

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

AGENDA

School Board Meeting – February 4, 2020

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 January 7, 2020

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of January 7, 2020, as recorded.

6. Special Recognition of Students Participating in the 2020 Drum Corps International (DCI) Tour
 - Lacey Bergeron, Sophomore-Color Guard, Louisiana Stars, Lafayette, LA
 - Justin Boudreaux, Junior-Baritone, Crossmen, San Antonio, Texas
 - Bradley Fitzgerald, Freshman-Trumpet, Louisiana Stars, Lafayette, LA
 - Parrish Gienger, Senior-Tuba, Crossmen, San Antonio, Texas
 - Kaylyn Rhodes, Senior-Color Guard, Madison Scouts, Madison, Wisconsin

7. Announcements

2/1-29 African American History Month

2/3-7 National School Counseling Week

2/13

- 5:00 ERC (Employee Representative Committee)
- 6:00 PRC (Parent Representative Committee)

2/18

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

3/3

- 6:00 Regular School Board Meeting

8. Committee Meeting Reports

- A. Buildings, Food Service, & Transportation Committee (See attached Committee Report of January 21, 2020, Meeting)
- B. Education, Technology, & Policy Committee (See attached Committee Report of January 21, 2020, Meeting)
- C. Finance, Insurance, & Section 16 Lands Committee (See attached Committee Report of January 21, 2020, Meeting)
- D. Executive Committee (See attached Committee Report of January 21, 2020, Meeting)

9. Superintendent's Agenda

A. Agenda Items

(1) Personnel Section

(a) Leave of Absence

1) Family and Medical Leaves

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Robin Gullage,

Custodian II at Dularge Elementary School, beginning February 27, 2020, through May 28, 2020 (medical).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Dana Tillman, Custodian III-A at Village East Elementary School, beginning January 13, 2020, through April 8, 2020 (medical).

(b) Personnel Actions for Period of December 16, 2019, through January 24, 2020 [list of professional instructional and non-instructional/support personnel (appointments, resignations, termination, and retirements – Information Only)]

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

- Readmission of Student #0145659
- Readmission of Student #0151351

10. Individual School Board Member

A. Mrs. Stacy Solet, Vice President – Consideration of Approval of Appointment to Executive Committee

RECOMMENDATION: That the Board approve the following appointment to the 2020 Executive Committee, as presented by Vice President Solet: Mrs. Debi Benoit, President; Mrs. Stacy Solet, Vice President, and Mr. Michael LaGarde.

B. Mrs. Stacy Solet, Vice President – Announcement of 2020 Standing Committee Appointments

EXECUTIVE COMMITTEE

Debi Benoit, President

Stacy Solet, Vice President

Michael LaGarde (pending Board approval)

FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE

Clyde Hamner, Chairman
Michael LaGarde, Vice Chairman
Stacy Solet

BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE

Gregory Harding, Chairman
Dane Voisin, Vice Chairman
Roger Dale DeHart

EDUCATION, TECHNOLOGY, AND POLICY COMMITTEE

Dr. MayBelle Trahan, Chairwoman
Matthew Ford, Vice Chairman
Debi Benoit

***LEGISLATIVE LIAISON** – Clyde Hamner

ADVISORY MEMBERS FOR HEALTH AND HOSPITALIZATION

Christine Verdin - APEL (Associated Professional Educators of Louisiana)
Joan Moise – TAE (Terrebonne Association of Educators)
Ronald Foret – Terrebonne Principals' Association
Melissa Verrett – Transportation Department
Mallorie Oliver – School Food Service Association
Curtis Constrantiche – Auxiliary Department
Catherine Rochelle – At-Large
Lynn Ellzey – Retirees
Jack Moore – Risk Manager

- C. Mrs. Stacy Solet – Matter pertaining to “Tentative Schedule” for 2020 School Board and Committee Meeting Dates

Per Board action on **February 5, 2019**, School Board meetings will be held on the first Tuesday (few exceptions for holidays) of each month at **6:00 P.M.** in the Board Room. Committee meetings will begin at **5:00 P.M. on the 3RD Tuesday of each month (on a rotating basis)** - few exceptions for holidays] in the Board Room.

JANUARY

- 7 School Board Meeting
- 21 Buildings/Food Service/Transportation
Education/Technology/Policy
Finance/Insurance/Section 16 Lands
Executive - reports to Board February 4

FEBRUARY

- 4 School Board Meeting
- 18 Finance/Insurance/Section 16 Lands
Executive
Education/Technology/Policy
Buildings/Food Service/Transportation - reports to Board March 3

MARCH

- 3 School Board Meeting
- 17 Education/Technology/Policy
Buildings/Food Service/Transportation
Finance/Insurance/Section 16 Lands
Executive - reports to Board April 7

APRIL

- 7 School Board Meeting
- 21 Buildings/Food Service/Transportation
Finance/Insurance/Section 16 Lands
Executive
Education/Technology/Policy - reports to Board May 5

MAY

- 5 School Board Meeting
- 19 Finance/Insurance/Section 16 Lands
Executive
Education/Technology/Policy
Buildings/Food Service/Transportation - reports to Board June 2

JUNE

- 2 School Board Meeting
- 16 Education/Technology/Policy
Buildings/Food Service/Transportation
Finance/Insurance/Section 16 Lands
Executive - reports to Board July 7
- 23 Special School Board Meeting (Superintendent's Evaluation – 6:00 P.M.)

JULY

- 7 School Board Meeting
- 21 Buildings/Food Service/Transportation
Finance/Insurance/Section 16 Lands

Executive
Education/Technology/Policy - reports to Board August 4

AUGUST

4 School Board Meeting
18 Finance/Insurance/Section 16 Lands
Executive
Education/Technology/Policy
Buildings/Food Service/Transportation - reports to Board September 1

SEPTEMBER

1 School Board Meeting
15 Education/Technology/Policy
Buildings/Food Service/Transportation
Finance/Insurance/Section 16 Lands
Executive - reports to Board October 6

OCTOBER

6 School Board Meeting
20 Buildings/Food Service/Transportation
Finance/Insurance/Section 16 Lands
Executive
Education/Technology/Policy - reports to Board November 3

NOVEMBER

3 School Board Meeting
17 Finance/Insurance/Section 16 Lands
Executive
Education/Technology/Policy
Buildings/Food Service/Transportation - reports to Board December 1

DECEMBER

1 School Board Meeting
15 Education/Technology/Policy
Buildings/Food Service/Transportation
Finance/Insurance/Section 16 Lands
Executive - reports to Board January 5

11. Adjournment

Philip Martin, Superintendent
Terrebonne Parish School Board
P. O. Box 5097

Houma, Louisiana 70361
985-876-7400

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Philip Martin, Superintendent, Terrebonne Parish School Board, at 985-876-7400, Ext. 860-233, describing the assistance that is necessary.

RLB

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

February 4, 2020

Dear Members of the Board:

The BUILDINGS, FOOD SERVICE, and TRANSPORTATION COMMITTEE met at 5:00 P.M. on Tuesday, January 21, 2020, in the Board Room of the School Board Office with the following members present: Mr. Dane Voisin, vice chairman; Mrs. Debi Benoit, ad-hoc member, and Mr. Clyde Hamner, ad-hoc member. Mr. Gregory Harding, chairman, and Mr. Roger Dale DeHart were absent. Also in attendance were Mrs. Stacy Solet, Board vice president; Dr. MayBelle Trahan, Mr. Michael LaGarde, Mr. Matthew Ford, Superintendent Philip Martin, and members of the staff.

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

Mr. Chuck Battaglia, Athletic Director, Houma Christian School, addressed the Committee regarding the use of Terrebonne High School's track (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board grant the request of Houma Christian School to waive Policy FILE: E-1.6 Use of School Facilities relative to the usage fee for Terrebonne High School's track for the 2020 track season (February 3, 2020, through May 7, 2020), from 2:30 P.M. to 4:00 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, Child Nutrition Department, addressed the Committee regarding authorization to advertise for six-month bids for Meats and Frozen Items, and Canned and Dry Goods for the 2020 fall school session.

RECOMMENDATION NO. 2

The Committee recommends that the Board authorize the Child Nutrition Department to proceed with the advertisement of six-month bids (July 1, 2020, to December 31, 2020), for Meats and Frozen Items, and Canned and Dry Goods for the 2020 fall school session.

Mrs. Walther addressed the Committee regarding authorization to advertise for yearly bids for Milk and Milk Products; Fruit Juice; Fresh Fruits and Vegetables; and Supplies and Disposables for the 2020-2021 school session.

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize the Child Nutrition Department to proceed with the advertisement of yearly bids (July 1, 2020, through June 30, 2021), for Milk and Milk Products; Fruit Juice; Fresh Fruits and Vegetables; and Supplies and Disposables for the 2020-2021 school session.

Mrs. Walther addressed the Committee regarding authorization to advertise for bids for Kitchen Equipment.

RECOMMENDATION NO. 4

The Committee recommends that the Board authorize the Child Nutrition Department to advertise for bids for Kitchen Equipment, funds to be derived from the USDA 2019 National School Lunch Program (NSLP) Equipment Assistance Funds and the Child Nutrition Program Fund.

Mrs. Walther addressed the Committee regarding acceptance of bids received on Kitchen Equipment (attached).

RECOMMENDATION NO. 5

The Committee recommends that the Board accept the lowest bids received, meeting all specifications, on Kitchen Equipment from Michael Blanchard, Inc., 314 South Hollywood Road, Houma, LA, in the amount of \$113,374.00; Richard's Restaurant Supply, P.O. Drawer 4035, Houma, LA, in

the amount of \$514,200.52; East Bay Restaurant, 8230 South Choctaw Drive, Baton Rouge, LA, in the amount of \$8,185.00; Lafayette Restaurant and Supply, 1103 Hugh Wallis Road South, Lafayette, LA, in the amount of \$20,900.00; and Associated Food Equipment & Supplies, 1935 Melrose Street, Pineville, LA, in the amount of \$113,383.27, funds to be derived from the Child Nutrition Program Fund.

Mr. Devlin Aubert, Supervisor of Transportation, addressed the Committee regarding authorization to advertise for bids for Supply Fuels and Automated Dispensing Services.

RECOMMENDATION NO. 6

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for Supply Fuels and Automated Dispensing Services.

Mr. Sammy Poiencot, Plant Operations Manager, addressed the Committee regarding a service agreement with Annunciation Environmental, LLC, for environmental consulting and testing services (attached).

RECOMMENDATION NO. 7

The Committee recommends that the Board approve the attached service agreement with Annunciation Environmental, LLC, 4808 Annunciation Street, New Orleans, LA, for environmental consulting and testing services for a three (3) year period from December 1, 2019, through November 30, 2022.

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding a construction update of South Terrebonne and Terrebonne High Schools' Auditorium Renovations Project.

Mr. Lirette addressed the Committee regarding a construction update of the Mulberry Elementary School addition.

Superintendent Martin addressed the Committee regarding an update of the Facility Strategic Task Force.

Mr. Poiencot addressed the Committee regarding maintenance updates (attached).

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:52 P.M.

Respectfully submitted,

Dane Voisin, Vice Chairman

Debi Benoit, Ad-hoc Member

Clyde Hamner, Ad-hoc Member

SP/sn

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

February 4, 2020

Dear Members of the Board:

The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE met on Tuesday, January 21, 2020, immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee, in the Board Room of the School Board Office with the following members present: Dr. MayBelle Trahan, chairwoman, Mr. Matthew Ford, vice chairman, and Mrs. Debi Benoit. Also in attendance were Mrs. Stacy Solet, Board vice president; Mr. Clyde Hamner, Mr. Michael LaGarde, Mr. Dane Voisin, Superintendent Philip Martin, and members of the staff.

Chairwoman Trahan called the meeting to order.

Mr. Mark Torbert, Supervisor of Secondary Education, presented information on the Drum Corps International (DCI) Tour (attached). There are twenty-two (22) World Class and twenty-two (22) Open Class Corps that make up the tour. The corps consists of brass players, percussionists, color guard performer, drum majors, and front ensemble or “pit” musicians. He stated that five (5) students, listed below, from Terrebonne High School qualified for Open Class Corps. The Committee asked that the selected students come to the February 4, 2020, School Board meeting for recognition.

Name	Title	Home Base
Lacee Bergeron	Sophomore-Color Guard	Louisiana Stars, Lafayette, LA
Justin Boudreaux	Junior-Baritone	Crossmen, San Antonio, TX
Bradley Fitzgerald	Freshman-Trumpet	Louisiana Starts, Lafayette, LA
Parrish Gienger	Senior-Tuba	Crossmen, San Antonio, TX
Kaylyn Rhodes	Senior-Color Guard	Madison Scouts, Madison, WI

Mr. Torbert presented information relative to the lowest bid received for a Computer Numerical Control (CNC) lathe machine that will be housed at

Louis Miller Terrebonne Career & Technical High School.

RECOMMENDATION NO. 1

The Committee recommends that the Board accept the lowest bid received, meeting all specifications, on a Computer Numerical Control (CNC) lathe machine to be housed at Louis Miller Terrebonne Career & Technical High School from Tident Southeast, LLC, 914 West Pont Des Mouton Road, Lafayette, LA 70507, for \$55,068.01.

Mr. Torbert presented information requesting advertisement of bids for Junior High and Middle School Band Uniforms.

RECOMMENDATION NO. 2

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for Junior High and Middle School Band Uniforms; funds to be derived from the $\frac{3}{4}$ Cent Sales Tax Fund.

Mr. Aubrey "Bubba" Orgeron, Jr., Assistant Superintendent, presented an update on the Teche Action Clinic being housed at Acadian Elementary School (attached). He stated that clinic personnel has seen approximately seven hundred (700) students and employees. The clinic averages around twenty-eight (28) students and five (5) employees per week. Attendance at Acadian Elementary School has increased from last year due to students and employees getting serviced and returning back to school and work.

Mr. Orgeron presented updated information on school security (attached). He stated that approximately fourteen (14) of our schools have been completed with installation of one door access buzzer entrance and security cameras. Other schools listed have had walk-throughs to prepare maps and proposals for work to be completed in the near future.

Mr. Orgeron presented information on recipients of the Google Chromebook 2020 Cohort #5 Grants (attached). He stated that approximately four (4) trainings would be offered throughout the school session for recipients of the grants.

Mr. Orgeron presented a video from Kristi Dardar's Kindergarten Class, Bourg Elementary School, on "Chromebooks! Even in Kindergarten Classes." Mr. Orgeron stated how proud he was of our district to be moving into the 21st century with Kindergarten.

Mr. Orgeron presented changes to policy File: F-11.12 Holidays (*Policy Alert* attached).

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, revised policy FILE: F-11.12 Holidays.

FILE: F-11.12

HOLIDAYS

The Terrebonne Parish School Board shall establish the holiday schedule for all personnel in addition to those included in the adoption of a school calendar. Whenever a holiday falls on a Saturday or Sunday, the holiday shall be observed on the preceding Friday or following Monday, respectively.

The following have been designated as holidays within the system:

- New Year's Day
- Good Friday
- Independence Day - July 4th
- Labor Day
- Thanksgiving
- Christmas
- Martin L. King Day
- Mardi Gras
- General Election Day

The first Tuesday after the first Monday in November in even-numbered years where the parish governing body has established a polling place at a public school shall also be designated as a holiday.

Revised: January 2020

Ref: La. Rev. Stat. Ann. §§1:55, **17:81; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 2-4-20.**

Dr. Debra Yarbrough, Supervisor of Personnel, presented changes to policy File: F-4.1 Sexual Harassment (Policy Alert attached).

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, revised policy FILE: F-4.1 Sexual Harassment.

FILE: F-4.1
Cf: F-4, F-12.3
Cf: H-1, H-4.5

SEXUAL HARASSMENT

The Terrebonne Parish School Board recognizes that sex and gender discrimination is unlawful. In particular, Title IX of the Education Amendment prohibits discrimination on the basis of sex for all education programs that receive federal funding. State criminal laws, as well as civil law, such as laws against child abuse, all prohibit sexual harassment.

The Terrebonne Parish School Board is committed to maintaining a school system that is fair and respectful for all. Therefore, the Terrebonne Parish School Board prohibits such harassment by School Board members, administrators, certified and non-certified personnel, students, vendors, and any others having business or other contact with the school system.

All administrative and supervisory personnel shall investigate all complaints, either formal or informal, verbal or written, of sexual harassment and shall discipline any person who sexually harasses a student or employee. Failure to enforce this policy in a prompt and strict manner may subject such administrative and supervisory personnel to disciplinary action.

Persons found in violation of this policy will be subject to discipline,

including, but not limited to, reprimand, probation, demotion, suspension, or termination, or other sanction as determined appropriate by the School Board.

DEFINITION

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, when:

1. Submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or participation in school program or activities; or
2. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or education decisions affecting the individual; or
3. Such advances, requests, or conduct have the effect of interfering with an individual's professional or academic performance or creating an intimidating, hostile, or otherwise offensive academic or work environment.
 - A. Sexual harassment, as defined above, may include, but is not limited to, the following:
 - 1) Verbal harassment such as derogatory comments, jokes, slurs;
 - 2) Physical harassment such as unnecessary or offensive touching, cornering, patting, or pinching;
 - 3) Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures;
 - 4) Demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or education status; or

- 5) Demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

The harassment may be gender specific, but non-sexual in nature. Such harassment includes statements based on gender stereotypes and behavior which interferes with an employee's work or with a student's academic progress.

REPORTING AND INVESTIGATING PROCEDURES

1. An employee who believes he or she has been the victim of sexual harassment shall report the alleged acts to his or her immediate supervisor. If the employee believes that the immediate supervisor is the source of the harassment, he or she shall report to the next higher-level administrator on the chain of command.
2. Any student who alleges sexual harassment by a student or staff member in the school district may complain directly to a teacher, guidance counselor, or administrator. Any school employee who receives a report of alleged sexual harassment shall immediately report the same to the school principal or the immediate supervisor, and the principal or immediate supervisor shall immediately investigate the allegations. Failure by an employee to do so may subject the employee to disciplinary action.
3. All complaints of sexual harassment must be investigated immediately and with due regard for impartiality and confidentiality utilizing the procedures outlined in policy *F-12.3, Investigations*. The investigation ~~may also~~ **shall** include personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint, as well as a review of related charges, if any, personnel files, work records and other pertinent information.

Failure to maintain confidentiality will result in disciplinary action.

4. All individuals involved in the alleged incident must be notified that an investigation is being conducted. The investigating supervisor shall meet with the complainant and the alleged offender either separately or together as the circumstances dictate. Both parties shall have the right to representation at all levels of the investigation.
5. In determining whether alleged conduct constitutes sexual harassment, the investigator shall consider the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred.
6. If necessary, immediate steps may be taken to protect the complainant pending completion of an investigation of alleged sexual harassment.
7. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
8. All supervisors shall follow up within one month and again in three months of any reported incident of sexual harassment to determine whether the victim has been subject to any further forbidden conduct.

RESULTS OF INVESTIGATION

Upon receipt of a recommendation that a complaint is valid, the Superintendent shall take such action as appropriate based on the results of the investigation, which may include, but not be limited to, suspension with or without pay, demotion, or termination.

If, based on the results of the investigation, the claim of sexual harassment is found to be intentionally false, the Superintendent shall take such action as appropriate, which may include, but not be limited to, suspension with or without pay, demotion, or termination.

Any employee shall have the right to pursue a claim of sexual harassment under state or federal law, regardless of the outcome of the School Board's investigation.

RETALIATION PROHIBITED

The Superintendent shall discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. *Retaliation* shall include, but not be limited to, any form of intimidation, reprisal, or harassment at the time of a report or any time after a report.

NON-HARASSMENT

The School Board recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. Deliberate false accusations of sexual harassment can have a serious detrimental effect on innocent parties and subject the accuser to disciplinary actions.

SEXUAL HARASSMENT AS SEXUAL ABUSE OR CRIMINAL ACTIVITY

Under certain circumstances, sexual harassment of a student may constitute sexual abuse under the Louisiana Children's Code. In such situations, School Board personnel become *mandatory reporters* and shall comply with *Article 609(A)* of the Louisiana Children's Code and directly report the sexual abuse to the Child Protection Unit of the Louisiana Department of Social Services. Also, activity of a criminal nature should be reported by the victim to local law enforcement.

TRAINING REQUIREMENT

Each School Board employee shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of his/her employment. **Supervisors and other persons designated to accept or investigate complaints of sexual harassment in the workplace shall receive additional education and training.**

NOTIFICATION

Notification **Copies** of this policy will be circulated to and posted in all schools and departments of the Terrebonne Parish School **Board** System and **placed on the School Board's website** incorporated in staff and student handbooks.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

~~This policy does not deny the right of any individual to pursue other avenues of recourse which may include initiating civil action or seeking redress in state or federal courts.~~

Employees shall be apprised of applicable federal and state law on sexual harassment, including the right of the complainant to pursue a claim under state or federal law, regardless of the outcome of the investigation.

Revised: April 1996

Revised: June 1996

Revised: November 2019

Revised: January 2020

Ref: 42 USC 2000e et seq. (*Civil Rights Act of 1964*); 29 CFR 1604.11 (*Guidelines on Discrimination Because of Sex*); La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 14:43, 14:81.4, 17:81, **23:301, 23:302, 23:303, 23:332**, 23:967, 42:341, 42:342, 42:343, 42:344, **42:345**; La. Civil Code, Art. 2315; Board minutes, 4-23-96, 6-18-96, 2-5-19, **2-4-20**.

Dr. Yarbrough presented changes to policy File: F-9.14 Dismissal/Separation of Professional Personnel (*Policy Alert* attached).

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, revised policy FILE: F-9.14 Dismissal/Separation of Professional Personnel.

FILE: F-9.14

Cf: F-9.1, F-9.2, F-9.11

Cf: F-9.17, F-10.13, F-12.8

DISMISSAL/SEPARATION OF PROFESSIONAL PERSONNEL

With the exception of lay-offs caused by programmatic changes, budget cuts, staff reorganizations, and/or other personnel actions reducing numbers of employees, no Terrebonne Parish School Board employee shall be dismissed except as provided by state law and this policy.

CRIMINAL OFFENSES

The Superintendent, on behalf of the School Board, shall dismiss:

1. An administrator, teacher, or substitute teacher upon final conviction or submission of plea of nolo contendere to any ~~felony offense~~ **crime listed in La. Rev. Stat. Ann. §15:587.1, even if adjudication was withheld or a pardon or expungement was granted**, in accordance with statutory provisions for dismissal applicable to the employee.

However, if the person has obtained tenure, such dismissal shall occur only after a hearing held pursuant to hearing procedures outlined in policy F-9.17, Employee Discipline.

2. An administrator, teacher, or substitute teacher who is found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization
3. An administrator, teacher, or substitute teacher who is found to have facilitated cheating on any state assessment as determined by BESE
4. Any other school employee if such employee is convicted of or pleads nolo contendere to crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74.

The Superintendent shall notify the State Superintendent of Education of any employee's dismissal for the criminal offenses above no later than thirty (30) days after such dismissal.

In addition, employees shall be subject to removal for failure to properly report arrests for certain offenses enumerated in La. Rev. Stat. Ann. §17:16.

ABANDONMENT OF POSITION

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee may be terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances. The Superintendent or his/her designee shall be responsible for determining acceptability of evidence of extenuating circumstances.

CERTIFICATED EMPLOYEES

Non-Tenured Teachers

The Superintendent may terminate the employment of any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The Superintendent shall notify the teacher, in writing, of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

Tenured Teachers

A tenured teacher shall not be removed from office except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond. Dismissal of a teacher with tenure shall be governed by the provisions for discipline of tenured teachers as included in policy *F-9.17*,

Employee Discipline.

Contract Appointees

Personnel who have entered into promotional employment contracts with the School Board, pursuant to La. Rev. Stat. Ann. §17:444, may be removed from their positions by non-renewal of their contracts or by termination of their contracts. Contracts may be non-renewed by the School Board for any of the following reasons:

1. The Superintendent has recommended against renewal of the contract based on an evaluation of the employee's performance;
2. The failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;
3. The position in question has been discontinued; or
4. The position in question has been eliminated as a result of district reorganization.

In a non-renewal situation, the employee shall not be entitled to a hearing before the School Board.

For *mid-contract termination* of promotional employment contracts, the employee shall have the right to written charges and a hearing before a disciplinary hearing officer in the manner provided in La. Rev. Stat. Ann. §17:443. A contract may be terminated if the employee is found guilty of being incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract, or other reasons provided for by state law.

Revised: September 1998

Revised: February 1999

Revised: March 2004

Revised: November 2010

Revised: December 2011

Revised: September 2012

Revised: October 2013
Revised: September 2014
Revised: November 2018
Revised: January 2020

Ref: La. Rev. Stat. Ann. §§13:3204, 15:587.1, 17:15, 17:16, 17:81.5, 17:442, 17:443, 17:444, 17:492, 17:493, 17:493.1; La. Code of Civil Procedure, Art. 2592; Rouselle v. Plaquemines Parish School Board, 633 So2d 1235 (La. 2/28/94); Board minutes, 9-15-98, 2-9-99, 3-16-04, 11-16-10, 12-20-11, 9-18-12, 10-15-13, 9-16-14, 12-4-18, **2-4-20**.

Mrs. Becky Breaux, Chief Financial Officer, presented changes to policy File: D-3.3 Tax and Bond Elections and Sales (*Policy Alert* attached).

RECOMMENDATION NO. 6

The Committee recommends that the Board approve, as presented, revised policy FILE: D-3.3 Tax and Bond Elections and Sales.

FILE: D-3.3
Cf: D-2.1, D-3.1

TAX AND BOND ELECTIONS AND SALES

TAX AND BOND ELECTIONS

The School Board shall call elections for the public to vote on tax or bond revenue issues. Every bond, tax, or other election at which a proposition or question is to be submitted to the voters shall be held only on one of the dates set forth by state law or upon proper application to and approval of the State Bond Commission on a date not provided by statute. The proposition placed on the ballot submitted to the voters in any bond election shall state the kinds and sources of revenues which shall be pledged to retire the bonds, should the proposition be successful.

PUBLIC NOTICE OF SCHOOL BOARD MEETING

Public notice of the date, time, and place of any meeting at which the School Board intends to propose, increase, or renew any ad valorem property tax or sales and use tax, and authorize the calling of an election

for submittal of such question to the voters shall be both published in the official journal of the School Board no more than sixty (60) days nor less than twenty (20) days before such public meeting and shall be announced to the public during the course of a public meeting no more than sixty (60) days nor less than twenty (20) days before such public meeting **and notice of such meeting shall be written and hand delivered or transmitted by email to each voting member of any governing authority of a political subdivision that is required to approve such a measure previously adopted by another governing authority and to each state senator and representative in whose district all or a portion of the political subdivision is located, no more than sixty (60) days nor less than twenty (20) days before such public meeting. Email delivery shall be made to the official email address of such voting members or legislators and to any other address provided, in writing, to the School Board by such a voting member or legislator.**

If at a meeting held in accordance with above provisions, the School Board adopts such a measure, the provisions shall not apply to a subsequent meeting if the only action taken at the subsequent meeting is one which results in a change to the previously adopted measure that reduces the rate or term of the tax in the measure and thereby reduces the total amount of tax that would be collected under the measure, or substantially reduces the cost to the School Board of any bond or debt obligation to be incurred by the School Board.

If such a meeting is postponed or cancelled, notice of any subsequent meeting to consider ~~taking action regarding property or sales taxes~~ **such proposal** shall be published in the School Board's official journal no less than ten (10) days before the subsequent meeting.

If consideration of or action upon the tax proposal is postponed **at the scheduled meeting**, or if no action was taken regarding the tax proposal, then any subsequent meeting to consider the tax proposal shall be subject to the provisions of paragraph **one of this section of policy**.

NOTICE OF ELECTION

Whenever the School Board approves a resolution calling on the public to approve any tax or bonding revenue issue, the School Board is required to provide public notice. The notice shall be published once a week for four

(4) consecutive weeks in the official journal of the School Board, or, if there is none, then in a newspaper of general circulation in the parish or, if there is no newspaper of general circulation in the parish, then in a newspaper of general circulation in an adjoining parish. The notice to the public shall include substantially all matters contained in the resolution calling for the tax or bond election, as enumerated in La. Rev. Stat. Ann. §18:1285.

CANVASS OF ELECTION

On the date and at the hour and place specified in the notice of election, the School Board, in public session, shall examine and canvass the returns and declare the result of the elections. The result shall be promulgated by one publication in the official journal of the School Board, **and shall include a statement of the actual cost of the election.**

SALE OF BONDS

After an election authorizing the School Board issuance of bonds, the School Board may proceed to issue the bonds within the parameters approved by the electors. The School Board shall have the authority to adopt all procedures necessary for the authorization, sale, and delivery of bonds, including the right to enter into all contractual arrangements as may be necessary to effectuate the purpose for which the bonds are being issued under terms determined by the School Board.

Bonds issued may be sold at a public or private sale upon such terms, in the manner and by following such procedures as may be determined by the School Board. No bond issued shall be required to be registered with the secretary of state or any other office or official.

All **if** bonds **are to** ~~shall~~ be advertised for sale on sealed bids, ~~which~~ **such** advertisement shall be published at least once a week for three (3) weeks, the first publication to be made at least fifteen (15) days preceding the date fixed for the reception of bids. Advertisement shall be in the official journal of the governing authority at least fifteen (15) days before the date fixed for the reception of bids. Notice of sale shall also be published once a week for three (3) weeks preceding the date fixed for the reception of bids, either in a financial paper published in the city of New York or the city of Chicago, or in a newspaper of general circulation published in a city of the state of Louisiana having a population of not less than twenty

thousand inhabitants, according to the last federal census.

Revised: July 1998

Revised: August 2011

Revised: October 2013

Revised: February 2019

Revised: January 2020

Ref: Constitution of Louisiana, Art. VI, Sec. 30, Sec. 33; La. Rev. Stat. Ann. §§18:1281, 18:1282, 18:1283, 18:1284, 18:1285, 18:1286, 18:1293, 39:503, 39:505, 39:521, 39:570, 39:1421, 39:1422, 39:1423, 39:1424, 39:1424.1, 39:1425, 39:1426, 39:1427, 39:1428, 39:1429, 42:19.1, **43:141**; Board minutes, 7-21-98, 8-16-11, 10-15-13, 2-5-19, **2-4-20**.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 6:33 P.M.

Respectfully submitted,

MayBelle Trahan, Ed.D., Chairwoman

Matthew Ford, Vice Chairman

Debi Benoit

ABO/jb

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

February 4, 2020

Dear Members of the Board:

The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE met immediately following the 5:00 P.M. Buildings, Food Service, & Transportation Committee; and Education, Technology, & Policy Committee meetings on Tuesday, January 21, 2020, 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, Board president, Dr. MayBelle Trahan, Mr. Matthew Ford, Superintendent Philip Martin, and members of the staff.

Chairman Hamner called the meeting to order.

Mrs. Katherine Gilbert-Theriot, Terrebonne Economic Development Authority (TEDA), addressed the Committee regarding an Industrial Tax Exemption Program (ITEP) request by Gulf Island Shipyards, LLC.

RECOMMENDATION NO. 1

The Committee recommends that the Board adopt the attached resolution granting the request by Gulf Island Shipyards, LLC for an Industrial Ad Valorem Tax Exemption and authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Mark Felger, LaPorte, CPAs, presented the Committee with information regarding the June 30, 2019, Terrebonne Parish School Board Audit Report. He stated the financial statements ending June 30, 2019, received an "unmodified opinion," which is the best possible rating. Mr. Felger briefly explained the internal control, compliance, independent accountant reports, and the required communication letter.

RECOMMENDATION NO. 2

The Committee recommends that the Board receive the June 30, 2019, Terrebonne Parish School Board Audit Report, as presented.

Mr. Jack Moore, Risk Manager, addressed the Committee regarding the upcoming Property Insurance Renewal (attached).

Mr. Curtis Constrantiche, Purchasing Agent, addressed the Committee regarding approval to advertise for bids on all Duplicator Paper and Card Stock.

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for all Duplicator Paper and Card Stock.

Mr. Constrantiche addressed the Committee regarding approval to advertise for bids for Office Supply Catalog.

RECOMMENDATION NO. 4

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for Office Supply Catalog.

Mr. Constrantiche addressed the Committee regarding approval to advertise for bids for Ink and Toner Cartridges.

RECOMMENDATION NO. 5

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for Ink and Toner Cartridges.

Mrs. Rebeca Breaux, Chief Financial Officer, presented the 2019/2020 revised budgets for Special Revenue Funds.

RECOMMENDATION NO. 6

The Committee recommends that the Board adopt the following 2019/2020 revised budgets for Special Revenue Funds:

**Special Revenue Funds
Revised Budgets
2019/2020 Fiscal Year**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
220	ESSA TITLE I	\$8,889,908	384,501	\$9,274,409
225	ESSA DIRECT STUDENT SERVICES	\$488,713	12,666	\$501,379
280	US DEPARTMENT OF HEALTH AND HUMAN SERVICES Early Childhood Community Network Lead Agency Fed Infant CLASS Support Get Ready Cohort	\$32,318 16,356 <u>0</u>	0 0 <u>25,000</u>	\$32,318 16,356 <u>25,000</u>
	TOTAL	\$48,674	25,000	\$73,674
310	ESSA TITLE III- Part A Current Year Immigrant	\$111,646 <u>0</u>	3,223 <u>2,179</u>	\$114,869 <u>2,179</u>
	TOTAL	\$111,646	5,402	\$117,048
320	ESSA TITLE IV – Part A-SSAE ESSA TITLE IV, Part A Set Aside	\$657,634 <u>23,640</u>	30,598 <u>0</u>	\$688,232 <u>23,640</u>
	TOTAL	\$681,274	30,598	\$711,872
370	ESSA TITLE II-Part A EISENHOWER Act	\$1,328,758	50,811	\$1,379,569
560	ESSA TITLE IX-Part A	\$199,623	20,950	\$220,573
590	CARL PERKINS FEDERAL			

	VOCATIONAL ED.	\$211,369	24,790	\$236,159
750	ESSA IDEA SPECIAL EDUCATION			
	IDEA Part B	\$5,042,419	227,376	\$5,269,795
	JAG AIM High	50,000	0	50,000
	Redesign	36,009	0	36,009
	SPDG-UIR	<u>27,063</u>	<u>0</u>	<u>27,063</u>
	TOTAL	\$5,155,491	227,376	\$5,382,867

760	ESSA IDEA SPECIAL EDUCATION			
	Preschool	\$156,029	6,947	\$162,976

<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	\$429,579	(6,844)	\$422,735
	Career Development Funds	232,015	0	232,015
	Career Development Funds – JAG	32,844	0	32,844
	K. Wood Family- Donation	<u>0</u>	<u>5,000</u>	<u>5,000</u>
	TOTAL	694,438	(1,844)	692,594

	EXPENDITURES			
	Supplemental Course Allocation MFP	539,786	(6,844)	532,942
	Career Development Funds	404,766	0	404,766
	Career Development Funds-JAG	32,844	0	32,844
	K. Wood Family- Donation	<u>0</u>	<u>5,000</u>	<u>5,000</u>
	TOTAL	977,396	(1,844)	975,552

EXCESS (DEFICIENCY) OF REVENUE	(282,958)	0	(282,958)
BEGINNING FUND BALANCE	282,958	0	282,958
ENDING FUND BALANCE	\$0	0	\$0

<u>FUND NUMBER</u>	<u>LOCAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
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460	MISCELLANEOUS GRANTS REVENUE			
	Chevron – Basic Grant	\$25,000	15,000	\$40,000
	Conoco Phillips Project Lead the Way- Chevron/John Deere	0	0	0
	TOTAL	<u>0</u> \$25,000	<u>0</u> 15,000	<u>0</u> \$40,000

	EXPENDITURES			
	Chevron-Basic Grant	\$27,726	15,000	\$42,726
	Conoco Phillips Project Lead the Way- Chevron/John Deere	563	0	563
	TOTAL	<u>73,808</u> \$102,097	<u>0</u> \$15,000	<u>73,808</u> \$117,097

EXCESS (DEFICIENCY) OF REVENUE	(77,097)	0	(77,097)
BEGINNING FUND BALANCE	77,097	0	77,097
ENDING FUND BALANCE	\$0	0	\$0

Mrs. Breaux presented information on a Monthly Budget-to-Actual Comparison report (attached).

Mrs. Breaux presented an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of November 2019 are approximately the same as November 2018.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 7:24 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**

February 4, 2020

Dear Members of the Board:

The **Executive Committee** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee; Education, Technology, and Policy Committee; and the Finance, Insurance, and Section 16 Lands Committee meetings on Tuesday, January 21, 2020, in the Board Room of the School Board Office with the following members present: Mrs. Debi Benoit, president, Mrs. Stacy Solet, vice president, and Mr. Michael LaGarde. Also in attendance were Mr. Matthew Ford, Mr. Clyde Hamner, Dr. MayBelle Trahan, Superintendent Philip Martin, and Mrs. Rebecca Breaux.

Board president Benoit 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 7:27 P.M.

Respectfully submitted,

Debi Benoit, President

Stacy Solet, Vice President

Michael LaGarde

RB/bp