

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

School Board Meeting – July 7, 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 Special School Board Meeting of June 16, 2020

RECOMMENDATION: That the Board approve the minutes of Special School Board Meeting of June 16, 2020, as recorded.

6. Announcements

7/21

5:00 Public Hearing – Adjusted Millage Rate(s) for 2020

5:10 Special School Board Meeting

(Committee meetings to immediately follow Special School Board Meeting)

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

7/27

7:00 Ellender Memorial High School Graduation (Houma-Terrebonne Civic Center) – **TENTATIVE**

7/28

7:00 H. L. Bourgeois High School Graduation (Houma-Terrebonne Civic Center) – **TENTATIVE**

7/29

7:00 South Terrebonne High School Graduation (Houma-Terrebonne Civic Center) – **TENTATIVE**

7/30

7:00 Terrebonne High School Graduation (Houma-Terrebonne Civic Center) - **TENTATIVE**

8/4

6:00 Regular School Board Meeting

7. Board Committee Meeting Reports

A. Education, Technology, & Policy Committee (See attached Committee Report of June 16, 2020, meeting)

B. Buildings, Food Service, & Transportation Committee (See attached Committee Report of June 16, 2020, meeting)

C. Finance, Insurance, & Section 16 Lands Committee (See attached Committee Report of June 16, 2020, meeting)

D. Executive Committee (See attached Committee Report of June 16, 2020, meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) Matter pertaining to Student Accident Insurance

Renewal

RECOMMENDATION: That the Board accept the proposal from Marc Harris (Agent of Record), underwritten by Mutual of Omaha, for Student Accident Insurance, including Volunteer Workers with limits of \$25,000.00 per accident, and Catastrophic Athletic Accident Insurance, underwritten by Zurich Insurance Company, with limits of \$1,000,000.00, effective August 1, 2020, with an annual premium of \$199,528.00.

(2) Personnel Section

(a) Personnel Actions for Period of May 29, 2020, through June 26, 2020 [lists of professional instructional and non-instructional/support personnel actions (appointments, resignations, and retirements – Information Only)]

(b) 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 Kayleigh Gordon, Speech Pathologist at the Special Education West Park Annex, beginning August 3, 2020, through September 7, 2020 (family).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Samantha Gaudet, Speech Therapist at Schriever Elementary School, beginning August 3, 2020, through September 8, 2020 (family).

(3) Matter pertaining to Update on Opening of the 2020-2021 School Session

9. Individual School Board Member

A. Mr. Clyde Hamner – Legislative Update

10. Adjournment

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

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact 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**

July 7, 2020

Dear Members of the Board:

The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE met on Tuesday, June 16, 2020, at 5:00 P.M. 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. Gregory Harding, Mr. Roger Dale DeHart, Mr. Dane Voisin, Superintendent Philip Martin, and members of the staff.

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

Superintendent Martin presented changes to policy File: A-10.1 Emergency Closing of Schools (*Policy Alert* attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, revised policy FILE: A-10.1 Emergency Closing of Schools.

FILE: A-10.1
Cf: F-9.1, F-10.1

EMERGENCY CLOSING OF SCHOOLS

The Superintendent shall be authorized to **The Terrebonne Parish School Board shall grant the authority to the Superintendent to determine and announce the closing of schools if whenever prevailing or potential hazards or the spread of infectious disease threatens the safety and well-being of pupils, staff, or school property.** The decision to close schools

shall be made by the Superintendent or his/her designee after conferring, when administratively feasible, with members of the School Board, **appropriate professional staff**, and other community **governmental** agencies responsible for the safety and well-being of the community.

~~Public announcements and releases to news media shall be made or approved by the Superintendent or designee~~ **The Superintendent's office shall notify news media and other such persons and organizations, as necessary, of the decision to dismiss students early, or the closure of any schools, School Board offices or facilities.** Each School Board Member shall also be notified of any school closing. **Public announcements and releases to news media shall be made or approved by the Superintendent or his/her designee.**

If students have reported to school and an emergency arises during the school day, students may be dismissed early. Such dismissal shall be only by direction of the Superintendent. In the event of dismissal during the school day, all educational and building employees are to continue their work, unless otherwise notified by the Superintendent. In cases where students are dismissed early, teachers shall be expected to supervise all students under their jurisdiction until they have departed from the school campus.

When the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) or the Governor of Louisiana orders the evacuation of any area, or closures of schools or any other School Board facilities, the Superintendent or his/her designee shall immediately coordinate the dismissal of students residing in the affected zones.

If an emergency situation arises, closure of schools shall be considered on an individual basis. Crisis Management Plans for each school or facility shall be followed.

During severe weather or other emergency situations, the Superintendent, after conferring with the School Board President, shall have the authority to excuse employees of the Terrebonne Parish School Board from reporting to work. Emergency Situation shall mean any circumstances that may expose School Board employees to harmful or unsafe conditions, as determined by the Superintendent.

The Superintendent shall be authorized to determine which essential employees may be needed to work during any emergency.

Revised: June 2020

Ref: La. Rev. Stat. Ann. §§17:8; **Board minutes, 7-7-20.**

Mr. Michael LaGarde entered the meeting at this time.

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

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, revised policy FILE: F-9.1 Professional Personnel Compensation.

FILE: F-9.1
Cf: A-10.1, F-5
Cf: F-9.2, F-10.1

PROFESSIONAL PERSONNEL COMPENSATION

SALARY SCHEDULES

Upon the recommendation of the Superintendent, the School Board shall establish salary schedules 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. The reduction 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. 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.

WORK SCHEDULES

The work schedule for exempt employees such as principals, teachers and others may vary as to time of reporting and shall continue until professional responsibilities to students, school, and School Board have been completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, extracurricular activities, School Board and Board Committee meetings may require hours beyond any stated minimum. The Superintendent or his/her designee, consistent with the FLSA and the provisions of this policy, shall define work schedules for exempt employees.

Exempt employees are excluded from the overtime requirements and their work schedules may include meetings, extracurricular activities, parent conferences, planning time, and other responsibilities of the position.

OVERTIME COMPENSATION

Any professional employee who is classified as nonexempt for overtime purposes, shall be eligible for overtime compensation in accordance with policy FILE: F-10.1, Compensation Guides Non-Instructional/Support Personnel and any pertinent federal regulations.

COMPENSATION DURING EMERGENCIES

Unless a Declaration of Emergency has been issued by the Governor of Louisiana, all School Board employees shall be expected to report to work. When a Declaration of Emergency which is applicable to

Terrebonne Parish has been issued because of extreme weather or other specified emergency situations, employees shall not report to work except as directed by the Superintendent or his/her designee, and shall be paid at the rate of pay in force at the time of the declared emergency.

The Superintendent shall be authorized to determine which essential employees may be needed to work during any emergency, and in conjunction with members of the supervisory staff, shall identify essential employees by position or title. Upon the Declaration of Emergency, all scheduled vacations for designated essential personnel shall be cancelled. In the event of a school closure due to State of Emergency declarations, essential employees required to work during this time may be compensated at a rate determined by the Superintendent. Every effort shall be made to minimize required work of all employees during the period of a Declared Emergency.

ACKNOWLEDGMENT OF POLICY

Employees shall be provided a copy of this policy and be required to sign a statement to acknowledge their receipt of the policy.

Revised: September 1998

Revised: December 2001

Revised: July 2006

Revised: November 2012

Revised: January 2013

Revised: December 2016

Revised: June 2020

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, 12-06-16, 7-7-20.

Dr. Yarbrough presented changes to policy File: F-9.18 Time Schedules.

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, revised policy FILE: F-9.18 Time Schedules.

FILE: F-9.18

TIME SCHEDULES

CENTRAL OFFICE

The School Board Office shall be open Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m.

The daily hours of **Central Office** administrators shall be from 8:00 a.m. to 4:30 p.m., with exceptions authorized by the Superintendent. **Central Office** Administrators, however, shall grant appointments to principals, teachers, or other persons who are unable to call at the office before 4:30 p.m., at a later hour than 4:30 p.m., or on Saturday morning.

EXEMPT EMPLOYEES

Work Schedules

The work schedule for exempt employees such as principals, teachers and others may vary as to time of reporting and shall continue until professional responsibilities to students, school, and School Board have been completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, extracurricular activities, faculty meetings, School Board and Board Committee meetings may require hours beyond any stated minimum. The Superintendent or his/her designee, consistent with the FLSA and the provisions of this policy, shall define work schedules for exempt employees.

Exempt employees are excluded from the overtime requirements and their work schedules may include meetings, extracurricular activities, parent conferences, planning time, and other responsibilities of the position.

ACKNOWLEDGMENT OF POLICY

Employees shall be provided a copy of this policy and be required to sign a statement to acknowledge their receipt of the policy.

Revised: June 2020

Ref: Board minutes, 8-17-82, 4-18-89, 6-15-93, **7-7-20**.

Dr. Yarbrough presented changes to policy File: F-10-.1 Compensation Guides Non-Instructional/Support Personnel (*Policy Alert* attached).

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, revised policy FILE: 10.1 Compensation Guides Non-Instructional/Support Personnel.

**FILE: F-10.1
Cf: A-10.1, F-9.1**

COMPENSATION GUIDES NON-INSTRUCTIONAL/SUPPORT PERSONNEL

The Terrebonne Parish School Board, for purposes of accurate and timely wage and salary determinations, and in an attempt to ensure consistency and fairness in the application and interpretation of federal regulations established in the *Fair Labor Standards Act (FLSA)*, sets forth the following guidelines.

Compensation for all school employees shall be based on applicable salary schedules or hourly rates established by the Terrebonne Parish School Board, with the exception that no employee shall receive less than the minimum established by state or federal law. 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.

MINIMUM WAGE

The minimum wage paid on an hour-by-hour basis to all Terrebonne Parish School Board employees whether full or part time, permanent or temporary shall be at least equal to the federal minimum wage.

WORKWEEK

A workweek is a continuous period of 168 hours in the form of seven consecutive 24-hour periods. The school system workweek begins at 12:01 a.m. each Monday for all employees and consists of seven (7) consecutive days. Each workweek stands alone for the purpose of determining overtime pay for nonexempt employees.

WORK SCHEDULES

The work schedule for exempt employees such as accountants, nurses, and others may vary as to time of reporting and shall continue until professional responsibilities have been completed. Assigned duties, group or individual planning, School Board and Board Committee meetings may require hours beyond any stated minimum. The Superintendent or his/her designee, consistent with the FLSA and the provisions of this policy, shall define work schedules for exempt employees.

SALARIES

A fixed salary is generally paid to nonexempt employees for hours worked for forty (40) hours in a workweek. Nonexempt employees who have a work schedule of fewer than forty (40) hours in a workweek shall not be paid overtime compensation unless the employee works more than forty (40) hours in a workweek. Such employees shall be paid their regular rate of pay for time worked up to forty (40) hours.

PART-TIME IN DIFFERENT CAPACITY

Should individuals be employed in one capacity but voluntarily work part time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes.

CLASSIFICATION OF EXEMPT OR NONEXEMPT EMPLOYEES

The Fair Labor Standards Act (FLSA) classifies employees into two (2) groups, as follows:

Exempt – Employees who are not eligible to receive overtime compensation. These employees are generally salaried employees whose primary duties are directly related to the management or administrative and business functions within the school system. Learned professionals, such as teachers, are also classified as exempt. Other exempt employees may include, but not be limited to, the Superintendent, directors, level 1 and level 2 supervisors, principals, assistant principals, nurses, and degreed professionals.

Nonexempt – Employees who are eligible to receive overtime compensation. These employees perform work involving repetitive manual operations, such as maintenance employees, food service employees, janitors and custodians, bus operators, and security personnel. Nonexempt employees may also include employees who perform non-manual labor, such as secretaries, paraprofessionals, cafeteria managers and staff, and maintenance staff.

Utilizing the provisions of and accompanying regulations implementing the Fair Labor Standards Act, the School Board shall classify all employees of the school system as exempt or nonexempt for purposes of determining eligibility for overtime compensation.

HOURS WORKED FOR OVERTIME REQUIREMENTS

Hours worked for nonexempt employees includes all hours during which the individual is required to be on duty - generally from the required starting time to normal quitting time. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period. Break periods of twenty (20) minutes or longer do not count

as work time. Hours worked do not apply to exempt employees. Exempt employees are excluded from the overtime requirements and their work schedules may include meetings and other responsibilities of the position.

OVERTIME COMPENSATION

Nonexempt employees who work in excess of forty (40) hours per workweek shall earn compensation at one-and-one-half times their regular rate for all hours more than forty (40). However, the School Board shall discourage overtime work (more than forty (40) hours in a workweek) by nonexempt employees.

OVERTIME HOURS

Overtime hours (more than forty (40) hours worked in a workweek) shall be held to a minimum consistent with the needs and requirements of sound and orderly administration. The Superintendent or his/her designee shall approve all overtime in advance. Overtime assignments of nonexempt employees shall be permitted only when required by operational necessity. All hours worked by nonexempt employees shall be scheduled and duly authorized. Any hours worked by a nonexempt employee over forty (40) hours during the workweek shall be authorized, in writing, and documented on the *Overtime Request Form* by the building principal or department head prior to the time the work is performed. Forms authorizing overtime shall be signed by the building principal or department head and submitted to the Department of Human Resources on a weekly basis. Unauthorized overtime shall not be tolerated. All supervisory personnel shall monitor overtime use on a weekly basis and report such use to the Superintendent or his/her designee.

Flexible Time

Principals, supervisors, or department heads may need to adjust daily schedules of nonexempt employees to prevent nonexempt employees working more than forty (40) hours in a workweek.

Recording Overtime Hours

Accurate and complete time sheets and/or records of the actual hours

worked during a workweek shall be signed by each nonexempt employee and supervisor and submitted with other payroll information to the Department of Human Resources.

Building principals, department heads and other supervisors shall be subject to discipline for allowing nonexempt employees under their supervision to work more than forty (40) hours in a workweek without the Superintendent's or his/her designee's advance approval. Nonexempt employees shall not be permitted to begin their duties prior to their scheduled start time and supervisors shall monitor sign-in procedures to prevent such employees performing duties prior to the start time.

COMPENSATION DURING EMERGENCIES

Unless a *Declaration of Emergency* has been issued by the Governor of Louisiana, all School Board employees shall be expected to report to work. When a *Declaration of Emergency* which is applicable to Terrebonne Parish has been issued because of extreme weather or other specified emergency situations, employees shall not report to work except as directed by the Superintendent or his/her designee, and shall be paid at the rate of pay in force at the time of the declared emergency.

The Superintendent shall be authorized to determine which essential employees may be needed to work during any emergency, and in conjunction with members of the supervisory staff, shall identify essential employees by position or title. Upon the *Declaration of Emergency*, all scheduled vacations for designated essential personnel shall be cancelled. In the event of a school closure due to *State of Emergency* declarations, essential employees required to work during this time may be compensated at a rate determined by the Superintendent. Every effort shall be made to minimize required work of all employees during the period of a *Declared Emergency*.

COMPENSATORY TIME OFF (RELEASE TIME)

Nonexempt employees who work more than forty (40) hours during any workweek may be provided compensatory time (comp time) off. Compensatory time shall be provided at the rate of one and one-half hours for each hour of overtime worked. The Superintendent or his/her

designee shall approve all compensatory time in advance.

Compensatory time may be accrued to a maximum of 240 hours (160 overtime hours). Overtime work beyond this maximum accrual amount shall be paid monetarily.

Every effort shall be made to permit the use of compensatory time at the time mutually agreed upon by the individual and employee's supervisor. Nonexempt employees shall be required to use any accumulated compensatory time. However, where the individual's absence would unduly disrupt the school system operations, the Superintendent retains the right to postpone the usage of any compensatory time.

Nonexempt employee's record of compensatory time shall be maintained by the Department of Human Resources.

TRAVEL

Ordinary travel time from home to a work site or a school location or vice versa shall not be considered work time. Official travel during an individual's regular working hours shall be considered hours worked.

LEAVE

Time taken for annual leave, sick leave, leave without pay, or other leave taken for the purpose of jury duty, military assignment, or because of death in the family shall not be counted as hours worked to determine if a nonexempt employee worked more than forty (40) hours in a workweek.

VOLUNTEERS

A volunteer shall be defined as an individual who receives no compensation or who is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered and such services are offered freely and without coercion, direct or implied, from the School Board. If an employee of the School Board wishes to volunteer, the volunteer services must be different from the services the employee is employed to perform. The Superintendent or designee must approve any exception.

EXCLUSIONS FROM OVERTIME PAY REQUIREMENTS

Executive, administrative, professional and certain computer employees shall be identified as exempt from overtime pay if their job duties and salary meet the rules for one or more of the categories of exemption provided by the FLSA and the implementing regulations. A list of the exempt employees shall be maintained by the Department of Human Resources.

RECORD-KEEPING

Exempt Employees

The following records shall be kept for each employee:

- Name and identifying number
- Home address, including zip code
- Birth date if the employee is less than nineteen (19) years of age
- Sex and occupation in which employed

Teachers shall record daily when they report to work and when they leave work.

Nonexempt Employees

The following records shall be kept for each employee:

- Name and identifying number
- Birth date, if younger than nineteen (19) years of age
- Home address, including zip code
- Sex and occupation
- Time and day of week when employee's workweek begins
- Hours worked each day
- Total hours worked each workweek
- Basis on which employee's wages are paid (e.g. "\$6 an hour," "\$220 a week")
- Regular hourly rate
- Total daily or weekly straight-time earnings
- Total overtime earnings for the workweek

- All additions to or deductions from wages paid each pay period
- Total wages paid each pay period
- Date of payment and the pay period covered by the payment

Nonexempt hourly employees shall record daily the time they begin work, take lunch periods, and when they leave work. Vacation and sick leave days should also be recorded. Work periods that are not a minimum of thirty (30) minutes shall not be reported as hours worked.

RETENTION OF PAYROLL RECORDS (See also policy FILE: F-8 Personnel Records)

Records to be preserved for at least three (3) years:

- Payroll records
- Certificates, agreements, plans, notices, etc. (e.g. contracts, written agreements memoranda summarizing the terms of oral agreements)

Records to be preserved for at least two (2) years:

- Supplementary basic records
- Basic employment and earnings records
- Wage rate tables
- Work time schedules
- Records of additions to or deductions from wages paid
- Records that explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment

SPECIAL SITUATIONS

Nonexempt employee - cannot volunteer to perform work that is part of their normal job duties, for example, a janitor may not volunteer to clean up after school events (ball games) without such time counting as hours worked during a workweek. A janitor could volunteer to coach an athletic team. An employee who is the parent of a child in an activity may volunteer for work similar to their regular duties upon special request and permission, and as authorized by the Superintendent or his/her

designee.

Meetings - when authorized or required shall be counted as hours worked for nonexempt employees.

In-Service Training - when authorized or required shall be counted as hours worked for nonexempt employees.

Waiver of Rights - nonexempt employees shall not be allowed to waive their rights under Fair Labor Standards Act (FLSA).

Students - vocational students performing work as part of a curriculum are students and not workers; therefore, wages are not mandatory under FLSA. Students helping in office capacities for short periods of time are volunteers and not employees. The payment of wages is not mandatory under FLSA.

Release time - the Superintendent may grant exempt employees release time from their duties in the event of required extended periods of duty due to extreme emergencies such as some natural disasters or man-made disasters. Such release time may not affect the orderly operation of the school system.

Flexible time (flex time) - A principal, supervisor, or department head may adjust the hours and schedule of a nonexempt employee within a workweek to avoid an employee working more than forty (40) hours in a workweek. An employee may be given a different reporting time or quitting time due to a scheduled evening requirement during the workweek.

Bus operators' compensation for breakdown time - Breakdown time which exceeds thirty (30) minutes beyond the regular route will be compensated at a rate of no less than the minimum established by state and federal law.

ACKNOWLEDGMENT OF POLICY

Employees shall be provided a copy of this policy and be required to sign a statement to acknowledge their receipt of the policy.

Revised: November 2012

Revised: January 2018

Revised: June 2020

Ref: Ref: 29 USC 201 et seq. (*The Fair Labor Standards Act of 1938*, as amended); La. Rev. Stat. Ann. §§17:84.1, 17:418, 17:422.6; Garcia v. San Antonio Metropolitan Transit Authority et al., 469 U.D. 528 (1985); Board minutes, 5-23-90, 11-20-12, Forethought wd. revisions 1-30-18, **7-7-20**.

Dr. Myra Austin, District Assessment & Accountability Administrator, presented changes to policy File: G-12 Testing Program (*Policy Alert* attached).

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, revised policy FILE: G-12 Testing Program.

FILE: G-12

TESTING PROGRAM

The Terrebonne Parish School Board shall take every precaution to assure that all tests administered within the school system shall be conducted in such a manner so as not to compromise in any way the testing results. For criterion-referenced, norm-referenced, alternate assessments and certain other tests administered by or through the Louisiana Board of Elementary and Secondary Education (BESE), testing materials and procedures, as well as any electronic data, computer media, or passwords related to student testing, shall be properly supervised in strict compliance with regulations outlined by BESE and the School Board. In addition, all secure tests, answer documents, student log-in information, and supplementary secure materials shall be stored under lock and key in designated areas when not in use.

Employees shall be responsible for reporting irregularities or improprieties

in the administration of standardized tests. Although procedures for reporting irregularities to district personnel are listed below, employees may report such information directly to the Louisiana Department of Education (**LDE**), which shall investigate the allegations. No employee shall make a report of irregularities or improprieties in the administration of standardized tests knowing that the information included is false. No employee shall knowingly obstruct the procedures for receiving and investigating a report of irregularities or improprieties in the administration of standardized tests.

No public school administrator or member of a School Board shall retaliate against an employee who in good faith participates in an investigation of testing administration improprieties or irregularities. Retaliation shall include discharging, demoting, suspending, threatening, harassing, or discriminating of an employee who in good faith reports testing administration improprieties or irregularities.

DEFINITIONS

Access—access to secure test materials means physically handling the materials, not reading, reviewing, or analyzing test items or student responses, either before, during, or after testing, except where providing approved accommodations.

Secure Materials—test materials that contain test items or student responses and to which access is restricted. Secure test materials include:

1. student test booklets;
2. student answer documents;
3. student log-in information; and
4. any other materials that contain test items or student responses.

Testing Irregularity—any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

CELLULAR TELEPHONES

All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students, test administrators, and school test coordinators must be placed in and remain in the off position while ~~test booklets and answer documents~~ **secured test materials** are in the vicinity. Except for devices required for approved accommodations or online assessments, if a student is in possession of and/or uses a cell phone or electronic device in any manner during the administration of a statewide test, the phone or electronic device will be confiscated until assurance can be evidenced that all traces of information, in print, image, or verbal form, have been removed from all local and cloud storage and that no such traces remain on the device.

If evidence exists on the cell phone or other electronic device that indicates the device was used during the test administration and/or test material was recorded and/or transmitted, the student's score shall be voided.

Violation of the no cell phone or electronic device rule may result in discipline in accordance with School Board policy.

VIOLATIONS OF TEST SECURITY

Any changes made by the Louisiana Board of Elementary and Secondary Education (BESE) and incorporated into Bulletin 118, *Statewide Assessment Standards and Practices*, Chapter 53, Test Security, will be considered as part of this policy and will be implemented by the School Board.

It shall be a violation of test security for any person to do any of the following:

1. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education **LDE** and the School Board that would give examinees an unfair advantage or disadvantage;
2. Give examinees access to test questions prior to testing;

3. Examine any test item at any time (except for students during the test or test administrators while providing the accommodations Tests Read Aloud or Communication Assistance, Transferred Answers, or Answers Recorded for students determined to be eligible for those accommodations);
4. At any time, copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test item, test booklet, answer document, or supplementary secure materials;
5. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;
6. Provide answers to students in any manner during the test, including provision of clues, hints, and/or actual answers in any form -- written, printed, verbal or nonverbal;
7. Administer published parallel, previously administered, or current forms of any statewide assessment ~~as a practice test or study guide; including all forms of the Iowa test;~~
8. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, student log-in information, supplementary secure materials, as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;
9. Conduct testing in environments that differ from the usual classroom environment (excluding computer labs used for online testing) without prior written permission from the ~~Louisiana Department of Education, Division of Assessments and Accountability~~ **LDE** except for the purpose of providing accommodations;
10. Fail to report any testing irregularities immediately to the District Test Coordinator, who must report such incidents to the ~~Louisiana Department of Education, Division of Assessments and~~

Accountability **LDE**;

11. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

STATEMENT OF ASSURANCE

~~A copy of the School Board's test security policy and procedures for handling emergencies during online testing that are in compliance with the state's test security policy and a *Statement of Assurance* regarding the School Board's test security policy shall be submitted annually to the Louisiana Department of Education, Division of Assessments and Accountability. This statement shall include the name of the individual designated by the Superintendent to procure test materials.~~

PROCEDURES FOR TEST SECURITY

Test materials, including all test booklets, answer documents, student log-in information, supplementary secure materials containing secure test questions, videotapes, and completed observation sheets, shall be kept secure and accounted for in accordance with procedures specified in the test administration manuals and other communications provided by the Louisiana Department of Education.

Procedures for the security of test materials shall include:

1. The Superintendent shall ~~designate~~ annually **designate** one individual in the district as District Test Coordinator, ~~and, if necessary, one individual as Backup District Test Coordinator,~~ who shall be authorized to procure test materials which are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The name of the individuals so designated shall be provided, in writing, to the ~~Division of Assessments and Accountability, Louisiana Department of Education~~ **LDE**, and included on the statement of assurance.

If during the academic year the person appointed as District Test Coordinator changes, the Superintendent shall notify the LDE,

~~Division of Assessments and Accountability~~ in writing, within fifteen (15) days of the change of appointment.

The former District Test Coordinator shall inform the new District Test Coordinator of the location of placement tests and other relevant testing materials.

2. All persons involved in the administration of tests or that have access to test materials or student test data shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance, access to electronic data and confidentiality requirements. A record of such activities shall be maintained by the School Board. Such activities shall be coordinated and supervised by the District Test Coordinator. School testing coordinators shall in turn in-service all school level personnel having access to testing materials on security, administration, and confidentiality of individual or aggregated student test data.
3. The District Test Coordinator shall provide for and assure the security of all test materials prior to distribution to the schools and upon return of test materials from the schools.

All test materials, except district and school test coordinator manuals and test administration manuals, shall be kept in a designated, locked secure storage area prior to, during, and after administration of any test; all secure materials, including any parallel forms of a test, shall be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended.

Test administrators shall be given access to the tests and any supplementary secure materials only on the day the test is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in a designated locked, secure storage area each day of testing.

All test booklets, answer documents, student log-in information, and

supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

4. The School Board also shall maintain procedures to code testing materials at no more than two (2) secure central locations and to house the testing materials at the central locations until no more than three (3) working days prior to test administration, to the extent practicable.
5. Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials, or the quantity received from contractors shall be reported to the ~~Division of Student Assessments and Accountability~~ **(LDE)** by the District Test Coordinator prior to the administration of the test.
6. In the event the test booklets, answer documents, student log-in information, or supplementary secure materials are determined to be missing while in the possession of the school district or in the event of any other testing irregularities or breaches of security, the District Test Coordinator shall immediately notify, by telephone, the ~~Division of Student Assessments and Accountability~~ **(LDE)** and follow the detailed procedures for investigating and reporting specified in BESE's *Test Security Policy*.
7. **Only personnel trained in test security and administration** shall be allowed to have access to or administer any statewide assessments.
8. Individuals shall adhere to all procedures specified in all operational manuals that govern the mandated testing programs, as well as ensure the security of individual student test data in electronic formats, including encryption of student demographics in any email correspondence.
9. All test administrators and proctors shall be required to sign the *Oath of Security* and return it to the School Test Coordinator to keep on file for three (3) years. The School Test Coordinator and principal shall be required to sign an *Oath of Security* and return it to the

District Test Coordinator to be kept on file at the School Board office for three (3) years.

10. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be maintained by the School Board. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, principal, or assistant principal of each school. Additionally, a list of all individuals who have access to student level test data shall be maintained.
11. The School Board shall ensure that individual student test data in electronic and paper formats are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users **of state testing and reporting systems** shall be responsible for ensuring the security of all passwords, any disks or CD's with downloaded individual student test data, and student-level data open on a computer screen. Any student information from ~~these~~ **state testing and reporting** systems shall not be disclosed to anyone other than a state, district, or school official, or parent/guardian as defined by the *Family Educational Rights and Privacy Act of 1974* (FERPA). All users who are granted a password to these systems shall abide by FERPA provisions.

School level passwords for access to individual school data shall be provided to school principals by the District Test Coordinator as requested. Principals shall be responsible for distributing the password, as needed, to school personnel and to provide for security and confidentiality of the school level password.

All school users shall be required to sign a confidentiality agreement guaranteeing they will not share any password with unauthorized individuals and maintain the confidentiality of student data. A copy of the confidentiality agreement shall be sent to the District Test Coordinator for safekeeping, or for school users, maintained by the principal of each school. Signed confidentiality agreements shall be valid until the District Test Coordinator receives notification that the confidentiality agreement available online has been revised. A new

confidentiality agreement shall be signed by all users each year after the new password letter for schools and districts has been automatically generated in August of each year. If a breach in security occurs, principals shall immediately contact the District Test Coordinator or his/her backup for a replacement password. Users who have access to these systems and leave their positions at a district or school site shall not use or share any passwords. District Test Coordinators shall send their signed confidentiality agreements to the Louisiana Department of Education **LDE**.

12. Any testing irregularities, including anonymous complaints, access to electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test, or breaches in test security, including access to electronic data, shall be reported, in writing, to the District Test Coordinator, who will conduct an investigation and report the findings to the Superintendent.
13. The District Test Coordinator shall initiate the investigation of all reports of testing irregularities, including anonymous complaints, ~~access to electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test,~~ in accordance with procedures outlined by the Louisiana Department of Education **LDE** in Bulletin 118, *Statewide Assessment Standards and Practices*, and/or the School Board. The District Test Coordinator may elicit the assistance of school district administrative personnel as well as other persons deemed appropriate to assist in any investigation. Once the investigation has been completed, a report of the results of the investigation shall be submitted to the *Division of Assessments and Accountability*, Louisiana Department of Education **LDE**, and the Superintendent.

Investigation Process

Procedures for investigating **any** testing irregularity (including cheating), and any employees accused of improprieties shall follow the procedures outlined in Bulletin 118, *Statewide Assessment Standards and Practices*, but shall include the following:

- A. In instances where any testing irregularities may have occurred, an initial written report of the alleged irregularity shall be prepared by the site administrator where the instance occurred. Said documentation shall then be forwarded to the building principal, school test coordinator, the District Test Coordinator, and the Superintendent.
- B. The District Test Coordinator shall review the allegation of test security violation and conduct an investigation of any such allegations, documenting all investigative activities. The formal investigation will include, but not be limited to:
- (1) The location of the designated, locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified;
 - (2) Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time shall be interviewed, **when necessary**;
 - (3) Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing;
 - (4) Compilation of any documents to support or to refute allegations made. All individuals who had access to the test materials at any time must be interviewed.

A written summary of the findings of the investigation shall be provided the Superintendent.

- C. If the investigation conducted provides evidence to indicate that a breach of test security did indeed occur, individuals

involved in such security breach shall be identified, and depending upon the nature of the violation, appropriate corrective and/or punitive action may be pursued.

- (1) Students found to have purposefully violated test security shall have test results voided and will be referred to the site administrator for appropriate disciplinary action in accordance with provisions of the Terrebonne Parish School Board *Policy Manual*.
 - (2) Any teacher or other school personnel found to have purposefully violated test security shall be charged with violation of state and/or School Board policy and disciplinary action shall be pursued in accordance with the provisions of state statutes, with direction from the Terrebonne Parish School Board.
- D. After completion of the investigation, the School Board shall provide a report of the investigation *and* a written plan of action to the State Superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence.
- E. In accordance with provisions of BESE's *Test Security Policy*, it is understood that the Louisiana Department of Education may conduct its own investigation into allegations of test security violations. In such instances, the District Test Coordinator and Superintendent shall aid and assist state department officials in the conduction of their investigation and provide documentation of information obtained in local investigative efforts.

TEST ENVIRONMENT

Testing shall be conducted in class-sized groups. **Bulletin 741, Louisiana Handbook for School Administrators, (§913A) states that K-3 classroom**

enrollment should be no more than 26 students, and in grades 4-12, no more than 33, except in certain activity types of classes in which the teaching approach and the material and equipment are appropriate for large groups. For grades K-8, the maximum class size for health and physical education classes may be no more than 40. Class size for exceptional students is generally smaller [Bulletin 741, Louisiana Handbook for School Administrators (§915)]. Permission for testing in environments that differ from the usual classroom environment (excluding computer labs used for online testing) ~~must~~ **shall** be obtained, in writing, from the *Louisiana Department of Education, Division of Assessments and Accountability* **LDE** at least thirty (30) days **prior** to testing. If testing outside the usual classroom setting is approved by the **LDE** ~~Division of Assessments and Accountability~~, the School Board shall provide at least one proctor for every thirty (30) students.

To the extent practicable, the School Board shall maintain administrative procedures to assign a different test administrator for a class than the teacher of record for the class, except for teachers testing students with accommodations and younger students, grades 3 through 8.

The School Board shall also maintain administrative procedures for the monitoring of test sites to ensure appropriate test security procedures are being followed and to observe test administration procedures.

EMERGENCIES DURING TESTING

For emergencies that require evacuation of the classroom during administration of statewide assessments, test administrators shall follow the procedures outlined in Bulletin 118, Statewide Assessment Standards and Practices. If test security has been compromised, the District Test Coordinator shall notify the LDE, Division of Assessments and Accountability, as soon as possible.

The School Board, through the Superintendent and staff, shall develop an emergency plan and procedures that include steps to be followed in the event of an emergency that results in disruption of online testing. If online testing is disrupted by emergencies, lost internet connections, lost power, or computer crashes and students are unable to continue testing on the same day, the school test coordinator should document what occurred as

a testing irregularity and notify the District Test Coordinator. If the student will be unable to return to testing by the end of the day after the disruption, the District Test Coordinator must immediately notify the LDE, Division of Assessments and Accountability.

CONDITIONS AND PENALTIES FOR VIOLATIONS

The State Superintendent of Education may disallow test results which may have been achieved in a manner which is in violation of test security. In addition:

1. In cases where the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data does not accept test results because of breach of test security or action shall be deemed not to have been met.
2. Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through the State Board of Elementary and Secondary Education or the Louisiana Department of Education shall have breached test security. Any individual(s) or student who knowingly causes or allows the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores and will be allowed to retake the test at the next test administration.
3. Test scores may be voided at the school level in cases of cheating or other violations of test security. When either cheating or the violation of test security is suspected, a committee to include at least the principal, school test coordinator, and test administrator shall be convened to determine whether or not a score should be voided. A written report documenting and describing the incident(s) shall be completed. In the event the decision is made to void scores because of cheating, the student and parents shall be notified and offered an opportunity for a hearing to be conducted by the principal with the test administrator and school test coordinator present. The principal shall make the final decision

regarding voiding of test scores or breach of ethics. If the decision is made to void test scores, the school test coordinator must submit a letter on school letterhead with the principal's and school test coordinator's signatures to the District Test Coordinator. Attached to the letter should be the written record of the breach of security or cheating, dates and times of all meetings/hearings relating to the incidents with signatures of all present at these meetings/hearings, and documentation of phone calls to parents. Any witnesses to cheating or breach of security should complete a written statement describing the incident and sign and date the statement. These should be submitted with the written report.

4. Any teacher or other personnel who breaches test security or allows breaches in test security shall be disciplined in accordance with the provisions of School Board policy and regulations adopted by BESE and any applicable state laws. Any violation of test security or breach of ethics on the part of an employee of the Terrebonne Parish School Board before, during, or after testing (including erasure analysis and/or other evidence that results in the voiding of test scores) shall be investigated by the District Test Coordinator. If the violation occurred at the school level, the building principal shall participate in the investigation. In the event sufficient evidence exists to support a violation in test security or breach of ethics, a written report shall be submitted to the Superintendent. The Superintendent with the employee under investigation, the District Test Coordinator, the building principal, and the Director of Personnel present shall conduct a hearing. If the Superintendent determines that a violation of test security or breach of ethics has occurred, appropriate recommendations for disciplinary action shall be made and action taken in accordance with School Board policy.
5. In the event that an employee has participated in activities to provide answers or otherwise alter test scores, the recommendation will be dismissal. All evidence of violations of test security and breach of ethics reported to the Superintendent by the Louisiana Department of Education shall require a written report from those suspected of violations, the building principal, and the school test

coordinator regardless of whether or not the claims are substantiated.

6. Anonymous complaints received by either the Superintendent or the District Test Coordinator regarding violations of test security or breach of ethics shall be investigated by the District Test Coordinator. If evidence exists to support the complaint(s), appropriate action as described above shall be initiated.

7. If the School Board wishes to contest any LDE void determination resulting from LDE data forensic findings or other LDE investigations, the Superintendent shall submit an appeal request, in writing, to the LDE in accordance with Bulletin 118, Statewide Assessment Standards and Practices.

Revised: March 1999
Revised: January 2002
Revised: August 2003
Revised: January 2007
Revised: November 2008

Revised: February 2011
Revised: November 2011
Revised: February 2012
Revised: December 2015
Revised: June 2020

Ref: La. Rev. Stat. Ann. §§17:24, 17:81, 17:81.6, 49:953; Statewide Assessment Standards and Practices, Bulletin 118, Louisiana Department of Education; Board minutes, 3-16-99, 1-15-02, 8-19-03, 1-16-07, 11-18-08, 02-15-11, 11-15-11, 2-14-12, 12-15-15, **7-7-20**.

Mr. Bubba Orgeron, Assistant Superintendent, presented information on the Strong Start 2020 summer program. He commended Dr. Myra Austin for her leadership role in organizing the program. He said that most teacher lessons are approximately 2½-3 hours long, and consist of English/Language Arts and Math activities.

Mrs. Sandra LaRose, Supervisor of Elementary Education, presented additional information on the Strong Start 2020 program stating teacher-made lessons are meant to meet the curriculum standards that were missed during the COVID-19 school session. Since not many students are taking advantage of the program, administrators are focusing on interventions that will take place the first two (2) weeks of the 2020-2021

school session.

Mr. Mark Torbert, Supervisor of Secondary Education, presented information on the new elective course, Introduction to Maritime Careers and Opportunities, that will be offered at all four (4) high schools. The course will concentrate on the use of drones in the maritime sector.

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

July 7, 2020

Dear Members of the Board:

The **BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE** met immediately following the 5:00 P.M. Education, Technology, and Policy Committee on Tuesday, June 16, 2020, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, chairman, Mr. Dane Voisin, vice chairman, and Mr. Roger Dale DeHart. Also in attendance were Mrs. Debi Benoit, Board president, Mrs. Stacy Solet, Board vice president, Dr. MayBelle Trahan, Mr. Michael LaGarde, Mr. Matthew Ford, Mr. Clyde Hamner, Superintendent Philip Martin, and members of the staff.

Chairman Harding called the meeting to order.

Chairman Harding addressed the Committee regarding lease renewal for the old Grand Caillou School Site.

RECOMMENDATION NO. 1

The Committee recommends that the Board renew the lease of the old Grand Caillou School site located at 6741 Grand Caillou Road, Dulac, LA, 70353, with Anchor Foursquare Church, in the amount of \$800.00 per month, under the same terms and conditions for a three (3) year period, from July 1, 2020, through June 30, 2023, and further, authorize the Board president to sign all necessary documents pertaining thereto.

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

Mr. DeHart addressed the Committee regarding the sale and removal of portable buildings at Grand Caillou Elementary School.

Mr. DeHart addressed the Committee regarding the maintenance of the old Dularge Elementary School site.

Mr. DeHart addressed the Committee regarding the closing of the East Street campus and the move to the Elysian Fields campus.

Mr. DeHart addressed the Committee regarding the sewer treatment system at the old Grand Caillou School site.

Mr. Sammy Poiencot, Plant Operations Manager, 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 6:25 P.M.

Respectfully submitted,

Gregory Harding, Chairman

Dane Voisin, Vice Chairman

Roger Dale DeHart

SP/sn

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

July 7, 2020

Dear Members of the Board:

The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE met immediately following the 5:00 P.M. Education, Technology, and Policy Committee; and the Buildings, Food Service, and Transportation Committee meetings on Tuesday, June 16, 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, Mr. Dane Voisin, Dr. MayBelle Trahan, Mr. Roger Dale DeHart, Mr. Matthew Ford, Mr. Gregory Harding, Superintendent Philip Martin, and members of the staff.

Chairman Hamner called the meeting to order.

Mr. Jack Moore, Risk Manager, addressed the Committee regarding the renewal of Excess Casualty Insurance for 2020/2021 (attached).

(The following recommendation was approved by the Board at the Special School Board meeting on June 16, 2020.)

That the Board accept the renewal proposal for Excess Casualty Insurance from Berkley Insurance Company (Arthur J. Gallagher of Louisiana, Inc., Broker of Record) covering Automobile Liability, General Liability, Errors and Omissions Liability, and Nurse's Professional Liability with limits of \$1,000,000.00 per occurrence with a \$3,000,000.00 General Aggregate limit for General Liability, \$1,000,000.00 per accident for Auto Liability, and \$1,000,000.00 per claim for Errors and Omissions and Nurse's Professional Liability, subject to \$300,000.00 Self-Insured Retention with an annual premium of \$190,308.00, rejecting Uninsured/Underinsured Motorist

Liability, effective July 1, 2020, through July 1, 2021, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Moore addressed the Committee regarding the proposal for Workers' Compensation and Casualty Third Party Administration Services (attached).

(The following recommendation was approved by the Board at the Special School Board meeting on June 16, 2020.)

That the Board accept the proposal for Third Party Administration services from Gulf South Risk Services, Inc. for the Self-Insured Workers' Compensation and Casualty plans, with an annual fee of \$47,000.00, effective July 1, 2020, through July 1, 2023.

Chairman Hamner addressed the Committee regarding a bid received for Hunting and Trapping lease on Section 16 Lands.

RECOMMENDATION NO. 1

The Committee recommends that the Board accept the highest bid received, meeting all specifications, for Hunting and Trapping lease on Section 16 Lands for a five (5) year period, beginning June 1, 2020, through May 31, 2025, allow the Purchasing Department to re-advertise those sections where no bid was received and/or those sections in which leases were surrendered, and further, authorize the Board president to sign all necessary documents pertaining thereto:

Section 16, Township 21 South, Range 12 East	\$1,500.00
Nicholas T. LeBlanc 4268 Southdown Mandalay Road Houma, LA 70360	

Mrs. Rebecca Breaux, Chief Financial Officer, presented the 2019/2020 original budget for the Special Revenue Fund.

RECOMMENDATION NO. 2

The Committee recommends that the Board adopt the attached

2019/2020 original budget for the Special Revenue Fund:

**Special Revenue Fund
Original Budget
2019/2020 Fiscal Year**

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
430	ESSER CARES ACT	\$0	6,521,034	\$6,521,034

Mrs. Breaux presented the 2019/2020 revised budgets for Special Revenue Funds.

RECOMMENDATION NO. 3

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>
240	US DEPARTMENT OF HEALTH AND HUMAN SERVICES TANF BLOCK GRANT			
	Early Childhood Program-TANF	\$3,737,280	(3,737,280)	\$0
	Federal - Jobs for America's Graduates – TANF	<u>73,920</u>	<u>0</u>	<u>73,920</u>
	TOTAL	\$3,811,200	(3,737,280)	\$73,920
	EXPENDITURES			
	Early Childhood Program-TANF	3,737,280	(3,737,280)	0
	Federal - Jobs for			

America's Graduates – TANF Prior Year	5,300	0	5,300
Federal - Jobs for America's Graduates – TANF Current Year	<u>73,920</u>	<u>0</u>	<u>73,920</u>
TOTAL	\$3,816,500	(3,737,280)	\$79,220
EXCESS (DEFICIENCY) OF REVENUE	(5,300)	0	(5,300)
BEGINNING FUND BALANCE	5,300	0	5,300
ENDING FUND BALANCE	\$0	0	\$0

750	ESSA IDEA SPECIAL EDUCATION			
	IDEA Part B	\$5,269,795	0	\$5,269,795
	JAG AIM High	50,000	0	50,000
	Redesign	36,009	0	36,009
	SPDG-UIR	27,063	0	27,063
	PBIS	0	67	67
	High Cost Services	<u>143,378</u>	<u>0</u>	<u>143,378</u>
	TOTAL	\$5,526,245	67	\$5,526,312

<u>FUND NUMBER</u>	<u>STATE FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
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550	CECIL J. PICARD LA 4 EARLY CHILDHOOD PROGRAM State	\$159,384	3,799,110	\$3,958,494
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<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			
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REVENUE			
Chevron Basic Grant	\$40,000	0	\$40,000
Conoco Phillips Project Lead the Way- Chevron/John Deere	0	0	0
	<u>0</u>	<u>90,000</u>	<u>90,000</u>
TOTAL	<u>\$40,000</u>	<u>90,000</u>	<u>\$130,000</u>
EXPENDITURES			
Chevron Basic Grant	\$42,726	0	\$42,726
Conoco Phillips Project Lead the Way- Chevron/John Deere	563	0	563
	<u>73,808</u>	<u>90,000</u>	<u>163,808</u>
TOTAL	<u>\$117,097</u>	<u>90,000</u>	<u>\$207,097</u>
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 the 2019/2020 Variable Budgets.

RECOMMENDATION NO. 4

The Committee recommends that the Board adopt, as presented, the Final 2019/2020 Budgets for the designated funds, that the Board allow the final budgets for the funds be deemed a variable budget with estimated revenues set equal to actual revenues, provided that such revenues do not exceed those approved by the Board and/or State or Federal regulatory authorities, and further, that the final budget for appropriations be set equal to amounts actually expended, provided that such expenditures do not exceed those approved by the Board and/or State

or Federal regulatory authorities:

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>FINAL BUDGET</u>
210	ESSA TITLE I-SRCL	\$137,725		*
220	ESSA TITLE I	\$9,274,409		*
225	ESSA DIRECT STUDENT SERVICES	\$501,379		*
230	ESSA TITLE I-MIGRANT	\$356,665		*
240	USDHHS TANF	\$73,920		*
280	USDHHS CHILD CARE & DEV. BLOCK GRANT	\$73,674		*
290	ESSA TITLE I-SCHOOL REDESIGN	\$651,139		*
310	ESSA TITLE III	\$117,048		*
320	ESSA TITLE IV A-SSAE	\$711,872		*
370	ESSA TITLE II	\$1,379,569		*
410	ESSA TITLE VII	\$1,186,658		*
430	ESSER FUND CARES ACT	\$6,521,034		
490	FEDERAL ADULT EDUCATION	\$518,169		*
560	ESSA TITLE IX A	\$220,573		*
590	FEDERAL VOCATIONAL EDUCATION	\$248,648		*
750	SPECIAL EDUCATION IDEA	\$5,526,312		*
760	SPECIAL EDUCATION IDEA PRESCHOOL	\$162,976		*

<u>FUND NUMBER</u>	<u>STATE FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>FINAL BUDGET</u>
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142	MFP LEVEL 4 FUNDING			
	REVENUES	\$1,309,212		*
	EXPENDITURES	1,592,170		*
	BEGINNING FUND			
	BALANCE	282,958		*
	ENDING FUND			
	BALANCE	\$0		*
510	EDUCATION			
	EXCELLENCE			
	REVENUES	\$362,624		*
	EXPENDITURES	371,949		*
	BEGINNING FUND			
	BALANCE	19,325		*
	ENDING FUND			
	BALANCE	\$10,000		*
520	EC COMMUNITY			
	NETWORK LEAD			
	AGENCY	\$29,974		*
550	CECIL J. PICARD			
	LA4 PRE-K PROGRAM	\$3,958,494		*
630	LQEA 8(G) STUDENT			
	ENHANCEMENT	\$212,476		*
680	STATE ADULT			
	EDUCATION	\$255,778		*
<u>FUND</u>	<u>LOCAL</u>	<u>CURRENT</u>	<u>INCREASE</u>	<u>FINAL</u>
<u>NUMBER</u>	<u>FUNDS</u>	<u>BUDGET</u>	<u>(DECREASE)</u>	<u>BUDGET</u>
110	GENERAL OPERATING			
	FUND			
	REVENUES	\$129,215,354		*
	EXPENDITURES	133,597,759		*
	BEGINNING FUND			
	BALANCE	17,742,271		*
	ENDING FUND			
	BALANCE	\$13,359,866		*
150	CHILD NUTRITION			
	PROGRAM FUND			
	REVENUES	\$10,026,118		*
	EXPENDITURES	10,711,762		*
	BEGINNING FUND			
	BALANCE	3,158,582		*

	ENDING FUND BALANCE	\$2,472,938	*
170	1 CENT SALES TAX FUND		
	REVENUES	\$22,751,114	*
	EXPENDITURES	21,612,074	*
	BEGINNING FUND BALANCE	6,172,097	*
	ENDING FUND BALANCE	\$7,311,137	*
180	1/2 CENT SALES TAX FUND		
	REVENUES	\$11,319,279	*
	EXPENDITURES	11,245,347	*
	BEGINNING FUND BALANCE	5,909,454	*
	ENDING FUND BALANCE	\$5,983,386	*
190	3/4 CENT SALES TAX FUND		
	REVENUES	\$16,947,422	*
	EXPENDITURES	17,075,674	*
	BEGINNING FUND BALANCE	3,214,433	*
	ENDING FUND BALANCE	\$3,086,181	*
460	MISCELLANEOUS GRANTS	\$130,000	*
470	BILLABLE SERVICES	\$350,567	*
740	TEXTBOOKS & MATERIALS FUND		
	REVENUES	\$1,094,458	*
	EXPENDITURES	1,123,458	*
	BEGINNING FUND BALANCE	766,413	*
	ENDING FUND BALANCE	\$737,413	*
880	BUILDING FUND		
	REVENUES	\$4,270,000	*
	EXPENDITURES	2,760,862	
	BEGINNING FUND BALANCE	15,229,794	*
	ENDING FUND		

	BALANCE	\$16,738,932	*
884	CAPITAL PROJECTS FUND-SERIES 2016		
	REVENUES	\$10,100,000	*
	EXPENDITURES	10,385,428	*
	BEGINNING FUND BALANCE	290,428	*
	ENDING FUND BALANCE	\$5,000	*
930	WORKERS COMPENSATION FUND		
	REVENUES	\$979,042	*
	EXPENDITURES	810,625	*
	BEGINNING FUND BALANCE	2,104,297	*
	ENDING FUND BALANCE	\$2,272,714	*
940	LOSS FUND		
	REVENUES	\$1,041,000	*
	EXPENDITURES	1,772,682	*
	BEGINNING FUND BALANCE	2,676,528	*
	ENDING FUND BALANCE	\$1,944,846	*
950	GROUP INSURANCE CLAIMS FUND		
	REVENUES	\$50,280,000	*
	EXPENDITURES	51,291,700	*
	BEGINNING FUND BALANCE	2,841,659	*
	ENDING FUND BALANCE	\$1,829,959	*

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 April 2020 are approximately 8.9% lower than April 2019.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 6:42 P.M.
Respectfully submitted,

Clyde Hamner, Chairman

Michael LaGarde, Vice Chairman

Stacy Solet

RB/bp

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

July 7, 2020

Dear Members of the Board:

The EXECUTIVE COMMITTEE met immediately following the 5:00 P.M. Education, Technology, and Policy Committee; the Buildings, Food Service, and Transportation Committee; and the Finance, Insurance, and Section 16 Lands Committee meetings on Tuesday, June 16, 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. Dane Voisin, Dr. MayBelle Trahan, Mr. Roger Dale DeHart, Mr. Matthew Ford, Mr. Clyde Hamner, Mr. Gregory Harding, 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 6:45 P.M.

Respectfully submitted,

Debi Benoit, President

Stacy Solet, Vice President

Michael LaGarde

RB/bp