

# PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

February 2, 2021

The Terrebonne Parish School Board met today at 6:00 P.M. in regular session at its regular meeting place, the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, with Mr. Gregory Harding, president, presiding, and the following members present: Dr. MayBelle N. Trahan, vice president; Mr. Michael T. LaGarde, Mr. Matthew J. Ford, Mrs. Debi Benoit, Mrs. Stacy V. Solet, Mr. Clyde F. Hamner, Mr. Roger Dale DeHart, and Mr. Dane Voisin.

ABSENT: None

Mrs. Solet led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Shirley B. Eschete, retired central office secretary, and Emelda T. Naquin, retired custodian, who recently passed away.

Motion of Mr. DeHart, seconded by Mrs. Benoit, unanimously carried, the Board approved the minutes of School Board Meeting of January 5, 2021, as recorded.

Several announcements were made by President Harding relative to upcoming meetings.

At this time, President Harding presented Mrs. Benoit with a plaque in appreciation for her service as past Board president.

The following report of the Education, Technology, and Policy Committee meeting was presented to the Board with Mrs. Benoit, chairwoman, presiding:

Dear Members of the Board:

**The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met on Tuesday, January 19, 2021, at 5:00 p.m. in the Board Room of the School Board Office with the following members present: Mrs. Debi Benoit, chairwoman, Mr. Matthew Ford, vice chairman, and Dr. MayBelle Trahan. Also in attendance were Mr. Gregory Harding, Board President, Mr. Clyde Hamner, Mrs. Stacy Solet, Mr. Michael LaGarde, Mr. Dane Voisin, Superintendent Philip Martin, and members of the staff.

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

Mr. Bubba Orgeron, Assistant Superintendent, presented information on Nicholls State University's Excellence in the Classroom Award. Chris Brown, chemistry teacher at South Terrebonne High School, was this year's recipient and was awarded \$250.

Mr. Orgeron presented information on the Louisiana Science Teachers Association's Middle School Teacher of the Year award. Ricky LeBlanc, science teacher at Lisa Park Elementary School, was this year's recipient and was awarded a check for \$400.

Mr. Orgeron presented the following information on the 2022 Teachers and Principals of the Year:

**2022 Teachers of the Year**

Stacey Chaisson, Mulberry Elementary, Elementary recipient  
 Sydney Fitch, Montegut Middle, Middle/Jr. High recipient  
 Katelyn Delaune, Terrebonne High, High School recipient

**2022 Principals of the Year**

Melynda Rodrigue, Bayou Black Elementary, Elementary recipient  
 Melissa Soileau, Broadmoor, Middle/Jr. High recipient  
 Darrell Dillard, Ellender Memorial High, High School recipient

Mr. Mark Torbert, Supervisor of Secondary Education, presented information pertaining to 7<sup>th</sup> and 8<sup>th</sup> grade baseball. He stated that all schools have been authorized to offer 7<sup>th</sup> and 8<sup>th</sup> grade baseball.

Mr. Orgeron discussed NEW policy FILE: E-6.2 Business Continuity and Technology Disaster Recovery (*Policy Alert* attached).

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve, as presented, NEW policy FILE: E-6.2 Business Continuity and Technology Disaster Recovery.

**NEW POLICY****FILE: E-6.2****BUSINESS CONTINUITY AND TECHNOLOGY DISASTER RECOVERY**

**The Terrebonne Parish School Board recognizes the importance of maintaining and protecting computer hardware and software, including necessary equipment and supplies, to maintain computer operations in the event of a disaster. The School Board shall authorize the Superintendent and/or his/her designee to maintain appropriate regulations and procedures for the proper usage of School Board owned or leased computer equipment and the protection of electronic media, applications, and stored user data.**

**Such regulations and procedures shall assure that:**

1. **All electronic devices (computers, servers, mobile devices, printers, appliances, etc.) receive available system and software patches, firmware and other updates in a timely manner.**
2. **All electronic devices (computers, servers, mobile devices, tablets, etc.) should have licensed anti-virus software and be automatically updated daily by the software vendor, where applicable.**
3. **Data critical to daily operations is identified and documented.**
4. **Backup frequency objectives are clearly defined and procedures are in place to verify the backups are occurring.**
5. **Backups may be stored locally but should also reside in a separate physical location isolated from the local network where backups are occurring (offsite and/or cloud, etc.).**
6. **Periodic testing and verification should be performed to ensure that backups can be restored within the recovery time objective (RTO), as defined by the School Board.**

7. A Business Continuity and Technology Disaster Recovery Plan shall be created that clearly establishes actions to be taken before, during, and after an occurrence, undesirable event, or disaster. The Plan shall be developed, defined, and tested at regular intervals in order to restore critical functions and reestablish normal operations within the RTO (Recovery Time Objective) established by the School Board.

### PATCH MANAGEMENT

The security of computer systems is critical to the continued operations of the School Board. A consistent and comprehensive patch management procedure will substantially reduce risks such as viruses, malware, ransomware, and various cyber-crimes that target un-patched systems. Patch management shall be handled in accordance with the standard procedures outlined in the Business Continuity and Technology Disaster Recovery Plan. Exceptions to the standard procedure may be permitted when justified. Any exceptions must be fully documented. The standard procedure for patch management shall include the following:

- Identification of the systems and devices to be patched and updated and are documented and regularly reviewed/verified. Devices to be patched shall include computers, servers, mobile devices, tablets, printers, appliances, and other devices as established by the Technology Department.
- Software and procedures to identify and apply patches, security updates, drivers, and firmware, are documented and regularly reviewed/verified.
- Patch management frequency is clearly documented and procedures and/or reporting shall verify that updates are occurring at the established intervals.

### ANTI-VIRUS

A comprehensive anti-virus deployment substantially reduces risks such as viruses, malware, ransomware, and various cyber-crimes that target systems without protection. Anti-virus deployment shall be handled in accordance with the standard procedures outlined in the Business Continuity and Technology Disaster Recovery Plan. Exceptions to the standard procedures may be permitted when justified. Any exceptions shall be fully documented. The standard procedure for anti-virus deployment shall include the following:

- Identification of the systems and devices that are capable of running anti-virus software shall be documented and regularly reviewed/verified.
- Systems capable of running anti-virus software shall include computers, servers, mobile devices and tablets, and other devices as established by the Technology Department.
- The Technology Department shall be responsible to identify and adopt an anti-virus platform that is consistent with secure industry standards. Under no circumstances shall freeware anti-virus products be used on School Board systems.

- Software and procedures to install anti-virus software, verify system health and automatically apply updates are documented and regularly reviewed/verified.
- The Technology Department shall be responsible for regularly performing network scans to identify unprotected systems and adding those systems into the anti-virus deployment.

#### BACKUP - IDENTIFICATION OF DATA

Important and/or critical data as defined by the Terrebonne Parish School Board in the *Business Continuity and Technology Disaster Recovery Plan* includes the following file types:

- Word processor, spreadsheet, and presentation files used in educational or administrative applications necessary to perform job description duties for the Terrebonne Parish School Board
- Database files used for educational or administrative purposes
- Browser bookmark or favorites; e-mail lists

Picture/movie files such as (.bmp, .jpeg, .jpg, .tiff, .mpeg, .wav, .mp3, etc.) shall not be backed up unless special circumstances arise. Permission shall be directed to the Technology Department to request backup of these file types.

#### BACKUP – FREQUENCY AND STORAGE

Backup of all important and/or critical computer data shall be handled in accordance with the standard procedures outlined by the Technology Department. Exceptions to the standard procedures may be permitted, when justified. Any exceptions must be fully documented. The standard procedure for systems backup shall be as follows:

- All student records in the student information system, including special education records, shall be backed up nightly to offsite storage.
- Accounting (Payroll, General Ledger, Accounts Payable, Purchasing, etc.) records shall be backed up daily to on-site, off-site, and disaster recovery off-site backups. In addition, incremental backups shall be done automatically throughout the day to disaster recovery off-site backups.
- Any educational application (all email, drive storage, calendars, and contacts shall be backed up by a third-party company to cloud storage).
- Student, teacher, and administration files are the responsibility of the individual to back up:
  - The School Board recommends backing up to the individual's Google Drive or similar application as approved by the Technology Department. This location should be backed up continuously throughout the day.
  - All servers not managed by a third party shall be backed up daily to the central office backup server Monday through Friday.

Servers shall then be backed up on weekends to offsite and archival cloud storage.

#### BACKUP – VERIFICATION AND TEST RESTORES

The Technology Department shall be responsible for establishing procedures to verify backups and perform test restores on files and systems. The standard procedure for verification and testing shall include:

- Backup verification and test restore objectives shall be clearly defined and procedures are in place to confirm the verifications and test restores are occurring.
- Backup verification shall include regularly reviewing backup selection sets, and confirming that selection sets are complete and correct.
- Backup verification shall also include procedures or reporting to verify that backups are occurring at the established intervals.
- Periodic test restores shall be performed on files and folders and systems, where possible, in an appropriate test environment (example: sandbox). The interval for test restores shall be clearly defined and procedures are in place to verify the test restores are occurring.

#### BACKUP – RESTORATION OF FILES

Active files that are accidentally damaged or deleted can normally be restored from backup, within one working day, provided the Technology Department is notified in a timely manner. Files can only be restored to the state they were in at the time the most recent relevant backup was taken.

Accounting systems can be activated under the *Business Continuity and Technology Disaster Recovery Plan*, established with the software vendor, in a timeline established by the software vendor.

#### BUSINESS CONTINUITY AND TECHNOLOGY DISASTER RECOVERY PLAN

In the event of an occurrence, undesirable event or disaster (“event”), the restoration of computing services is critical to the continued operations of the School Board. A *Business Continuity and Technology Disaster Recovery Plan* shall be created that clearly establishes actions in preparation of an event, procedures to follow during an event, and the review and recommendations that should occur after the event. *Business Continuity and Technology Disaster Recovery* shall be handled in accordance with the standard procedures outlined by the Technology Department. Exceptions to the standard procedures may be permitted when justified. Any exceptions must be fully documented and approved by the School Board. The standard procedures for *Business Continuity and Technology Disaster Recovery* shall include:

- Business Impact Analysis (BIA) shall be performed to differentiate critical (urgent) and non-critical (non-urgent) organization functions/activities. A function may be considered critical if dictated by law. For each function, two (2) values shall be assigned: RPO (Recovery Point Objective) and RTO (Recovery Time Objective). A Recovery Point Objective (RPO) shall be assigned to all functions that identifies the acceptable latency of data that will not be recovered (usually based on backup frequency).

- A Recovery Time Objective (RTO) shall be assigned to all functions that identifies the acceptable amount of time to restore the function.
- The Technology Department shall use the results of the BIA to determine which systems and processes are most critical, and what order those systems and processes should be restored. The identification of critical systems and the order of restoration shall be documented and reviewed at regular intervals.
- The Plan shall identify personnel and vendors that will oversee disaster planning, testing, and critical recovery efforts during an event, with a clear delineation of responsibilities.
- The Plan shall identify a list of employees, vendors, students, agencies, etc. that should be notified at the onset of an event. The list shall include current contact information including phone and email addresses. A notification procedure should be established and contact information should be verified at regular intervals.
- The Technology Department shall be responsible for establishing an environment for testing the Plan (example: sandbox), and testing should be performed annually at a minimum. The Plan shall be updated, as necessary, to achieve the RPO and RTO objectives, or other objectives as identified by the Technology Department or School Board.
- If an event occurs, the Technology Department shall be responsible to perform a review and analysis (Post Mortem) of the event, and make recommendations to the School Board to prevent such event in the future. The Plan shall be updated, as necessary, to achieve the RPO and RTO objectives, or other objectives as identified by the Technology Department or School Board.
- The *Business Continuity and Technology Disaster Recovery Plan*, and the results/findings from the latest recovery testing shall be presented to the School Board annually for review and approval.

#### CYBERSECURITY TRAINING

The School Board shall identify employees or School Board Members who have access to the School Board's information technology assets and require those employees and School Board Members to complete cybersecurity training. Each School Board Member or employee with access to the School Board's information technology assets shall complete this training within the first thirty (30) days of initial service or employment with the agency.

The Superintendent shall verify and report to the Department of State Civil Service on the completion of cybersecurity training by employees. The Superintendent shall periodically require an internal review to ensure compliance.

The School Board shall require any contractor who has access to School Board information technology assets to complete cybersecurity training during the term of the contract and during any renewal period.

**Completion of cybersecurity shall be included in the terms of a contract awarded by a state or local government agency to a contractor who has access to its information technology assets.**

**The person who oversees contract management for the School Board shall report each such contractor's completion to the Superintendent and periodically review agency contracts to ensure compliance. The Superintendent shall verify and report to the Department of State Civil Service on the completion of cybersecurity training by each such contractor.**

**New policy: January 2021**

**Ref: La. Rev. Stat. Ann. §§17:81, 42:1267; Board minutes, 2-2-21.**

Superintendent Martin discussed revisions to policy FILE: B-11.6 Teleconference/Remote Participation in School Board Meetings (*Policy Alert* attached).

### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve, as presented, revisions to policy FILE: B-11.6 Teleconference/Remote Participation in School Board Meetings.

**FILE: B-11.6**

**Cf: A-10.1, B-11, B-12**

**Cf: B-12.1, B-12.6, B-12.8**

### **TELECONFERENCE/REMOTE PARTICIPATION IN SCHOOL BOARD MEETINGS**

The Terrebonne Parish School Board may conduct and its members may attend and participate in a meeting via electronic means provided that all of the following conditions are met:

1. The Governor has declared a state of emergency or disaster involving a geographic area within the jurisdiction of the School Board and the nature of the emergency or disaster would cause a meeting of the School Board conducted pursuant to the other provisions of this policy to be detrimental to the health, safety, or welfare of the public.
2. The President of the School Board certifies on the notice of the meeting that the agenda of the meeting is limited to one or more of the following:
  - A. Matters that are directly related to the School Board's response to the disaster or emergency and are critical to the health, safety, or welfare of the public.
  - B. Matters that if they are delayed will cause curtailment of vital public services or severe economic dislocation and hardship.
  - C. Matters that are critical to continuation of the business of the School Board and that are not able to be postponed to a meeting held in accordance with the other provisions of this policy due to a legal requirement or other deadline

that cannot be postponed or delayed by the School Board.

**D. Other matters that are critical or time-sensitive and that, in the determination of the presiding officer, should not be delayed; however, such matters shall not be considered at the meeting unless the members of the School Board, present at the meeting, approve the consideration of the matters by a two-thirds vote.**

3. The School Board and its President comply with all of the requirements of this policy.

No later than twenty-four (24) hours prior to a meeting conducted pursuant to the provisions of this policy, the School Board shall provide for all of the following:

1. The notice and agenda for the meeting, which shall be posted on the School Board's website, emailed to any member of the public or the news media who requests notice of meetings of the School Board, and widely distributed to every known news media outlet that broadcasts or publishes news within the geographic area within the jurisdiction of the School Board.
2. Detailed information regarding how members of the public may participate in the meeting and submit comments regarding matters on the agenda, which information shall be posted on the School Board's website, emailed to any member of the public or the news media who requests notice of meetings of the School Board, and widely distributed to every known news media outlet that broadcasts or publishes news within the geographic area within the jurisdiction of the School Board.

For each meeting conducted with remote participation:

1. The School Board shall provide a mechanism to receive public comment electronically both prior to and during the meeting.
2. The School Board shall properly identify and acknowledge all public comments during the meeting and shall maintain those comments in its record of the meeting.
3. The President of the School Board shall ensure that each person participating in the meeting is properly identified.
4. The President shall ensure that all parts of the meeting, excluding any matter discussed in executive session, are clear and audible to all participants in the meeting including the public.

For the purposes of this policy, the following words and phrases shall have the following meanings:

1. *Meeting via electronic means* shall mean a meeting occurring via teleconference or video conference.
2. *Teleconference* shall mean a method of communication, which enables persons in different locations to participate in a



meeting and to hear and otherwise communicate with each other.

3. *Video conference* shall mean a method of communication, which enables persons in different locations to participate in a meeting and to see, hear, and otherwise communicate with each other.

New policy: November 2020

**Revised: January 2021**

Ref: La. Rev. Stat. Ann. §§17:1, 17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20, 42:24, 42:25; Board minutes, 12-1-20, **2-2-21**.

Dr. Debra Yarbrough, Supervisor of Personnel, discussed revisions to policy FILE: F-11.4 Sick Leave (*Policy Alert* attached).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve, as presented, revisions to policy FILE: F-11.4 Sick Leave.

**FILE: F-11.4**

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

### **SICK LEAVE**

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

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a *teacher* employed by the School Board shall not be allowed any sick leave until he or she reports for duty and actually performs work.

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

### **TERMINOLOGY**

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

- A *teacher* shall mean any employee who holds a valid teaching certificate or whose employment requires the holding of a teaching

certificate, or any social worker, guidance counselor, or school psychologist who holds, as applicable, a valid professional ancillary certificate.

- A *bus operator* shall mean any employee who is employed as a school bus operator.
- A *school employee* shall mean an employee who is not a teacher or a school bus operator.
- The use of the term *employee* shall include all three (3) categories of personnel.

#### CERTIFICATION OF ABSENCE

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

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

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

#### SICK LEAVE FOR EMERGENCIES

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

1. The serious illness of:
  - A. Spouse
  - B. Child or spouse of child
  - C. Parents or parents of spouse
  - D. Brother, sister, brother-in-law, sister-in-law, or his/her spouse
  - E. Grandparents or grandparents of spouse
  - F. Grandchild
  - G. Aunts or uncles
  - H. A person living and being cared for under the same roof as that of the employee.
2. A sudden or unexpected occurrence or combination of occurrences demanding prompt action on the part of the teacher/employee

requesting leave, which, if the said person fails to act promptly is likely to cause significant harm, detriment or injury to said person or to a member of his/her immediate family. This definition precludes absence in any case for which the need for action can be foreseen and planned for, or in which action can be taken by some other person, or in which the claimed emergency is not truly substantial. Such examples may include, but not be limited to the following:

- A. Fire
  - B. Flood
  - C. Other acts of God
3. The death of a person other than those listed in (#1) above.
  4. Attendance at the wedding of a relative listed in (#1) above.
  5. Attendance of not longer than one (1) day at the employee's graduation or the attendance at the graduation of the employee's child or spouse.
  6. The marriage of an employee, up to three (3) consecutive days. The request for leave shall be submitted, in writing, to the principal/department head at least two (2) weeks before the first day of leave.

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

#### EXTENDED SICK LEAVE

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has **no** remaining regular sick leave balance at the time the extended sick leave is set to begin. The initial six-year period of employment shall begin on August 15, 1999, for all *teachers* and *bus operators* employed as of that date, on August 15, 2008, for *school employees* employed as of that date, or on the effective date of employment for those employees employed after the dates above. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

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

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

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

#### Definitions

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

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

*Infant* means a child under one year of age.

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

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

#### Extended Sick Leave for Maternity Purposes

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

#### Gainful Employment Permitted

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

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

Any violation of the provisions regarding gainful employment may require the employee to return to the School Board all compensation paid during any week of extended sick leave in which the employee worked more than twenty (20) hours and to reimburse the School Board all related employment costs attributable to such period as calculated by the School Board, without any restoration of leave days.

#### Application Process

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

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

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

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

#### SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay, and without reduction in accrued sick leave days while disabled as a result of such assault and battery. A *teacher* shall be required to provide a certificate from a physician certifying the disability. A *bus operator* or *school employee* shall be required to present certification of the disability from a physician if the bus operator or school employee is absent for six (6) or more consecutive days as a result of the disability.

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

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

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

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

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

#### SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

Any *teacher* who is disabled while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance

to a student to prevent danger or risk of injury to the student, shall receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while disabled as a result of rendering such assistance. Any *school employee*, but not a *bus operator*, disabled in a similar manner shall receive up to ninety (90) days of such sick leave. The *teacher* or *school employee* shall be required to present a certificate from a physician certifying the disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

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

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

#### VALIDITY OF PHYSICIAN'S CERTIFICATION

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

Any further review of medical certification shall proceed as follows:

1. Upon review of the physician's certification submitted, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as a condition for taking the applicable sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. If the physician finds medical necessity or certifies the disability, the leave shall be granted.
2. If the selected physician disagrees with the original medical certification from the physician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as a condition for taking the applicable sick leave, to be examined by a *third* licensed physician, whose name appears next in the rotation of physicians on a list established by the local medical society and maintained by the School Board or Superintendent. The final determination of medical necessity or certification of a disability shall be based on the opinion of the third physician.
3. In the determination of the validity of a physician's certification, the opinion of *all* physicians consulted shall be submitted to the School Board or Superintendent in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

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

#### SICK LEAVE/WORKERS' COMPENSATION

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

#### VESTING OF SICK LEAVE

All sick leave accumulated by a *teacher* or *school employee*, but *not a bus operator*, shall be vested in the *teacher* or *school employee* by whom such leave has been accumulated. In the event of the transfer of a *teacher* or *school employee* from one school system to another in Louisiana, or upon the return of such *teacher* or *school employee* to the same school system within five (5) years or such longer period that may be approved by the School Board to which the *teacher* or *school employee* returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the *teacher* or *school employee*, such vested leave which remains unused or for which the *teacher* or *school employee* has not been compensated directly or transferred such days for retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of *teacher* or *school employee*.

#### REPORTING OF SICK AND EMERGENCY LEAVE ABSENCES

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

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

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

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

This regulation will be invoked only if there is an employee job action which would involve the loss of time from the job by employee. The original policy will remain in effect unless it is necessary to administratively invoke this regulation.

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

#### PAYMENT UPON RETIREMENT OR DEATH

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

#### DEFERRED RETIREMENT OPTION PROGRAM (DROP)

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

Revised: July 1996

Revised: December 1999

Revised: September 2001

Revised: December 2004

Revised: January 2009

Revised: November 2012

Revised: September 2014

Revised: February 2018

Revised: December 2020

**Revised: January 2021**

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

Mr. Orgeron presented information on the updated High School Scheduling Guide that would allow students to do their scheduling online.



Mr. Orgeron presented information on high school dual-enrollment numbers. He stated that in 2020 there were approximately 185 students taking 62 courses equaling a total of 186 credit hours.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting was adjourned at 5:46 P.M.

Respectfully submitted,

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Debi Benoit, Chairwoman

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Matthew Ford, Vice Chairman

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MayBelle Trahan, Ed.D.

ABO/jb

At this time, Mr. Aubrey "Bubba" Orgeron, Assistant Superintendent, addressed the Board and presented, through virtual introductions, the following 2022 Teachers and Principals of the Year for Terrebonne Parish:

**2022 Teachers of the Year**

Stacey Chaisson, Mulberry Elementary, Elementary recipient  
 Sydney Fitch, Montegut Middle, Middle/Jr. High recipient  
 Katelyn Delaune, Terrebonne High, High School recipient

**2022 Principals of the Year**

Melynda Rodrigue, Bayou Black Elementary, Elementary recipient  
 Melissa Soileau, Broadmoor, Middle/Jr. High recipient  
 Darrell Dillard, Ellender Memorial High, High School recipient

Mr. DeHart addressed the Committee regarding 7<sup>th</sup> and 8<sup>th</sup> grade baseball.

Following a lengthy discussion, Mr. Ford moved, seconded by Mr. DeHart, that the Board authorize high school baseball coaches in Terrebonne Parish to initiate feeder school programs, at the respective junior high schools, effective February 3, 2021.

Ms. Wanda Triggs, citizen, addressed the Board regarding the foregoing motion.

A roll call vote having been called for on the motion, the vote thereon was as follows:

**YEAS:** Mr. Ford and Mr. DeHart

**NAYS:** Mr. LaGarde, Mr. Harding, Mrs. Benoit, Mrs. Solet, Mr. Hamner, Dr. Trahan, and Mr. Voisin

**ABSENT:** None

Chairwoman Benoit declared the foregoing motion failed to carry.

Motion of Dr. Trahan, seconded by Mr. Harding, unanimously carried, the Board approved, as presented, the following New Policy FILE: E-6.2 Business Continuity and Technology Disaster Recovery:

**NEW POLICY**

FILE: E-6.2

**BUSINESS CONTINUITY AND TECHNOLOGY DISASTER RECOVERY**

**The Terrebonne Parish School Board recognizes the importance of maintaining and protecting computer hardware and software, including necessary equipment and supplies, to maintain computer operations in the event of a disaster. The School Board shall authorize the Superintendent and/or his/her designee to maintain appropriate regulations and procedures for the proper usage of School Board owned or leased computer equipment and the protection of electronic media, applications, and stored user data.**

**Such regulations and procedures shall assure that:**

1. **All electronic devices (computers, servers, mobile devices, printers, appliances, etc.) receive available system and software patches, firmware and other updates in a timely manner.**
2. **All electronic devices (computers, servers, mobile devices, tablets, etc.) should have licensed anti-virus software and be automatically updated daily by the software vendor, where applicable.**
3. **Data critical to daily operations is identified and documented.**
4. **Backup frequency objectives are clearly defined and procedures are in place to verify the backups are occurring.**
5. **Backups may be stored locally but should also reside in a separate physical location isolated from the local network where backups are occurring (offsite and/or cloud, etc.).**
6. **Periodic testing and verification should be performed to ensure that backups can be restored within the recovery time objective (RTO), as defined by the School Board.**
7. **A Business Continuity and Technology Disaster Recovery Plan shall be created that clearly establishes actions to be taken before, during, and after an occurrence, undesirable event, or disaster. The Plan shall be developed, defined, and tested at regular intervals in order to restore critical functions and reestablish normal operations within the RTO (Recovery Time Objective) established by the School Board.**

**PATCH MANAGEMENT**

**The security of computer systems is critical to the continued operations of the School Board. A consistent and comprehensive patch management procedure will substantially reduce risks such as viruses, malware, ransomware, and various cyber-crimes that target un-patched systems. Patch management shall be handled in accordance with the standard procedures outlined in the Business Continuity and Technology Disaster Recovery Plan. Exceptions to the standard procedure may be permitted when justified. Any exceptions must be fully documented. The standard procedure for patch management shall include the following:**

- **Identification of the systems and devices to be patched and updated and are documented and regularly reviewed/verified. Devices to be patched shall include computers, servers, mobile devices, tablets,**

printers, appliances, and other devices as established by the Technology Department.

- Software and procedures to identify and apply patches, security updates, drivers, and firmware, are documented and regularly reviewed/verified.
- Patch management frequency is clearly documented and procedures and/or reporting shall verify that updates are occurring at the established intervals.

### ANTI-VIRUS

A comprehensive anti-virus deployment substantially reduces risks such as viruses, malware, ransomware, and various cyber-crimes that target systems without protection. Anti-virus deployment shall be handled in accordance with the standard procedures outlined in the Business Continuity and Technology Disaster Recovery Plan. Exceptions to the standard procedures may be permitted when justified. Any exceptions shall be fully documented. The standard procedure for anti-virus deployment shall include the following:

- Identification of the systems and devices that are capable of running anti-virus software shall be documented and regularly reviewed/verified.
- Systems capable of running anti-virus software shall include computers, servers, mobile devices and tablets, and other devices as established by the Technology Department.
- The Technology Department shall be responsible to identify and adopt an anti-virus platform that is consistent with secure industry standards. Under no circumstances shall freeware anti-virus products be used on School Board systems.
- Software and procedures to install anti-virus software, verify system health and automatically apply updates are documented and regularly reviewed/verified.
- The Technology Department shall be responsible for regularly performing network scans to identify unprotected systems and adding those systems into the anti-virus deployment.

### BACKUP - IDENTIFICATION OF DATA

Important and/or critical data as defined by the Terrebonne Parish School Board in the Business Continuity and Technology Disaster Recovery Plan includes the following file types:

- Word processor, spreadsheet, and presentation files used in educational or administrative applications necessary to perform job description duties for the Terrebonne Parish School Board
- Database files used for educational or administrative purposes
- Browser bookmark or favorites; e-mail lists

Picture/movie files such as (.bmp, .jpeg, .jpg, .tiff, .mpeg, .wav, .mp3, etc.) shall not be backed up unless special circumstances arise. Permission shall be directed to the Technology Department to request backup of these file types.

### BACKUP – FREQUENCY AND STORAGE

Backup of all important and/or critical computer data shall be handled in accordance with the standard procedures outlined by the Technology Department. Exceptions to the standard procedures may be permitted, when justified. Any exceptions must be fully documented. The standard procedure for systems backup shall be as follows:

- All student records in the student information system, including special education records, shall be backed up nightly to offsite storage.
- Accounting (Payroll, General Ledger, Accounts Payable, Purchasing, etc.) records shall be backed up daily to on-site, off-site, and disaster recovery off-site backups. In addition, incremental backups shall be done automatically throughout the day to disaster recovery off-site backups.
- Any educational application (all email, drive storage, calendars, and contacts shall be backed up by a third-party company to cloud storage).
- Student, teacher, and administration files are the responsibility of the individual to back up:
  - o The School Board recommends backing up to the individual's Google Drive or similar application as approved by the Technology Department. This location should be backed up continuously throughout the day.
  - o All servers not managed by a third party shall be backed up daily to the central office backup server Monday through Friday. Servers shall then be backed up on weekends to offsite and archival cloud storage.

### BACKUP – VERIFICATION AND TEST RESTORES

The Technology Department shall be responsible for establishing procedures to verify backups and perform test restores on files and systems. The standard procedure for verification and testing shall include:

- Backup verification and test restore objectives shall be clearly defined and procedures are in place to confirm the verifications and test restores are occurring.
- Backup verification shall include regularly reviewing backup selection sets, and confirming that selection sets are complete and correct.
- Backup verification shall also include procedures or reporting to verify that backups are occurring at the established intervals.
- Periodic test restores shall be performed on files and folders and systems, where possible, in an appropriate test environment (example: sandbox). The interval for test restores shall be clearly defined and procedures are in place to verify the test restores are occurring.

## BACKUP – RESTORATION OF FILES

Active files that are accidentally damaged or deleted can normally be restored from backup, within one working day, provided the Technology Department is notified in a timely manner. Files can only be restored to the state they were in at the time the most recent relevant backup was taken.

Accounting systems can be activated under the Business Continuity and Technology Disaster Recovery Plan, established with the software vendor, in a timeline established by the software vendor.

## BUSINESS CONTINUITY AND TECHNOLOGY DISASTER RECOVERY PLAN

In the event of an occurrence, undesirable event or disaster (“event”), the restoration of computing services is critical to the continued operations of the School Board. A Business Continuity and Technology Disaster Recovery Plan shall be created that clearly establishes actions in preparation of an event, procedures to follow during an event, and the review and recommendations that should occur after the event. Business Continuity and Technology Disaster Recovery shall be handled in accordance with the standard procedures outlined by the Technology Department. Exceptions to the standard procedures may be permitted when justified. Any exceptions must be fully documented and approved by the School Board. The standard procedures for Business Continuity and Technology Disaster Recovery shall include:

- Business Impact Analysis (BIA) shall be performed to differentiate critical (urgent) and non-critical (non-urgent) organization functions/activities. A function may be considered critical if dictated by law. For each function, two (2) values shall be assigned: RPO (Recovery Point Objective) and RTO (Recovery Time Objective). A Recovery Point Objective (RPO) shall be assigned to all functions that identifies the acceptable latency of data that will not be recovered (usually based on backup frequency).
- A Recovery Time Objective (RTO) shall be assigned to all functions that identifies the acceptable amount of time to restore the function.
- The Technology Department shall use the results of the BIA to determine which systems and processes are most critical, and what order those systems and processes should be restored. The identification of critical systems and the order of restoration shall be documented and reviewed at regular intervals.
- The Plan shall identify personnel and vendors that will oversee disaster planning, testing, and critical recovery efforts during an event, with a clear delineation of responsibilities.
- The Plan shall identify a list of employees, vendors, students, agencies, etc. that should be notified at the onset of an event. The list shall include current contact information including phone and email addresses. A notification procedure should be established and contact information should be verified at regular intervals.
- The Technology Department shall be responsible for establishing an environment for testing the Plan (example: sandbox), and testing should be performed annually at a minimum. The Plan shall be updated, as necessary, to achieve the RPO and RTO objectives, or

other objectives as identified by the Technology Department or School Board.

- If an event occurs, the Technology Department shall be responsible to perform a review and analysis (Post Mortem) of the event, and make recommendations to the School Board to prevent such event in the future. The Plan shall be updated, as necessary, to achieve the RPO and RTO objectives, or other objectives as identified by the Technology Department or School Board.
- The Business Continuity and Technology Disaster Recovery Plan, and the results/findings from the latest recovery testing shall be presented to the School Board annually for review and approval.

### CYBERSECURITY TRAINING

The School Board shall identify employees or School Board Members who have access to the School Board's information technology assets and require those employees and School Board Members to complete cybersecurity training. Each School Board Member or employee with access to the School Board's information technology assets shall complete this training within the first thirty (30) days of initial service or employment with the agency.

The Superintendent shall verify and report to the Department of State Civil Service on the completion of cybersecurity training by employees. The Superintendent shall periodically require an internal review to ensure compliance.

The School Board shall require any contractor who has access to School Board information technology assets to complete cybersecurity training during the term of the contract and during any renewal period.

Completion of cybersecurity shall be included in the terms of a contract awarded by a state or local government agency to a contractor who has access to its information technology assets.

The person who oversees contract management for the School Board shall report each such contractor's completion to the Superintendent and periodically review agency contracts to ensure compliance. The Superintendent shall verify and report to the Department of State Civil Service on the completion of cybersecurity training by each such contractor.

New policy: January 2021

Ref: La. Rev. Stat. Ann. §§17:81, 42:1267; Board minutes, 2-2-21.

Motion of Mr. Voisin, seconded by Mrs. Solet, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revisions to policy FILE: B-11.6 Teleconference/Remote Participation in School Board Meetings.

Motion of Dr. Trahan, seconded by Mrs. Solet, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revisions to policy FILE: F-11.4 Sick Leave.

The report of the Education, Technology, and Policy Committee meeting was concluded, and President Harding reassumed the Chair.

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

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, January 19, 2021, in the Board Room of the School Board Office with the following members present: Mr. Dane Voisin, chairman, and Mr. Gregory Harding. Mr. Roger Dale DeHart, vice chairman, was absent. Also in attendance were Mrs. Debi Benoit, Mrs. Stacy Solet, Dr. MayBelle Trahan, Board vice president, Mr. Clyde Hamner, Mr. Michael LaGarde, Mr. Matthew Ford, Superintendent Philip Martin, and members of the staff.

Chairman Voisin called the meeting to order.

Mr. Daniel Theriot, Louisiana Magic Sports, Inc., addressed the Committee regarding the use of Oaklawn Middle School's softball field.

#### **RECOMMENDATION NO. 1**

**The Committee recommends** that the Board renew the request of Louisiana Magic Sports, Inc., to waive Policy FILE: E-1.6 Use of School Facilities, relative to the usage fee for Oaklawn Middle School's softball field for the 2021-2022 softball season (February 2021 through February 2022), from 4:00 P.M. to 8:00 P.M. on Mondays through Fridays and some weekends, provided that the necessary insurance, non-profit status, and all other School Board requirements are met, and approval is obtained from the school's principal.

Mr. Devlin Aubert, Supervisor of Transportation, addressed the Committee regarding surplus school buses.

#### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board declare as surplus nine (9) regular education buses, authorize the administration to engage a qualified auctioneer for sale of said vehicles at public auction, or to dispose of surplus vehicles by any other legally allowable method, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Alli Dugas, Purchasing Agent, addressed the Committee regarding authorization to advertise for Request for Proposals for maintenance/inspections of kitchen equipment repair and refrigerator repair.

#### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board authorize the Purchasing Department to advertise for Request for Proposals for a contract for maintenance/inspections of kitchen equipment repair and refrigerator repair.

Mrs. Dugas addressed the Committee regarding authorization to advertise for bids for Auxiliary Materials, Supplies, Equipment, and Services.

**RECOMMENDATION NO. 4**

**The Committee recommends** that the Board authorize the Purchasing Department to advertise for bids for Auxiliary Materials, Supplies, Equipment, and Services for the 2021-2022 school year.

Mrs. Dugas addressed the Committee regarding authorization to advertise for Request for Proposals for Architectural and/or Electrical and/or Mechanical Engineering and/or Civil Engineering Services.

**RECOMMENDATION NO. 5**

**The Committee recommends** that the Board authorize the Purchasing Department to advertise for Request for Proposals for Architectural and/or Electrical and/or Mechanical Engineering and/or Civil Engineering Services.

Mrs. Monica Walther, MS, RD, LDN, Supervisor, Child Nutrition Program, addressed the Committee regarding acceptance of bids received for Kitchen Equipment (attached).

**RECOMMENDATION NO. 6**

**The Committee recommends** that the Board accept the lowest bids received, meeting all specifications, on Kitchen Equipment from Richard's Restaurant & Supply, Houma, LA, in the amount of \$24,387.64; Lafayette Restaurant & Supply, Lafayette, LA, in the amount of \$3,250.00; and Associated Food Equipment & Supplies, Pineville, LA, in the amount of \$170,047.12, funds to be derived from the Child Nutrition Program and the 2020 National School Lunch Program Equipment Assistance Grants for School Food Authorities.

Mrs. Walther addressed the Committee regarding authorization to advertise for six-month bids for Meats and Frozen Items, and Canned and Dry Goods for the 2021 fall school session.

**RECOMMENDATION NO. 7**

**The Committee recommends** that the Board authorize the Child Nutrition Department to proceed with the advertisement of six-month bids (July 1, 2021, through December 31, 2021), for Meats and Frozen Items, and Canned and Dry Goods for the 2021 fall school session.

Mrs. Walther addressed the Committee regarding authorization to advertise for yearly bids for Milk Products; Fruit Juice; Fresh Fruits and Vegetables; Supplies and Disposables; Concentrated Detergents; and Linen Services for the 2021-2022 school session.

**RECOMMENDATION NO. 8**

**The Committee recommends** that the Board authorize the Child Nutrition Department to proceed with the advertisement of yearly bids (July 1, 2021, through June 30, 2022), for Milk Products; Fruit Juice; Fresh Fruits and Vegetable; Supplies and Disposables; Concentrated Detergents (one year with the option for two (2) extensions); and Linen Services (one year with the option for two (2) extensions) for the 2021-2022 school session.



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

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 6:13 P.M.

Respectfully submitted,

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Dane Voisin, Chairman

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Gregory Harding

SP/sn

Motion of Mr. DeHart, seconded by Dr. Trahan, unanimously carried, the Board renewed the request of Louisiana Magic Sports, Inc., to waive Policy FILE: E-1.6 Use of School Facilities, relative to the usage fee for Oaklawn Middle School's softball field for the 2021-2022 softball season (February 2021 through February 2022), from 4:00 P.M. to 8:00 P.M. on Mondays through Fridays and some weekends, provided that the necessary insurance, non-profit status, and all other School Board requirements are met, and approval is obtained from the school's principal.

Motion of Mr. DeHart, seconded by Mr. Ford, unanimously carried, the Board declared as surplus nine (9) regular education buses, authorized the administration to engage a qualified auctioneer for sale of said vehicles at public auction, or to dispose of surplus vehicles by any other legally allowable method, and further, authorized the Board president to sign all necessary documents pertaining thereto.

Motion of Mrs. Benoit, seconded by Mrs. Solet, unanimously carried, the Board authorized the Purchasing Department to advertise for Request for Proposals for a contract for maintenance/inspections of kitchen equipment repair and refrigerator repair.

Motion of Dr. Trahan, seconded by Mr. Harding, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for Auxiliary Materials, Supplies, Equipment, and Services for the 2021-2022 school year.

Motion of Mrs. Benoit, seconded by Mr. Harding, unanimously carried, the Board authorized the Purchasing Department to advertise for Request for Proposals for Architectural and/or Electrical and/or Mechanical Engineering and/or Civil Engineering Services.

Motion of Mrs. Solet, seconded by Dr. Trahan, unanimously carried, the Board accepted the lowest bids received, meeting all specifications, on Kitchen Equipment from Richard's Restaurant & Supply, Houma, LA, in the amount of \$24,387.64; Lafayette Restaurant & Supply, Lafayette, LA, in the amount of \$3,250.00; and Associated Food Equipment & Supplies, Pineville, LA, in the amount of \$170,047.12, funds to be derived from the Child Nutrition Program and the 2020 National School Lunch Program Equipment Assistance Grants for School Food Authorities.

Motion of Mrs. Solet, seconded by Mrs. Benoit, unanimously carried, the Board authorized the Child Nutrition Department to proceed with the advertisement of six-month bids (July 1, 2021, through December 31, 2021), for Meats and Frozen Items, and Canned and Dry Goods for the 2021 fall school session.

Motion of Mrs. Solet, seconded by Mrs. Benoit, unanimously carried, the Board authorized the Child Nutrition Department to proceed with the advertisement of yearly bids (July 1, 2021, through June 30, 2022), for Milk Products; Fruit Juice; Fresh Fruits and Vegetable; Supplies and Disposables; Concentrated Detergents (one year with the option for two (2) extensions); and Linen Services (one year with the option for two (2) extensions) for the 2021-2022 school session.

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

The following report of the Finance, Insurance, and Section 16 Lands Committee meeting was presented to the Board with Mr. Hamner, chairman, presiding:

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, January 19, 2021, 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 Mr. Gregory Harding, president, Dr. MayBelle Trahan, vice president, Mr. Dane Voisin, Mr. Matthew Ford, Mrs. Debi Benoit, Superintendent Philip Martin, and members of the staff.

Chairman Hamner called the meeting to order.

Mr. Kevin Belanger, Chief Executive Officer of South Central Planning and Development Commission, addressed the Committee regarding the redistricting plan for 2020-2021.

Mr. Mark Felger, LaPorte, CPAs, presented the Committee with information regarding the June 30, 2020, Terrebonne Parish School Board Audit Report. He stated the financial statements ending June 30, 2020, 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. 1**

**The Committee recommends** that the Board receive the June 30, 2020, Terrebonne Parish School Board Audit Report, as presented.

Mrs. Alli Dugas, Purchasing Agent, addressed the Committee regarding approval to advertise for bids on all Duplicator Paper and Card Stock.

#### **RECOMMENDATION NO. 2**

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

Mrs. Dugas addressed the Committee regarding approval to advertise for bids for Ink and Toner Cartridges.

**RECOMMENDATION NO. 3**

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

Mrs. Dugas addressed the Committee regarding approval to advertise for bids on Section 16 Hunting and Trapping Leases.

**RECOMMENDATION NO. 4**

**The Committee recommends** that the Board authorize the Purchasing Department to advertise for bids on Section 16 Hunting and Trapping Leases that are currently available and/or may become available during the annual renewal period.

Mrs. Dugas addressed the Committee regarding the assignment of a campsite lease.

**RECOMMEDATION NO. 5**

**The Committee recommends** that the Board approve the assignment of a campsite lease for Campsite Lot B on the left descending bank of Minor's Canal in Section 16, Township 19 South, Range 16 East (Near Lake Decade), from Terry Ellender, current lessee, to Justin Domangue, for the remaining term of the current lease, ending July 2, 2022, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Michelle Klingman, Chief Accountant, presented information on a Monthly Budget-to-Actual Comparison report (attached).

Mrs. Klingman presented an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of November 2020 are approximately 13.25% higher than November 2019.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting was adjourned at 7:08 P.M.

Respectfully submitted,

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Clyde Hamner, Chairman

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Michael LaGarde, Vice Chairman

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Stacy Solet

RB/bp

Motion of Mrs. Solet, seconded by Dr. Trahan, unanimously carried, the Board authorized South Central Planning and Development Commission to represent the Terrebonne Parish School Board, in conjunction with the Terrebonne Parish Consolidated Government, in developing the redistricting process, as per the contractual agreement presented, and pending Board attorney review and approval, and further, authorized the Board president to sign all necessary documents pertaining thereto.

Motion of Mr. DeHart, seconded by Mr. Harding, unanimously carried, the Board received the June 30, 2020, Terrebonne Parish School Board Audit Report, as presented.

Motion of Mrs. Solet, seconded by Mr. LaGarde, unanimously carried, the Board authorized the Purchasing Department to advertise for bids on all Duplicator Paper and Card Stock.

Motion of Mr. DeHart, seconded by Mr. Voisin, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for Ink and Toner Cartridges.

Motion of Mr. DeHart, seconded by Dr. Trahan, unanimously carried, the Board authorized the Purchasing Department to advertise for bids on Section 16 Hunting and Trapping Leases that are currently available and/or may become available during the annual renewal period.

Motion of Mr. DeHart, seconded by Mr. Ford, unanimously carried, the Board approved the assignment of a campsite lease for Campsite Lot B on the left descending bank of Minor's Canal in Section 16, Township 19 South, Range 16 East (Near Lake Decade), from Terry Ellender, current lessee, to Justin Domangue, for the remaining term of the current lease, ending July 2, 2022, and further, authorized the Board president to sign all necessary documents pertaining thereto.

The report of the Finance, Insurance, and Section 16 Lands Committee meeting was concluded, and President Harding reassumed the Chair and presided for the remainder of the proceedings.

The Executive Committee report was then presented to the Board.

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

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, January 19, 2021, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, president, and Dr. MayBelle Trahan, vice president. Also in attendance were Mr. Dane Voisin, Mr. Michael LaGarde, Mrs. Stacy Solet, Mrs. Debi Benoit, Mr. Matthew Ford, Mr. Clyde Hamner, and Superintendent Philip Martin.

Board president Harding 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 7:13 P.M.

Respectfully submitted,

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Gregory Harding, President

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Dr. MayBelle Trahan, Vice President

RB/bp

Motion of Mr. Hamner, seconded by Mr. DeHart, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Whitney Batiste, Speech Therapist at Grand Caillou Elementary School, beginning February 8, 2021, through April 30, 2021 (family).

Superintendent Martin presented the following personnel actions for the period of December 14, 2020, through January 22, 2021 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]:

<b>New Employees - Professional Instructional Personnel</b>					
Name	Position	Certification	Location		Effective Date
GRIFFIN, ALLISON	ELEM 1-8 TEACHER	Certified	LACACHE MIDDLE		01/04/21
MCGUINN, DINAH	MM RESOURCE/SC TCHR	Degreed/Non-Certified	SCHOOL FOR EXCEPT CHILDREN		12/14/20
PARFAIT, MARY	MM RESOURCE/SC TCHR	Degreed/Non-Certified	SCHOOL FOR EXCEPT CHILDREN		01/04/21
PRESTENBACH, LORETTA	ELEM 1-8 TEACHER	Certified	OAKSHIRE ELEMENTARY		01/11/21
<b>New Employees - Non-Instructional Personnel</b>					
Name	Position		Location		Effective Date
DUPRE, MALLORY	SPECIAL ED PARA		SCHOOL FOR EXCEPT CHILDREN		01/04/21
FONSECA, CHAZ	CUSTODIAN III-A 12M		DULARGE ELEMENTARY		01/04/21
JOHNSON, KAYLA	CUSTODIAN III-A 12M		MULBERRY ELEMENTARY		01/04/21
LOYD, ABBIE	BUS DRIVER REG ED		TRANSPORTATION		12/14/20
NEIL, LORITA	BUS DRIVER REG ED		TRANSPORTATION		12/14/20
VOISIN, JESSICA	ECSE PARA		ACADIAN ELEMENTARY		12/15/20
<b>Resignations - Professional Instructional Personnel</b>					
Name	Position	Certification	Location	Term Code	Term Date
ADAMS, DEBBIE	ELEM 1-8 TEACHER	Certified	MULBERRY ELEMENTARY	Resigned	12/18/20
BLANCHARD, ANDREW	SECONDARY TEACHER	Practitioner	ELLENDER MEMORIAL HIGH	Resigned	12/18/20
FORET, JOSEPH	SECONDARY TEACHER	Certified	SOUTH TERREBONNE HIGH	Resigned	12/18/20
LEFORT, FAITH	ELEM 1-8 TEACHER	Practitioner	OAKLAWN MIDDLE	Resigned	01/08/21
MESHELL, WHITNEY	ELEM 1-8 TEACHER	Degreed/Non-Certified	LACACHE MIDDLE	Resigned	12/18/20
NAQUIN, TAMAIRA	ELEM 1-8 TEACHER	Certified	MULBERRY ELEMENTARY	Resigned	12/18/20
NEAL, DAVID	SEVERE/PROFOUND TCHR	Rehired Retired	SOUTH TERREBONNE HIGH	Resigned	12/18/20
REECE, ADAM	ELEM 1-8 TEACHER	Certified	OAKSHIRE ELEMENTARY	Resigned	01/13/21
ROBERTS, VICKI	SECONDARY TEACHER	Practitioner	TERREBONNE HIGH	Resigned	01/08/21
STAUDUM, CARLTON	SECONDARY TEACHER	Degreed/Non-Certified	ELLENDER MEMORIAL HIGH	Resigned	12/18/20
VERRET, MANDY	MM INCLUSION TCHR	Degreed/Non-Certified	LEGION PARK ELEMENTARY	Resigned	12/18/20
<b>Resignations - Non-Instructional Personnel</b>					
Name	Position		Location	Term Code	Term Date
HOLLOWAY, KATHRYN	PRE-K PARA		OAKSHIRE ELEMENTARY	Resigned	01/07/21
LANDRY-CAMPO, RHYAN	CUSTODIAN III-A 12M		DULARGE ELEMENTARY	Resigned	12/18/20
<b>Retirements - Professional Instructional Personnel</b>					
Name	Position	Service Years	Location	Term Code	Term Date
ACHEE, DANIEL	MM RESOURCE/SC TCHR	28.34 YEARS	LACACHE MIDDLE	Service Retirement	12/18/20
BERNARD, JULIE	SECONDARY TEACHER	25.43 YEARS	TERREBONNE HIGH	Service Retirement	12/18/20
BOURQUE-REISS, NICOLE	MM INCLUSION TCHR	20.43 YEARS	BROADMOOR ELEMENTARY	Service Retirement	12/18/20
HERMANS, CATHERINE	MM RESOURCE/SC TCHR	31.41 YEARS	SCHOOL FOR EXCEPT CHILDREN	Service Retirement	12/18/20
WILLIAMS, JAMES	INSTR MUSIC TCHR	30.93 YEARS	OAKSHIRE ELEMENTARY	Service Retirement	12/18/20
<b>Retirements - Non-Instructional Personnel</b>					
Name	Position	Service Years	Location	Term Code	Term Date
CADIERE, KAYLA	SCHOOL SECRETARY A-1	34.08 YEARS	SOUTH TERREBONNE HIGH	Service Retirement	12/18/20
CRAPPEL, JANET	SPECIAL ED PARA	18.37 YEARS	SCHOOL FOR EXCEPT CHILDREN	Service Retirement	12/18/20
SNEEZE, RICKEY	CUSTODIAN II	24.31 YEARS	HONDURAS ELEMENTARY	Service Retirement	12/22/20
VOCLAIN, DARLENE	SFS MANAGER 1800-UP	26.56 YEARS	H L BOURGEOIS HIGH	Service Retirement	12/18/20

Motion of Mr. Hamner, seconded by Mr. Voisin, unanimously carried, the Board approved the following appointment to the 2021 Executive Committee, as presented by President Harding: Mr. Gregory Harding, president; Dr. MayBelle Trahan, vice president, and Mr. Michael LaGarde.

President Harding then presented the following Standing Committee Appointments for 2021:

## COMMITTEE ASSIGNMENTS FOR 2021

### EXECUTIVE COMMITTEE

Gregory Harding, President  
 MayBelle Trahan, Ed.D., Vice President  
 Michael LaGarde

### FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE

Clyde Hamner, Chairman  
 Michael LaGarde, Vice Chairman  
 Stacy Solet

### BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE

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

### EDUCATION, TECHNOLOGY, AND POLICY COMMITTEE

Debi Benoit, Chairwoman  
 Matthew Ford, Vice Chairman  
 MayBelle Trahan, Ed.D.

**\*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)  
 Cheryl Degruise – Terrebonne Principals' Association  
 Melissa Verrett – Transportation Department  
 Mallorie Oliver – School Food Service Association  
 Connie Cehan – Auxiliary Department/Clerical  
 Catherine Rochelle – At-Large  
 Lynn Ellzey – Retirees  
 Curtis Constrantiche – Risk Manager

President Harding presented the following "Tentative Schedule" for 2021 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 3<sup>RD</sup> Tuesday of each month (on a rotating basis)** - few exceptions for holidays] in the Board Room.

#### **JANUARY**

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

#### **FEBRUARY**

2 School Board Meeting  
 9 Buildings/Food Service/Transportation (**tentative due to Mardi Gras Holidays**)  
 Finance/Insurance/Section 16 Lands  
 Executive  
 Education/Technology/Policy - reports to Board March 2

**MARCH**

- 2 School Board Meeting
- 16 Finance/Insurance/Section 16 Lands  
Executive  
Education/Technology/Policy  
Buildings/Food Service/Transportation – reports to Board April 13 (tentative due to Easter Holidays)

**APRIL**

- 13 School Board Meeting (**tentative**)
- 20 Education/Technology/Policy  
Buildings/Food Service/Transportation  
Finance/Insurance/Section 16 Lands  
Executive - reports to Board May 4

**MAY**

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

**JUNE**

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

**JULY**

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

**AUGUST**

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

**SEPTEMBER**

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

**OCTOBER**

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

**NOVEMBER**

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

**DECEMBER**

- 7 School Board Meeting
- 21 Finance/Insurance/Section 16 Lands **(tentative)**  
Executive  
Education/Technology/Policy  
Buildings/Food Service/Transportation - reports to Board January 4

Motion of Mr. Hamner, seconded by Dr. Trahan, unanimously carried, the Board voted to adjourn its meeting **(7:25 P.M.)**.

/s/ Philip Martin, Secretary

/s/ Gregory Harding, President

RLB