's principal.

Mr. Brock Verdin, representing The Friends of Louisiana Wahoo, addressed the Committee regarding the use of South Terrebonne High School's Softball Field by The Friends of Louisiana Wahoo baseball team (attached).

### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board grant the request of The Friends of Louisiana Wahoo baseball team and waive Policy FILE: E-1.6 Use of School Facilities relative to the usage fee for South Terrebonne High School's softball field for the 2016-2017 baseball season (November 2016 to October 2017), from 5:30 P.M. to 7:30 P.M. on Tuesdays and Thursdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met; and approval is obtained from the school's principal.

Mrs. Monica Walther, MS, RD, LDN, Supervisor of Child Nutrition Program, addressed the Committee regarding the acceptance of bids received on Canned and Dry Goods for the 2016-2017 spring session (attached).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board accept the lowest bids received, meeting all specifications, on Canned and Dry Goods for the 2016-2017 spring session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$112,555.09; F. Christiana & Co. Inc., Marrero, LA, in the amount of \$11,484.50; National Food Group, Novi, MI, in the amount of \$7,658.75; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$52,775.00; and Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$165,079.61, funds to be derived from the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding the acceptance of bids received on Meat and Frozen Items for the 2016-2017 spring session (attached).

### **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board accept the lowest bids received, meeting all specifications, on Meat and Frozen Items for the 2016-2017 spring session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$604,245.69; F. Christiana & Co. Inc., Marrero, LA, in the amount of \$268,192.06; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$31,724.60; Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$3,580.80; and National Food Group, Novi, MI, in the amount of \$22,556.25, funds to be derived from the Child Nutrition Program Fund.

Superintendent Martin addressed the Committee regarding the property adjacent to Mulberry Elementary School.

### **RECOMMENDATION NO. 5**

**The Committee recommends** that the Board allow the Superintendent to participate in the Sheriff's Sale for the possible purchase of the tract of land adjacent to Mulberry Elementary School.

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding a construction update of the new Southdown Elementary School.

Mr. Donald Chamberlain, Plant Operations Manager, addressed the Committee regarding an update of the rear stairwell at Building J on the campus of Louis Miller Terrebonne Career and Technical High School.

Mr. Chamberlain addressed the Committee regarding the maintenance updates.

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:46 P.M.

Respectfully submitted,

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L. P. Bordelon, III, Chairman

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Roger Dale DeHart, Vice Chairman

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Gregory Harding

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Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board granted the request of The Friends of Bourg Athletics/Louisiana Wahoo baseball and softball teams and waived Policy FILE: E-1.6 Use of School Facilities relative to the usage fee for South Terrebonne High School's softball field for the 2016-2017 baseball season (November 2016 to October 2017), from 5:30 P.M. to 7:30 P.M. on Mondays and Wednesdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met; and approval is obtained from the school's principal.

Mr. Brock Verdin, citizen, addressed the Board regarding the foregoing motion.

Motion of Ms. Bonvillain, seconded by Mr. Duplantis, unanimously carried, the Board granted the request of The Friends of Louisiana Wahoo baseball team and waived Policy FILE: E-1.6 Use of School Facilities relative to the usage fee for South Terrebonne High School's softball field for the 2016-2017 baseball season (November 2016 to October 2017), from 5:30 P.M. to 7:30 P.M. on Tuesdays and Thursdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met; and approval is obtained from the school's principal.

Mr. Brock Verdin, citizen, addressed the Board regarding the foregoing motion.

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board accepted the lowest bids received, meeting all specifications, on Canned and Dry Goods for the 2016-2017 spring session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$112,555.09; F. Christiana & Co. Inc., Marrero, LA, in the amount of \$11,484.50; National Food Group, Novi, MI, in the amount of \$7,658.75; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$52,775.00; and Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$165,079.61, funds to be derived from the Child Nutrition Program Fund.

Mrs. Monica Walther, Supervisor of Child Nutrition Program, addressed the Board regarding the foregoing motion.

Motion of Ms. Bonvillain, seconded by Mr. Jackson, unanimously carried the Board accepted the lowest bids received, meeting all specifications, on Meat and Frozen Items for the 2016-2017 spring session from Diamond Food Distributors, Inc., Jefferson, LA, in the amount of \$604,245.69; F. Christiana & Co. Inc., Marrero, LA, in the amount of \$268,192.06; Lacassagne's, LLC, Baton Rouge, LA, in the amount of \$31,724.60; Groetsch Wholesale Grocers, Harahan, LA, in the amount of \$3,580.80; and National Food Group, Novi, MI, in the amount of \$22,556.25, funds to be derived from the Child Nutrition Program Fund.

Motion of Mr. DeHart, seconded by Mr. Duplantis, with the exception of Dr. Babin who objected, the Board allowed the Superintendent to participate in the Sheriff's Sale for the possible purchase of the tract of land adjacent to Mulberry Elementary School.

Superintendent Philip Martin gave a brief update on the construction of the new Southdown Elementary School.

Mr. Ayad M. Taofik, Project Manager, Burk-Kleinpeter, Inc., addressed the Board and gave a brief update of the rear stairwell at Building J on the campus of Louis Miller Terrebonne Career and Technical High School.

The report of the Buildings, Food Service, and Transportation Committee meeting was concluded and President DeHart reassumed the Chair.

The following report of the Education, Technology, and Policy Committee meeting was presented to the Board with Mr. Jackson, chairman, presiding:

Dear Members of the Board:

**The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met at 5:00 P.M. on Monday, November 28, 2016, in the Board Room of the School Board Office, with the following members present: Mr. Richard Jackson, chairman, and Ms. Vicki Bonvillain, vice chairwoman. Mrs. Debi Benoit was absent. Also in attendance were Mr. Roger Dale DeHart, Board president, Mr. L. P. Bordelon, III, vice president, Mr. Donald Duplantis, Mr. Bubba Orgeron, Assistant Superintendent, and members of the staff.

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

Mrs. Carolyn Champagne, Purchasing Agent, presented recent legislative changes to policy FILE: D-7.4 Purchasing (attached *Policy Alert*).

### **RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve, as presented, revised Policy FILE: D-7.4 Purchasing:

**FILE: D-7.4**  
**Cf: B-16, D-6.1**  
**Cf: D-74a, D-7.4b**

### **PURCHASING**

All purchasing for the school system to be paid from Terrebonne Parish School Board funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the Terrebonne Parish

School Board without action by the School Board except those items which are provided for in the regular budget. No obligations shall be incurred except those approved by the Superintendent of Schools or his authorized agent. Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service. The Terrebonne Parish School Board shall not be responsible for unauthorized purchases made by school personnel.

Each principal shall assure that purchases by the individual school shall be made in accordance with regulations and procedures developed by the Superintendent and staff.

No employee, officer, or agent of the Terrebonne Parish School Board shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. The Terrebonne Parish School Board's employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

#### VENDORS

Vendors may set up an appointment to see the principal with written prior approval from the Superintendent/designee. The principal may present the information to the appropriate school staff member. If the school staff member wishes to set up an appointment with the vendor to discuss products offered, he or she may do so.

#### FINANCING PURCHASES

The School Board may finance the purchase of equipment or other movable property to be used by the School Board by entering into an installment sale, lease, or similar agreement with any lender or other person. Such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions.

#### ~~SCHOOL DISTRICT PURCHASING COOPERATIVE~~ QUALIFIED GROUP PURCHASING ORGANIZATIONS

**A qualified group purchasing organization means an organization, whether for profit or not for profit, of which two (2) or more public school districts are members and which solicits proposals or bids from vendors of services, materials, equipment, or supplies of the type and nature as may be purchased by a public school district or public school.**

The School Board, ~~as a member,~~ may participate in a school district purchasing cooperative **enter into an agreement with: (A) one or more School Boards to form a qualified group purchasing organization; or (B) one or more qualified group purchasing organizations** for the purchase of services, materials, equipment, and supplies, **including installation thereof. Any such agreement shall require that the qualified group purchasing organization submit a price list for those materials and supplies offered by it and that the prices quoted on the list remain in effect for a stated period of time of not less than three (3) months. Any such price list shall be considered, for all purposes, to be a valid and binding bid by the qualified group purchasing organization during the effective period of the agreement, and no additional bid by the qualified group purchasing organization is necessary.**

In accordance with solicitations, bids, or proposals put forth by the school district purchasing cooperative, The School Board may purchase services, equipment, materials, and supplies at the prices selected by the cooperative **from a qualified group purchasing organization if the price for such equipment**

**is less than that for the same or substantially similar equipment on the state bid list.**

#### LOCAL PREFERENCE

All things being equal, purchases of school supplies, equipment, insurance, candy, soft drinks, etc., shall be made from dealers whose firms are located in the Parish of Terrebonne, both by individual schools and by the Terrebonne Parish School Board.

All things being equal, local firms shall be given preference in the awarding of contracts for construction or maintenance work. All firms awarded contracts to perform work for the Terrebonne Parish School Board shall be urged and encouraged to employ local labor, when possible.

#### SOLE SOURCE PROVIDER

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the State of Louisiana Office of State Purchasing's *Purchasing Rules and Regulations*.

#### USE OF STATE CONTRACT

If equipment, materials, or supplies are available from a State of Louisiana Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board. The School Board may also *piggyback*, or purchase materials and supplies on valid contracts of other political subdivisions.

#### COMPETITIVE ONLINE SOLICITATION

The School Board may use a *reverse auction* or *competitive online solicitation process* on the Internet for the purchase of equipment, supplies, and other materials in lieu of the more formal bid process when the School Board's procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board.

Prior to the use of a competitive online solicitation process, the School Board may require that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.
2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.
3. The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet until the closing date and time.

5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.
6. All bids shall be posted electronically and updated on a real-time basis.
7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the School Board's best interest.
8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for purchases using a reverse auction or competitive online solicitation process shall be given as follows:

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.
2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

Revised: June 1998  
 Revised: November 1999  
 Revised: November 2001  
 Revised: December 2011

Revised: February 2015  
**Revised: November 2016**

Ref: La. Rev. Stat. Ann. §§33:4712.7, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 3-20-79, 4-21-79, 11-15-83, 10-9-84, 8-6-85, 11-18-86, 2-19-91, 7-7-98, 11-20-01, 12-20-11, 2-10-15, **12-8-16**.

Committee Member Debi Benoit entered the meeting at this time.

Mr. Orgeron presented recent legislative changes to policy FILE: E-1.1e Use of Automated External Defibrillator (AED) (attached *Policy Alert*).

## **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve, as presented, revised Policy FILE: E-1.1e Use of Automated External Defibrillator (AED):

**FILE: E-1.1e**  
**Cf: H-4.4**

### **USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

The Terrebonne Parish School Board directs that if funding is available, each high school ~~that participates in interscholastic athletics~~ shall have an Automated External Defibrillator (AED) on its premises. **Each high school shall have the authority to accept donations of AEDs or funds to acquire AEDs.**

In schools which have an AED on site, any expected AED user (those designated by the Superintendent or principal to render emergency care at that school) shall receive appropriate training in the use of AEDs from any nationally recognized course in cardiopulmonary resuscitation (CPR) and

AED use. All training of personnel in the use of AEDs shall be fully documented.

The School Board shall notify ~~the Department of Health and Hospitals~~ and a local provider of emergency medical services (such as a 9-1-1 service, local ambulance service, or fire department) of the acquisition, location, and type of any AED device.

In addition to the civil immunity provided to persons rendering emergency assistance as provided by law, any person or entity which provides training in CPR and in the use of an AED and any expected AED user shall not be liable for any civil damages arising from any act or omission of acts related to the operation of or failure to operate an AED that do not amount to willful or wanton misconduct or gross negligence.

New policy: January 2013

**Revised: November 2016**

Ref: La. Rev. Stat. Ann. §§9:2793, 17:81, 40:1236.12, **40:1137.3**, 40:1236.13; Board minutes, 1-15-13, **12-6-16**.

Dr. Debra Yarbrough, Personnel Supervisor, presented recent legislative changes to policy FILE: F-9.1 Compensation (attached *Policy Alert*).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve, as presented, revised Policy FILE: F-9.1 Compensation:

**FILE: F-9.1**  
**Cf: F-5, F-9.2**

## **COMPENSATION**

### **SALARY SCHEDULES**

Upon the recommendation of the Superintendent, the School Board shall establish salary schedules ~~by which~~ **that shall be used** to determine the salaries to be paid to teachers and all other school employees. Salaries of all school personnel shall be set by the Superintendent. The salaries of all personnel are generally based upon an established salary schedule and associated regulations; provided, however, that salaries may be stated in and controlled by an employment contract. The salaries as provided in any salary schedule shall be considered as full compensation for all work required and performed within each employee's prescribed scope of duties and responsibilities.

Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria, with no one criterion accounting for more than fifty percent (50%) of the formula used to compute such employees' salaries:

1. Effectiveness, as determined by the performance evaluation program as provided in La. Rev. Stat. Ann. §§17:3881 through 3905.
2. Demand, inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels.
3. Experience.



No employee who is rated *ineffective* pursuant to the School Board's performance evaluation program shall receive a higher salary in the year following the evaluation than the employee received in the year of the evaluation.

The amount of the annual salary paid to any employee in any school year shall not be reduced below the amount of such salary paid during the previous school year, nor shall the amount of the annual salary paid to any employee be reduced at any time during an academic year. The limitations on the reduction in the amount of the annual salary paid to any employee shall not be applicable to:

1. The correction of any accounting errors or to a reduction necessitated by the elimination of a state program or state funding;
2. ~~Any salary~~ **The** reduction shall not apply to **of** any local salary supplement funded, in whole or in part, from a revenue source requiring voter approval, when such voter approval has not been obtained;
3. ~~The limitation on the reduction of salary shall also not apply to~~ An employee who has been promoted and subsequently demoted **to a lower position**. In this case, the employee's salary shall return to the salary previously received in the lower position from which promoted; **or**
4. **The elimination, discontinuance, or reorganization of the position to which the employee is assigned that results in the employee working fewer hours, days, or months. In such case, the employee's salary for that academic year shall not be reduced. After that year, the employee's salary shall be determined in accordance with the applicable salary schedule for the employee's position.**

Ordinarily, no teacher shall be placed on the payroll of the school district unless the teacher holds a valid certificate as required by law, and a copy of the teacher's contract has been filed with the Superintendent. Exceptions may be made only when qualified teachers with valid certification are not available for employment.

#### SALARY SUPPLEMENTS

The School Board, at its discretion, may allow salary supplements to certain instructional personnel who assume special duties. Such supplements shall be reviewed and adopted upon the recommendation of the Superintendent.

#### EXPERIENCE CREDIT

A year of teaching experience is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the United States of America (e.g., SACS). Experience outside the United States of America, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the United States of America.

A year of teaching experience shall be granted if the person was employed for at least ninety-one (91) instructional days during one (1) scholastic year, excluding holidays, as verified by the Superintendent. However, not more than one (1) year of experience shall be granted for a period inclusive of twelve (12) consecutive calendar months. All experience must have been on a full-time basis.

Any teacher holding a valid Louisiana teaching certificate in the public school system of Louisiana who has transferred to Louisiana from a public school system of another state and who, at the time of such transfer, held a valid teacher's certificate from that state, shall be given full credit under the salary schedule for the years of satisfactory teaching service previously rendered in the public school system of that state. Credit for previous teaching experience shall also be granted to anyone employed who holds a valid Louisiana teaching certificate and is employed or has been employed by another public school system in the state.

ADVANCED DEGREE

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, said teacher shall be paid for the advanced degree or training beginning with the next school semester after all necessary documentation has been received from the Louisiana Department of Education. It shall be the responsibility of the employee to assure proper notification is given to the Superintendent or his/her designee.

RETIREEES

The salary of any retiree who is re-employed as a full-time teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The status of any retiree who is re-employed shall be the same as a full-time active employee, subject to all applicable rules, procedures, policies, and statutes that apply to all such full-time active employees.

The retirement of an employee prior to his/her re-employment as a retiree shall constitute a break in his/her service with the School Board for purposes of tenure and sabbatical leave. The retiree shall not be allowed to carry forward annual leave days accumulated by him/her as of the date of his/her retirement, but he/she may carry forward accumulated sick leave days provided that he/she has returned to employment within five (5) years of his/her last employment as a teacher within the school system. A retiree shall have the right to earn additional sick leave and annual leave, if applicable, on the same basis as other similarly situated newly hired employees while a retiree.

LONGEVITY INCREMENTS

All personnel are covered by a program of longevity increments to veteran Parish employees by the payment of longevity increments based upon all years credited in the employment of a school system plus a maximum of four (4) years military service prior to December 13, 1975, and all years in the employment of Terrebonne Parish School Board after December 13, 1975, above the regular annual salary.

<u>YEARS</u>	<u>INCREMENT</u>	<u>YEARS</u>	<u>INCREMENT</u>
8	\$100	21	\$1,400
9	\$200	22	\$1,500
10	\$300	23	\$1,600

11	\$400	24	\$1,700
12	\$500	25	\$1,800
13	\$600	26	\$1,900
14	\$700	27	\$2,000
15	\$800	28	\$2,100
16	\$900	29	\$2,200
17	\$1,000	30	\$2,300
18	\$1,100	31	\$2,400
19	\$1,200	32+	\$2,500
20	\$1,300		

### STIPENDS

Stipends will be paid, only when offered, to employees including, but not limited to, teachers, school administrators, and paraprofessionals who participate in in-service training activities. Stipends, if offered, will be paid only after regular work hours, during holidays (exclusive of any paid holiday), or after the employee's regular contract period.

Maximum standards for stipends will be established by the Superintendent and staff and must be adhered to by all funding sources. In advance of each activity, presenters and participants shall be informed of the stipend.

The appropriate staff member shall approve employee eligibility for attendance of in-service training activities and the payment of stipends for said activities.

Revised: September 1998

Revised: December 2001

Revised: July 2006

Revised: November 2012

Revised: January 2013

**Revised: November 2016**

Ref: 29 USC 201 et seq. (*Fair Labor Standards Act of 1938, as amended*); La. Rev. Stat. Ann. §§11:710, 17:81, 17:83, 17:84, 17:84.1, 17:411, 17:413, 17:418, 17:421.4, 17:422.6, 17:423, 17:424, 17:424.2, 17:424.3, 17:444, 17:491, 17:492, 17:496, 17:496.1, 17:497, 17:497.1, 17:498; Wright v. Caldwell Parish School Board, 30.448 (La. App. 2 Cir. 6/16/99); Garcia v. San Antonio Metropolitan Transit Authority et al., 105 S. Ct. 1005 (February 1985); Harrah Independent School District v. Martin, 99 S. Ct. 1062 (1979); Board minutes, 12-16-75, 9-13-88, 9-18-90, 11-27-90, 6-93, 11-21-95, 9-15-98, 12-18-01, 7-11-06, 10-20-09 (reference), 11-20-12, 1-15-13, **12-6-16**.

Mrs. Mary Aucoin, Supervisor of Special Education, presented recent legislative changes to policy FILE: G-2.4c Education of Students with Exceptionalities (attached *Policy Alert*).

### **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board approve, as presented, revised Policy FILE: G-2.4c Education of Students with Exceptionalities:

**FILE: G-2.4c**

### **EDUCATION OF STUDENTS WITH EXCEPTIONALITIES**

The Terrebonne Parish School Board shall make available a free appropriate public education in the least restrictive environment to each student with an exceptionality, ages three through twenty-one, who is a resident of the

geographical boundaries of the school district. Special education and related services may be provided by the School Board to eligible children with exceptionalities under three years of age. Generally, identified children shall be screened and evaluated to determine eligibility to receive special education and related services. If it is determined through the evaluation process that a child has a disability—and, by reason thereof needs special education and related services, then the child is classified in accordance with Louisiana's *Pupil Appraisal Handbook*, Bulletin 1508, and becomes eligible to receive special education services. All special education services shall be provided to eligible students with exceptionalities in accordance with the regulations outlined in *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706 and all other applicable federal and state regulations.

The School Board shall establish and maintain policies and procedures in accordance with federal and state laws and regulations to ensure that students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate public education by the School Board.

#### SECLUSION AND RESTRAINT

The School Board recognizes that, in order for students to receive a free appropriate public education, a safe learning environment needs to be provided. In doing so, the School Board also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

The School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The School Board reserves its right, however, to use physical restraint and/or seclusion consistent with state law to address the behavior of a student with an exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. The School Board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's *Individualized Education Program* (IEP) or behavior intervention/management plan.

The provisions regarding seclusion and restraint shall not be applicable to a student who has been deemed to be gifted or talented under Bulletin 1508, unless the student has been identified as also having a disability **under Bulletin 1508**.

#### Definitions

*Imminent risk of harm* shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.

*Seclusion* shall mean a procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others.

*Seclusion room* means a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

*Mechanical restraint* means the application of any device or object used to limit a person's movement. Mechanical restraint does *not* include: (1) A

protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider; and (2) Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.

*Physical restraint* means bodily force used to limit a person's movement. Physical restraint does *not* include: (1) Consensual, solicited, or unintentional contact; (2) ~~Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others~~ **Momentary blocking of a student's action if the student's action is likely to result in harm to the student or other person**; (3) Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.

*Positive behavior interventions and support* means a systematic approach to embed evidence-based practices and data-driven decision making, when addressing student behavior, in order to improve school climate and culture.

*School employee* means a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

#### Documentation and Notification

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such report shall be submitted to the school principal not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

~~This policy and~~ The guidelines and procedures regarding seclusion and restraint maintained by the Superintendent and staff shall be provided to **the Louisiana Department of Education (LDE)**, all school employees, and every parent of a student **identified** with a disability under Bulletin 1508.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under **Bulletin 1508** shall be reported, **in accordance with the Louisiana Board of Elementary and Secondary Education (BESE) policy**, by the School Board to the Louisiana Department of Education (LDE).

#### Guidelines and Procedures

The School Board shall require the Superintendent and staff to maintain

adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by ~~the Louisiana Board of Elementary and Secondary Education (BESE)~~. The School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees and every parent of a student with an exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the LDE.

**The written guidelines and procedures shall be posted at each school under the jurisdiction of the School Board, and on the School Board's website.**

#### Follow-Up

Following any situation resulting in the use of seclusion or restraint of a student, a *Functional Behavioral Assessment* (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents in the school year, the student's *Individualized Education Program* (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavioral supports. **Thereafter, if the student's challenging behavior continues or escalates, requiring repeated use of seclusion or physical restraint practices, the special education director or supervisor or his/her designee shall review the student's plans at least once every three (3) weeks.**

~~Documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three (3) weeks.~~

#### Employee Training Requirements

The Superintendent or his/her designee shall be responsible for conducting or obtaining appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities. In addition, positive behavioral intervention strategies, crisis intervention, and de-escalation, as well as other procedures, may also be included in any training.

#### Charter Schools

Notwithstanding any state law, rule, or regulation to the contrary and except as may be otherwise specifically provided for in an approved charter, a charter school established and operated in accordance with State law, including its approved charter and the school's officers and employees, shall be subject to the School Board's policy and written procedures and guidelines regarding the use of seclusion and restraint with students with exceptionalities.

Revised: October 2000  
 Revised: March 2009  
 Revised: February 2012  
 Revised: June 2012

Revised: October 2013  
**Revised: November 2016**

Ref: 20 USCA §1400 et seq. (*Individuals with Disabilities Education Act*); 34 CFR §300 (*Assistance to States for the Education of Children with Disabilities*); La. Rev. Stat. Ann. §§17:7, 17:416.21, 17:1941, 17:1942, 17:1943, 17:1944, 17:1945, 17:1946, 17:1947; *Pupil Appraisal Handbook*,

Bulletin 1508, Louisiana Department of Education; Regulations for the Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education; Board minutes, 2-19-91, 10-17-00, 3-17-09, 02-14-12, 6-19-12, 10-15-13, **12-6-16**.

Mrs. Stacy Solet, Supervisor of Elementary/Middle Education, presented results of the Friends of the Terrebonne Parish Public Library's Spelling Bee Competition held on October 15, 2016, at the Terrebonne Parish Public Library. The Committee recognized and congratulated the students for their accomplishments. Level 2 (Grades 3-4) winners were: 1<sup>st</sup> place – Issac Billiot, Grand Caillou Elementary; 3<sup>rd</sup> place – Caydi Allen, Lisa Park Elementary; and Level 3 (Grades 5-6) winner was: 3<sup>rd</sup> place – Ashley Green, Mulberry Elementary (attached).

Mrs. Mary Royston, chairwoman for Friends of the Terrebonne Parish Public Library, expressed that although participation in the spelling bee was low this year, she is very grateful for Terrebonne Parish School District's assistance in making this event such a success.

Mrs. Benoit, seconded by Ms. Bonvillain, offered the following motion:

#### **RECOMMENDATION NO. 5**

**The Committee recommends** that the Board invite principals, parents, and winning students of the Friends of Terrebonne Parish Public Library's Spelling Bee Competition to the next regular Board meeting on December 6, 2016, to be recognized by the full Board.

Mrs. Solet presented information on the Mobile Oilfield Learning Unit (MOLU), sponsored by Fletcher Technical Community College (attached).

Ms. Vina Cruse, Regional Workplace Experience Coordinator for Fletcher Technical Community College, stated the MOLU will allow 6<sup>th</sup> grade students, within six (6) Terrebonne Parish Schools, the opportunity to experience self-contained learning centers with curriculum-based, hands-on activities about the energy, technologies, and sciences involved with the oil and gas industry.

Dr. Myra Austin, District Assessment & Accountability Administrator, presented the 2015-2016 School Performance Scores and District Performance Scores (attached).

Mr. Graham Douglas, Supervisor of Secondary Education, presented information on Sudden Impact Louisiana sponsored by Terrebonne General Medical Center (TGMC) and Louisiana State Police. Sudden Impact Louisiana provides testimony to the ramifications of driving while impaired, distracted, and/or unrestrained in three different stages: Sophomore Year - full day of classroom presentations and a tour of TGMC's trauma rooms, and critical care unit; Junior Year - viewing of a mock crash with student and parent actors; and Senior Year - attend a mock trial and witness the results of driving while impaired, distracted, and/or unrestrained not only on the student and their family, but the victim's family as well (attached).

Mr. Douglas presented the results of the Louisiana Marching Band Circuit Championship and the Louisiana Showcase of Marching Bands 2016 (attached). Recognition was given to all high school bands for their participation and outstanding results.

Mr. Douglas presented information on the Marketing Education-Retail Alliance (MERA) grants received by all Terrebonne Parish high schools. The grant provides customer service vouchers to students enrolled in Jump Start

to take the customer service certification test for free (attached).

Mr. Orgeron presented information on the Young Achievers Award sponsored by the Houma-Terrebonne Chamber of Commerce. Ms. Trisha Melancon, Assistant Principal at Houma Jr. High School, is one (1) of (6) recipients of this year's award. Ms. Melancon mentors the behavior challenged, handles events to reward good behavior, and the Achieve 3000 Program which monitors every student's reading level. The Committee offered congratulations to Ms. Melancon for her outstanding achievements.

Mrs. Benoit, seconded by Ms. Bonvillain, offered the following motion:

**RECOMMENDATION NO. 6**

**The Committee recommends** that the Board invite Ms. Trisha Melancon, Assistant Principal at Houma Jr. High School, as one (1) of six (6) recipients of the Young Achievers Award sponsored by the Houma-Terrebonne Chamber of Commerce, to the next regular Board meeting on December 6, 2016, to be recognized by the full Board.

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

Respectfully submitted,

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Richard Jackson, Chairman

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Vicki Bonvillain, Vice Chairwoman

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Debi Benoit

JB

Motion of Mr. Duplantis, seconded by Ms. Bonvillain, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy FILE: D-7.4 Purchasing.

Motion of Mr. DeHart, seconded by Ms. Bonvillain, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy FILE: E-1.1e Use of Automated External Defibrillator (AED).

Motion of Ms. Bonvillain, seconded by Mr. Bordelon, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy FILE: F-9.1 Compensation.

Motion of Ms. Bonvillain, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy FILE: G-2.4c Education of Students with Exceptionalities.

Motion of Mr. Duplantis, unanimously seconded, unanimously carried, the Board invited principals, parents, and winning students of the Friends of Terrebonne Parish Public Library's Spelling Bee Competition to tonight's Board meeting to be recognized by the full Board.

Mrs. Mary Royston, chairman of the Friends of Terrebonne Parish Public Library's Spelling Bee Competition, addressed the Board and introduced the winners of the Competition held on October 15, 2016, at the Terrebonne Parish Public Library: Level 2 (Grades 3-4) winners were: 1<sup>st</sup> place – Issac Billiot, Grand Caillou Elementary; 3<sup>rd</sup> place – Caydi Allen, Lisa Park Elementary; and Level 3



(Grades 5-6) winner was: 3<sup>rd</sup> place – Ashley Green, Mulberry Elementary (attached).

Mrs. Stacy Solet, Supervisor of Elementary/Middle Education, addressed the Board regarding the Mobile Oilfield Learning Unit (MOLU), sponsored by Fletcher Technical Community College.

Motion of Mr. Thomas, unanimously seconded, unanimously carried, the Board invited Ms. Trisha Melancon, Assistant Principal at Houma Jr. High School, as one (1) of six (6) recipients of the Young Achievers Award sponsored by the Houma-Terrebonne Chamber of Commerce, to tonight's Board meeting to be recognized by the full Board.

Ms. Trisha Melancon addressed the Board relative to the Young Achievers Award sponsored by the Houma-Terrebonne Chamber of Commerce.

Mr. Thomas left the meeting, at this time, and was absent for the remainder of the proceedings.

The report of the Education, Technology, and Policy Committee meeting was concluded, and President DeHart reassumed the Chair and presided for the remainder of the proceedings.

The Executive Committee report was presented to the Board.

Motion of Mr. Duplantis, seconded by Mr. Bordelon, unanimously carried, the Board received the following Executive Committee report in its entirety:

Dear Members of the Board:

The **Executive Committee** met at 5:30 P.M. on Tuesday, November 15, 2016, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, president, Mr. L. P. Bordelon, III, vice president, and Ms. Vicki Bonvillain. Also in attendance were Mr. Donald Duplantis, Superintendent Philip Martin, and Mrs. Rebecca Breaux.

The meeting began with an invocation and Pledge of Allegiance to the Flag.

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

The **Executive Committee** addressed member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned.

Respectfully submitted,

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Roger Dale DeHart, President

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L. P. Bordelon, III, Vice President

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Vicki Bonvillain

MH

The Executive Committee report was concluded.

President DeHart then presented, for information only, the following report of the Board of Directors of Terrebonne Construction Company, Inc.:

Dear Members of the School Board:

The **Board of Directors of Terrebonne Construction Company, Inc.** met immediately following the Executive Committee meeting on Tuesday, November 15, 2016, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, president, Mr. L. P. Bordelon, III, secretary-treasurer, and Ms. Vicki Bonvillain. Also in attendance were Mr. Donald Duplantis, Superintendent Philip Martin, and Mrs. Rebecca Breaux.

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

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

Respectfully submitted,

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Roger Dale DeHart, President

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L. P. Bordelon, III, Secretary-Treasurer

\_\_\_\_\_  
Vicki Bonvillain

MH

Mrs. Rebecca Breaux, Chief Financial Officer, addressed the Board regarding the foregoing report.

The report of the Board of Directors of Terrebonne Construction Company, Inc. was concluded.

Motion of Mr. Duplantis, seconded by Ms. Bonvillain, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Megan Roark, teacher at East Houma Elementary School, beginning November 28, 2016, through December 16, 2016 (family).

Motion of Mr. Duplantis, seconded by Dr. Babin, unanimously carried, the Board voted to adjourn its meeting **(6:45 P.M.)**.

/s/ Philip Martin, Secretary

/s/ Roger Dale DeHart, President

RLB