

## PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

**August 2, 2022**

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

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

A moment of silence was observed in memory of Ulysse J. Voisin (father of School Board Member, Mr. Dane Voisin); Nancy Bergeron, retired Child Search Coordinator/Speech Therapist; Alberta Bollinger, retired School Teacher; Carlean Groves, retired School Teacher; Patti Rhodes, retired School Food Service Technician, and John H. Lucas, retired Teacher/Coach, who recently passed away.

Motion of Mr. DeHart, seconded by Mrs. Solet, unanimously carried, the Board approved the minutes of School Board Meeting of July 5, 2022, as recorded.

At this time, Superintendent Bubba Orgeron announced the following personnel appointments and gave introductions:

- Supervisor of Secondary Education – Darrell Dillard
- Supervisor of Human Resources – Matthew Hodson
- Principal, H. L. Bourgeois High School – Casannah Moses
- Principal, Ellender Memorial High School – Blaise Pellegrin
- Principal, South Terrebonne High School – Dr. Madge Gautreaux
- Principal, Evergreen Jr. High School – Zack Hill
- Principal, Gibson Elementary School – Sharon LeBlanc
- Principal, Mulberry Elementary School – Dene' Cunningham
- Principal, Oakshire Elementary School – LaCest Campbell
- Principal, School for Exceptional Children (SEC) – Tammy Camille
- Assistant Principal, Mulberry Elementary School – Tory Adkins
- Assistant Principal, H. L. Bourgeois High School – Shawn Preston
- Assistant Principal, Southdown Elementary School – Magan LeBouef
- Assistant Principal, H. L. Bourgeois High School – Norris Chappel

Several announcements were made by President Harding regarding upcoming meetings.

Ms. Vicki Cloutier, citizen, addressed the Board regarding "Legal updates and local food support regarding USDA Title IX transgender bathrooms in public schools and withholding federal lunch money overreach."

Motion of Mr. Hamner, seconded by Mr. Ford, unanimously carried, the Board granted Ms. Cloutier additional time to complete her presentation.

Mr. DeHart moved, seconded by Mrs. Benoit, that the Board deviate from the regular order of the agenda and recess for 5 minutes to discuss Ms. Cloutier's presentation and reconvene in regular session, with a possible motion; however, the motion to deviate failed to carry, due to objection by Mr. LaGarde (required unanimous vote).

Mrs. Kathryn Richard, Board Attorney, addressed the Board regarding the foregoing motion.

Ms. Misty Detiveaux, citizen, addressed the Board regarding "Threat to school lunches by current administration and alternatives to federal monies."

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 at 5:00 P.M. on Tuesday, July 19, 2022, in the Board Room of the School Board Office with the following members present: Mrs. Debi Benoit, Chairwoman, Mr. Matthew Ford, Vice Chairman, and Dr. MayBelle Trahan. Also in attendance were Mr. Clyde Hamner, Mr. Roger Dale DeHart, Mr. Gregory Harding, Mrs. Stacy Solet, Mr. Dane Voisin, Superintendent Bubba Orgeron, and members of the staff.

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

Superintendent Orgeron presented information regarding revisions to Policy FILE: B-8.1 Employee Representative Committee.

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

**The Committee recommends** that the Board approve, as presented, revised Policy FILE: B-8.1 Employee Representative Committee.

**FILE: B-8.1**

#### **EMPLOYEE REPRESENTATIVE COMMITTEE**

The Employee Representative Committee will meet regularly with the Superintendent to make and consider recommendations regarding changes in and additions to policies, regulations, and procedures affecting personnel matters and working conditions and serves in an advisory capacity to the Superintendent in matters that affect the Terrebonne Parish Schools. Such recommendations shall be presented to the Board for its consideration.

#### **COMMITTEE COMPOSITION**

The Employee Representative Committee shall be composed of, but not limited to, members and/or designee according to the following:

- A. **A teacher representative from each school**
  1. **Each District Teacher of the Year (elementary, middle, secondary) will serve as their school's representative.**
  2. **School's teacher representatives will be selected democratically by each faculty and submitted to the Director of Human Resources no later than the end of the first month of the school year.**
  3. **Each school will have only one (1) teacher representative.**

~~Teachers of the Year representing the three clusters: elementary, middle, and secondary;~~

~~B. Three (3) teachers appointed by the Superintendent representing the three clusters: elementary, middle, and secondary;~~

B. Terrebonne Association of Educator's Representative;

C. A+PEL Representative;

D. Terrebonne Principals' Association Representative;

E. Outstanding School Support Employee of the Year representing the three clusters: elementary, middle, and secondary;

F. Terrebonne Insurance Committee Representative;

G. Terrebonne Parish Bus Drivers' Association Representative;

H. Terrebonne Parish School Food Service Association Representative.

#### COMMITTEE OPERATING PROCEDURES

A. Meetings

The ERC will determine the time and date of its regular meetings at the first meeting in September.

B. Setting the agenda

Agenda items must be submitted by noon at least three (3) workdays prior to the meeting date.

C. Special meetings

Special meetings of the ERC may be called at the discretion of the Superintendent or designee.

D. Citizen participation

Individuals shall be allowed to address the ERC at any scheduled meeting.

E. Submission of recommendations

1. Recommendations may be submitted to the **Director of Human Resources Assistant Superintendent of Instruction and Student Support Services** and/or ERC at any time during the calendar year using the proper recommendation form. Forms are available at each school or work site.

2. While recommendations may be considered at any time during the calendar year, a formal request for recommendations will be sent out at a date agreed upon by the ERC at its first meeting.

3. Recommendations may be submitted by any individual or group within the Terrebonne Parish School System and by the general public.

F. Consideration of recommendations

1. The ERC will give each recommendation careful consideration.
2. Each recommendation will be returned by the ERC to the person submitting the recommendation with a written response as to action taken. Recommendations will be returned through the Board mail and/or electronic mail system.
3. Items referred to the ERC by the Board may be decided by mutual agreement between the Board and the ERC.
4. Recommendations referred to the ERC by individuals or groups other than the Board and approved by the ERC for addition to policy, regulation or procedure shall be presented to the employees for a vote before being submitted to the appropriate committee of the Board.
5. The Superintendent may direct the ERC to work in his/her absence provided that all final recommendations are submitted for review before being forwarded to the appropriate committee of the Board.
6. The Employee Representative Committee (ERC) shall select from its members a spokesperson or persons to present recommendations and rationales to the appropriate Board committee. It shall be the responsibility of the spokesperson of the Employee Representative Committee (ERC) to place any of the above-referenced matters on the agenda of the appropriate committee within the prescribed guidelines of Board policy.
7. On matters regarding policies, regulations and procedures affecting personnel matters and working conditions, the ERC will operate by consensus.

If, in the opinion of the Superintendent, the Committee is unable to reach consensus, then he/she shall call for a vote. If a majority of the Committee approves the recommendation, then the policy will be forwarded to the appropriate Board committee with written rationale for both positions.

8. On matters other than policies, regulations, and procedures affecting personnel matters and working conditions, the ERC will operate by consensus.

If, in the opinion of the Superintendent, the Committee is unable to reach consensus, then he/she shall call for a vote. If a majority of the Committee approves the recommendation, then the recommendation is adopted by the Committee.

## RECONCILIATION OF DIFFERENCES

In cases where recommendations of the Employee Representative Committee (ERC) are not adopted by the Board, the Board shall refer the matter back to the appropriate Board committee for further review and evaluation with due consideration of ERC concerns.

Adopted: September 1991

Revised: November 1991

Revised: May 1994

Revised: July 1996

Revised: January 1997

Revised: November 1997

Revised: August 2014

**Revised: July 2022**

Ref: Board minutes, 7-16-96, 1-21-97, 11-18-97, 8-19-14, **8-2-22**.

Mrs. Sandra LaRose, Chief Academic Officer, presented information on schools' Staff Development Days 1 and 2.

Mrs. LaRose presented information regarding Terrebonne Parish School District's Opening of Schools motivational and inspirational guest speaker, Mr. Mickey Smith, Jr.

Mrs. LaRose, Mr. Darrell Dillard, Supervisor of Secondary Education, and Dr. Debra Yarbrough, Director of Human Resources, presented information on various instructional department updates.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting was adjourned at 5:31 P.M.

Respectfully submitted,

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Debi Benoit, Chairwoman

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Matthew Ford, Vice Chairman

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Dr. MayBelle Trahan

SL/jb

Motion of Mr. Ford, seconded by Dr. Trahan, unanimously carried, the Board approved, as presented and outlined in the foregoing report, revised Policy FILE: B-8.1 Employee Representative Committee.

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 meeting on Tuesday, July 19, 2022, in the Board Room of the School Board Office with the following members present: Mr. Dane Voisin, Chairman, Mr. Roger Dale DeHart, Vice Chairman, and Mr. Gregory Harding. Also in attendance were Mr. Matthew Ford, Mrs. Stacy Solet, Dr. MayBelle Trahan, Mr. Clyde Hamner, Mrs. Debi Benoit, Superintendent Bubba Orgeron, and members of the staff.

Chairman Voisin called the meeting to order.

Mr. Scott Griffith, Project Manager, Hammerman & Gainer, LLC, addressed the Committee regarding building repairs in response to Hurricane Ida.

### **RECOMMENDATION NO. 1**

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

**Maintenance & Auxiliary Services Building  
Central Office  
Transportation Building**

**Archestrate, LLC  
Archestrate, LLC  
Archestrate, LLC**

Mrs. Alli Dugas, Purchasing Agent, addressed the Committee regarding renewal of the Pest Control Service contract with Rogers Pest Control.

### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board renew the service contract with Rogers Pest Control, under the same terms and conditions as the current contract, for five (5) years beginning September 6, 2022, through September 5, 2027, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Dugas addressed the Committee regarding acceptance of Request for Proposals for Mechanical Engineering Services for the H. L. Bourgeois High School HVAC Replacement/Upgrade Project.

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board accept the proposal, meeting all specifications, for Mechanical Engineering Services for the H. L. Bourgeois High School HVAC Replacement/Upgrade Project from Thompson Luke & Associates, LLC, 10705 Rieger Road, Suite 101, Baton Rouge, LA 70809, issue a "NOTICE TO PROCEED" with plans and specifications for the project, establish a budget of \$3,057,423.00, monies to be derived from the American Rescue Plan Act-ARPA (ESSER III), authorize the advertising of bids, direct that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising of bids, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Dugas addressed the Committee regarding authorization to advertise for bids for storage sheds at various schools ruined by Hurricane Ida.

### **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board authorize the Purchasing Department to advertise for bids for storage sheds at various schools, funding to be derived from FEMA reimbursement funds.

Mrs. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding update of Hurricane Ida (attached).

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding substantial completion of Mulberry Elementary School Addition Construction Project (attached).

**RECOMMENDATION NO. 5**

**The Committee recommends** that the Board ratify a change order for the Mulberry Elementary School Addition Construction Project to increase the contract time by eighty-seven (87) days, due to inclement weather, from April 22, 2022, to July 18, 2022, approve the substantial completion dated July 18, 2022, subject to the punch list; upon completion of the punch list, final inspection, and receipt of the lien-free certificate, authorize the release of retainage; and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Marco Gonzalez, representing Volkert, Inc., addressed the Committee regarding update of Hurricane Ida response.

Mr. Curtis Lee, representing Hammerman & Gainer, LLC, addressed the Committee regarding update of Hurricane Ida response.

Mr. Sammy Poiencot, Supervisor of Plant Operations, 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 6:27 P.M.

Respectfully submitted,

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Dane Voisin, Chairman

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Roger Dale DeHart, Vice Chairman

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Gregory Harding

SP/sn

Motion of Mr. DeHart, seconded by Mrs. Benoit, unanimously carried, the Board issued a "NOTICE TO PROCEED" (as per contractual agreement) for plans and specifications for building repairs for the following projects, funding to be derived from FEMA reimbursement funds, authorized the advertising of bids, directed that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising for bids, and further, authorized the Board president to sign all necessary documents pertaining thereto.

**Maintenance & Auxiliary Services Building  
Central Office  
Transportation Building**

**Archestrate, LLC  
Archestrate, LLC  
Archestrate, LLC**

Motion of Mr. DeHart, seconded by Mrs. Solet, unanimously carried, the Board renewed the service contract with Rogers Pest Control, under the same terms and conditions as the current contract, for five (5) years beginning

September 6, 2022, through September 5, 2027, 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 accepted the proposal, meeting all specifications, for Mechanical Engineering Services for the H. L. Bourgeois High School HVAC Replacement/Upgrade Project from Thompson Luke & Associates, LLC, 10705 Rieger Road, Suite 101, Baton Rouge, LA 70809, issued a "NOTICE TO PROCEED" with plans and specifications for the project, established a budget of \$3,057,423.00, monies to be derived from the American Rescue Plan Act-ARPA (ESSER III), authorized the advertising of bids, directed that any major project changes be reported to the Buildings, Food Service, and Transportation Committee prior to advertising of bids, and further, authorized the Board president to sign all necessary documents pertaining thereto.

Motion of Mr. DeHart, seconded by Mrs. Solet, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for storage sheds at various schools, funding to be derived from FEMA reimbursement funds.

Motion of Mr. DeHart, seconded by Mr. Ford, unanimously carried, the Board ratified a change order for the Mulberry Elementary School Addition Construction Project to increase the contract time by eighty-seven (87) days, due to inclement weather, from April 22, 2022, to July 18, 2022, approved the substantial completion dated July 18, 2022, subject to the punch list; upon completion of the punch list, final inspection, and receipt of the lien-free certificate, authorized the release of retainage; and further, authorized the Board president to sign all necessary documents pertaining thereto.

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 Buildings, Food Service, and Transportation Committee meetings on Tuesday, July 19, 2022, in the Board Room of the School Board Office with the following members present: Mr. Clyde Hamner, Chairman, and Mrs. Stacy Solet. Mr. Michael LaGarde, Vice Chairman, was absent. Also in attendance were Mr. Gregory Harding, President, Dr. MayBelle Trahan, Vice President, Mr. Matthew Ford, Mr. Roger Dale DeHart, Mr. Dane Voisin, Superintendent Bubba Orgeron, and members of the staff.

Chairman Hamner called the meeting to order.

Mrs. Katherine Gilbert-Theriot, Director of Business Retention and Expansion at Terrebonne Economic Development Authority (TEDA), addressed the Committee regarding the adoption of a resolution to support K & B Machine Works, LLC in its participation in the Industrial Tax Exemption Program (ITEP).

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

**The Committee recommends** that the Board adopt the resolution, as presented, honoring K & B Machine Works, LLC's Industrial Tax Exemption Program (ITEP) contract #20170624-ITE and #20180498-ITE, without penalty.



Mrs. Gilbert-Theriot addressed the Committee regarding the adoption of a resolution to support AIT Machine, LLC in its participation in the Industrial Tax Exemption Program (ITEP).

### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board adopt the resolution, as presented, honoring AIT Machine, LLC's Industrial Tax Exemption Program (ITEP) contract #20170323, without penalty.

Mrs. Gilbert-Theriot addressed the Committee regarding the adoption of a resolution to support K & B Machine Works, LLC in its participation in the Industrial Tax Exemption Program (ITEP).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board adopt the resolution, as presented, granting the request by K & B Machine Works, LLC (Industrial Tax Exemption Application #20200534-ITE).

Mrs. Gilbert-Theriot addressed the Committee regarding the adoption of a resolution to support Bollinger Houma Shipyards, LLC in its participation in the Industrial Tax Exemption Program (ITEP).

### **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board adopt the resolution, as presented, granting the request by Bollinger Houma Shipyards, LLC (Industrial Tax Exemption Application #20190322-ITE).

Superintendent Orgeron addressed the Committee regarding the Receipt of the Proposed Operating Budgets for Fiscal Year 2022-2023 and establishing a Public Hearing.

### **RECOMMENDATION NO. 5**

**The Committee recommends** that the Board receive the Proposed Operating Budgets for the General Operating Fund, Child Nutrition Program Fund, 1 Cent Sales Tax Fund, 1/2 Cent Sales Tax Fund, 3/4 Cent Sales Tax Fund, and various Special Revenue Funds for the 2022/2023 Fiscal Year and establish a Public Hearing on the same: Tuesday, August 9, 2022, at 5:30 P.M. in the Board Room of the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, LA 70360.

Superintendent Orgeron addressed the Committee regarding 2022-2023 Performance Pay.

### **RECOMMENDATION NO. 6**

**The Committee recommends** that the Board approve, as presented, the Performance Pay structure, effective with the 2022-2023 school year.

Superintendent Orgeron addressed the Committee regarding an Employee Compensation proposal he intends to present to the Board at its August 2, 2022, meeting.

Mrs. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding the Fiscal Year 2021/2022 Louisiana Compliance Questionnaire (attached).

**RECOMMENDATION NO. 7**

**The Committee recommends** that the Board adopt the following resolution in reference to the Louisiana Compliance Questionnaire for the 2021/2022 Fiscal Year:

**TERREBONNE PARISH SCHOOL BOARD  
RESOLUTION NO. \_\_\_\_**

**BE IT RESOLVED**, that the Terrebonne Parish School Board, in connection with the June 30, 2022, audit, adopts the Louisiana Compliance Questionnaire for submission to LaPorte CPAs and Business Advisors, and confirms that the representations made therein are to the best of the Board's knowledge and belief, and

**BE IT FURTHER RESOLVED**, that Gregory Harding, President of the Terrebonne Parish School Board, Aubrey "Bubba" Orgeron, Jr., Superintendent, and Rebecca Breaux, Chief Financial Officer, be authorized to sign said Questionnaire.

Superintendent Orgeron addressed the Committee regarding a salary increase for all full time employees by the Louisiana Legislature, effective with the 2022-2023 Fiscal Year.

**RECOMMENDATION NO. 8**

**The Committee recommends** that the Board add \$1,500 to each teacher-based pay scale, indexed accordingly, and add \$750 to each support personnel pay scale, as per SCR 23 of the 2022 Regular Session of the Louisiana Legislature, effective for the 2022-2023 Fiscal Year.

Mrs. Michelle Klingman, Supervisor of Finance, presented information on the Monthly Budget-to-Actual Comparison report (attached) and gave an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of May 2022 are approximately 13.71% higher than May 2021.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 7:03 P.M.

Respectfully submitted,

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Clyde Hamner, Chairman

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Stacy Solet

RB/bp

Motion of Mr. Ford, seconded by Mr. DeHart, unanimously carried, the Board adopted the following resolution, as presented, honoring K & B Machine Works, LLC's Industrial Tax Exemption Program (ITEP) contract #20170624-ITE and #20180498-ITE without penalty:

**RESOLUTION NO. 1937**

**A RESOLUTION TO SUPPORT K&B MACHINE WORKS, LLC, IN ITS PARTICIPATION  
IN THE INDUSTRIAL TAX EXEMPTION PROGRAM RE: #20170624-ITE & #20180498-ITE**

**WHEREAS**, K&B Machine Works, LLC sought an Industrial Tax Exemption from the State of Louisiana through the Louisiana Board of Commerce and Industry for the creation of 47 jobs with \$3,348,757 associated payroll at its manufacturing establishment in Terrebonne Parish;

**WHEREAS**, K&B Machine Works, LLC was granted contracts #20170624-ITE & #20180498-ITE by the Board of Commerce and Industry and Governor Edwards as otherwise set forth through Executive Orders 16-26 and 16-73;

**WHEREAS**, K&B Machine Works, LLC did not meet its performance metrics in 2019 or 2020 for contract #20170624-ITE, or 2020 for #20180498-ITE but did rebound in 2021, reaching a total of 245 jobs from its baseline of 198 jobs;

**WHEREAS**, in its operations, K&B Machine Works, LLC has benefited the Terrebonne Parish economy and its employees, this Terrebonne Parish School Board recommends K&B Machine Works, LLC's contract #20170624-ITE & #20180498-ITE be honored by state agencies without penalty.

**THEREFORE, BE IT FURTHER RESOLVED** by the Terrebonne Parish School Board that a copy of this resolution shall be forwarded to the Board of Commerce and Industry and Louisiana Economic Development.

Motion of Mr. DeHart, seconded by Mrs. Solet, unanimously carried, the Board adopted the following resolution, as presented, honoring AIT Machine, LLC's Industrial Tax Exemption Program (ITEP) contract #20170323, without penalty:

**RESOLUTION NO. 1938**

**A RESOLUTION TO SUPPORT AIT MACHINE, LLC, IN ITS PARTICIPATION  
IN THE INDUSTRIAL TAX EXEMPTION PROGRAM RE: #20170323-ITE**

**WHEREAS**, AIT MACHINE, LLC, sought an Industrial Tax Exemption from the State of Louisiana through the Louisiana Board of Commerce and Industry for the creation of 2 jobs with \$100,000 associated payroll at its manufacturing establishment in Terrebonne Parish;

**WHEREAS**, AIT MACHINE, LLC, was granted contract #20170323-ITE by the Board of Commerce and Industry and Governor Edwards as otherwise set forth through Executive Orders 16-26 and 16-73;

**WHEREAS**, AIT MACHINE, LLC, did not meet its performance metrics in 2021 due to labor and market conditions;

**WHEREAS**, in its operations, AIT MACHINE, LLC, has benefited the Terrebonne Parish economy and its employees, this Terrebonne Parish School Board recommends AIT MACHINE, LLC's contract #20170323-ITE be honored by state agencies without penalty.

**THEREFORE, BE IT FURTHER RESOLVED** by the Terrebonne Parish School Board that a copy of this resolution shall be forwarded to the Board of Commerce and Industry and Louisiana Economic Development.

Motion of Mr. Ford, seconded by Mr. DeHart, unanimously carried, the Board adopted the following resolution, as presented, and granted the request by K & B Machine Works, LLC (Industrial Tax Exemption Application #20200534-ITE):

**RESOLUTION NO. 1939**

**A RESOLUTION TO APPROVE K&B MACHINE WORKS, LLC FOR  
PARTICIPATION IN THE INDUSTRIAL TAX EXEMPTION PROGRAM AT TERREBONNE  
PARISH, LOUISIANA**

**WHEREAS**, Article 7, Section 21(F) of the Louisiana Constitution provides for the Board of Commerce and Industry ("BCI"), with the approval of the

Governor, to approve contracts for the exemption of ad valorem taxes of a new manufacturing establishment or an addition to an existing manufacturing establishment, on such terms and conditions as the board, with the approval of the Governor, deems in the best interest of the state; and

**WHEREAS**, K&B Machine Works, LLC has applied for an Industrial Tax Exemption ("ITE"), Project #20200534-ITE, which has been approved by the BCI, and thus been granted an Exemption Contract signed by Governor John Bel Edwards; and

**WHEREAS**, Governor Edwards, through Executive Orders JBE 16-26 and 16-73, as amended, has set forth the conditions for his approval of ITE contracts, and affirmed that those conditions are in the best interest of the State of Louisiana; and

**WHEREAS**, Executive Order JBE 16-26 and 16-73, as amended, provides that ITE contracts should be premised upon job and payroll creation at new or expanded manufacturing plants or establishments, or upon showing that investment in modernization of the facility represents a compelling basis for retention of jobs and that the percentage of exemption from ad valorem taxes, and length of the contract for such exemption are based upon economic benefit in accordance with guidance received from the Secretary of Economic Development and concurred by the Terrebonne Parish Council, Terrebonne Parish School Board, and Terrebonne Parish Sheriff; and

**WHEREAS**, Executive Order JBE 16-26 and 16-73, as amended, further requires that this School Board, together with the other required local government entities signify consent to the terms of the exemption by resolution and the sheriff of this parish shall signify consent to the terms of the exemption by letter; and

**WHEREAS**, K&B Machine Works, LLC has undertaken an addition/expansion to facility at 208 Rebecca's Pond Road in Schriever, Terrebonne Parish, to grow market share through increased scope of business by capital investment in cutting-edge machine tools and technologies to accommodate over-size parts and clean-room manufacturing; and

**WHEREAS**, Louisiana Department of Economic Development and the Louisiana Board of Commerce and Industry have approved the aforementioned project, issued a contract signed by the Governor and have conveyed the same to this School Board, and thus, this matter is now ready for a determination of approval of this School Board as required by JBE 16-26 and 16-73, as amended; and,

**WHEREAS**, the Terrebonne Parish School Board in consideration of JBE 16-26 and 16-73, as amended, and in accordance with Louisiana Administrative Code §501, et seq., Louisiana Revised Statutes 47:1703 and 47:4311, et seq., finds the project, contract, as proposed, to be acceptable; and

**NOW THEREFORE, BE IT RESOLVED**, upon consideration of the foregoing and the public discussion held this day that the Terrebonne Parish School Board finds that K&B Machine Works, LLC has presented compelling evidence that as a result of the completed investment of \$3,480,510 for which the exemption is being sought, and will create 5 jobs with an annual payroll of \$325,620 in concert with this investment, approves the terms of the Industrial Tax Exemption contract between the State of Louisiana, the Louisiana Department of Economic Development, and K&B Machine Works, LLC with respect to the manufacturing facility located in Terrebonne Parish, Louisiana.

Terms: Exemption Contract for ad valorem taxes exemption at 80% for 5 years and subject to renewal at 80% exemption for the 5-year renewal Exemption Contract, subject to the company's compliance with and performance of the company's objectives considered as to the renewal.

Failure to satisfy 90% of either or both the company's required annual jobs and payroll as attached may result in reconsideration of the terms of the exemption or the opportunity for renewal of the initial five-year exemption.

This Terrebonne Parish School Board hereby approves the Industrial Tax Exemption Contract between the State of Louisiana, the Louisiana Department of Economic Development, and K&B Machine Works, LLC.

**THEREFORE, BE IT FURTHER RESOLVED** by the Terrebonne Parish School Board, that a copy of this resolution shall be forwarded to the Louisiana Department of Economic Development.

Motion of Mr. DeHart, seconded by Mr. Ford, unanimously carried, the Board adopted the following resolution, as presented, and granted the request by Bollinger Houma Shipyards, LLC (Industrial Tax Exemption Application #20190322-ITE):

**RESOLUTION NO. 1940**

**A RESOLUTION TO APPROVE BOLLINGER HOUMA SHIPYARDS, LLC FOR PARTICIPATION IN THE INDUSTRIAL TAX EXEMPTION PROGRAM AT TERREBONNE PARISH, LOUISIANA**

**WHEREAS**, Article 7, Section 21(F) of the Louisiana Constitution provides for the Board of Commerce and Industry ("BCI"), with the approval of the Governor, to approve contracts for the exemption of ad valorem taxes of a new manufacturing establishment or an addition to an existing manufacturing establishment, on such terms and conditions as the board, with the approval of the Governor, deems in the best interest of the state; and

**WHEREAS**, Bollinger Houma Shipyards, LLC has applied for an Industrial Tax Exemption ("ITE"), Project #20190322-ITE, which has been approved by the BCI, and thus, been granted an Exemption Contract signed by Governor John Bel Edwards; and

**WHEREAS**, Governor Edwards, through Executive Orders JBE 16-26 and 16-73, as amended, has set forth the conditions for his approval of ITE contracts, and affirmed that those conditions are in the best interest of the State of Louisiana; and

**WHEREAS**, Executive Order JBE 16-26 and 16-73, as amended, provides that ITE contracts should be premised upon job and payroll creation at new or expanded manufacturing plants or establishments, or upon showing that investment in modernization of the facility represents a compelling basis for retention of jobs and that the percentage of exemption from ad valorem taxes, and length of the contract for such exemption are based upon economic benefit in accordance with guidance received from the Secretary of Economic Development and concurred by the Terrebonne Parish Council, Terrebonne Parish School Board and Terrebonne Parish Sheriff; and

**WHEREAS**, Executive Order JBE 16-26 and 16-73, as amended, further requires that this School Board, together with the other required local government entities signify consent to the terms of the exemption by resolution and the sheriff of this parish shall signify consent to the terms of the exemption by letter; and

**WHEREAS**, Bollinger Houma Shipyards, LLC has undertaken an addition/expansion to facility at 301 Bayou Dularge Road in Houma, Terrebonne Parish, to grow market share through increased scope of business by capital investment in cutting-edge machine tools and

technologies to fulfill contracts of vessels with a new 300' x 100' manufacturing facility; and

**WHEREAS**, Louisiana Department of Economic Development and the Louisiana Board of Commerce and Industry have approved the aforementioned project, issued a contract signed by the Governor and have conveyed the same to this School Board, and thus, this matter is now ready for a determination of approval of this School Board as required by JBE 16-26 and 16-73, as amended; and,

**WHEREAS**, the Terrebonne Parish School Board in consideration of JBE 16-26 and 16-73, as amended, and in accordance with Louisiana Administrative Code §501, et seq., Louisiana Revised Statutes 47:1703 and 47:4311, et seq., finds the project, contract, as proposed, to be acceptable; and

**NOW THEREFORE, BE IT RESOLVED**, upon consideration of the foregoing and the public discussion held this day that the Terrebonne Parish School Board finds that Bollinger Houma Shipyards, LLC has presented compelling evidence that as a result of the completed investment of \$6,385,605 for which the exemption is being sought, and will create 10 jobs with an annual payroll of \$400,000 in concert with this investment, approves the terms of the Industrial Tax Exemption contract between the State of Louisiana, the Louisiana Department of Economic Development, and Bollinger Houma Shipyards, LLC with respect to the manufacturing facility located in Terrebonne Parish, Louisiana.

Terms: Exemption Contract for ad valorem taxes exemption at 80% for 5 years and subject to renewal at 80% exemption for the 5-year renewal Exemption Contract, subject to the company's compliance with and performance of the company's objectives considered as to the renewal.

Failure to satisfy 90% of either or both the company's required annual jobs and payroll, as attached, may result in reconsideration of the terms of the exemption or the opportunity for renewal of the initial five-year exemption.

This Terrebonne Parish School Board hereby approves the Industrial Tax Exemption Contract between the State of Louisiana, the Louisiana Department of Economic Development, and Bollinger Houma Shipyards, LLC.

**THEREFORE, BE IT FURTHER RESOLVED** by the Terrebonne Parish School Board, that a copy of this resolution shall be forwarded to the Louisiana Department of Economic Development.

Motion of Mrs. Solet, seconded by Mr. Voisin, unanimously carried, the Board received the Proposed Operating Budgets for the General Operating Fund, Child Nutrition Program Fund, 1 Cent Sales Tax Fund, 1/2 Cent Sales Tax Fund, 3/4 Cent Sales Tax Fund, and various Special Revenue Funds for the 2022/2023 Fiscal Year and established a Public Hearing on the same: Tuesday, August 9, 2022, at 5:30 P.M. in the Board Room of the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, LA 70360.

Motion of Mr. Ford, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented, the Performance Pay structure, effective with the 2022-2023 school year.

Motion of Mr. DeHart, seconded by Mr. Harding, unanimously carried, the Board adopted the following resolution in reference to the Louisiana Compliance Questionnaire for the 2021/2022 Fiscal Year:

**TERREBONNE PARISH SCHOOL BOARD  
RESOLUTION NO. 1941**

**BE IT RESOLVED**, that the Terrebonne Parish School Board, in connection with the June 30, 2022, audit, adopts the Louisiana Compliance Questionnaire for submission to LaPorte CPAs and Business Advisors, and confirms that the representations made therein are to the best of the Board's knowledge and belief, and

**BE IT FURTHER RESOLVED**, that Gregory Harding, President of the Terrebonne Parish School Board, Aubrey "Bubba" Orgeron, Jr., Superintendent, and Rebecca Breaux, Chief Financial Officer, be authorized to sign said Questionnaire.

Motion of Mr. DeHart, unanimously seconded, unanimously carried, the Board approved the addition of \$1,500 to each teacher-based pay scale, indexed accordingly, and the addition of \$750 to each support personnel pay scale, as per SCR 23 of the 2022 Regular Session of the Louisiana Legislature, effective for the 2022-2023 Fiscal Year.

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

The following Executive Committee report was presented to the Board with Dr. Trahan, Vice President, presiding:

Dear Members of the Board:

The **EXECUTIVE COMMITTEE** met immediately following the 5:00 P.M. Education, Technology, and Policy Committee; Buildings, Food Service, and Transportation Committee; and Finance, Insurance, and Section 16 Lands Committee meetings on Tuesday, July 19, 2022, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, President, and Dr. MayBelle Trahan, Vice President. Mr. Michael LaGarde was absent. Also in attendance were Mr. Clyde Hamner, Mr. Matthew Ford, Mr. Roger Dale DeHart, Mrs. Stacy Solet, Mr. Dane Voisin, Superintendent Bubba Orgeron, and members of the staff.

Vice President Trahan called the meeting to order.

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

There were no Committee member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 7:09 P.M.

Respectfully submitted,

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Gregory Harding, President

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MayBelle Trahan, Ed.D., Vice President

RB/bp

Motion of Mr. Harding, seconded by Mr. LaGarde, unanimously carried, the Board accepted, as presented, the foregoing Executive Committee report in its entirety.

The Executive Committee report was concluded, and President Harding reassumed the Chair and presided for the remainder of the proceedings.

Motion of Mr. DeHart, seconded by Mr. Ford, unanimously carried, the Board approved the 2022-2023 School Calendar adjustments, as follows:

**Tuesday, November 8, 2022** – Staff Development Day (No Students)

**Tuesday, January 17, 2023** – Regular School Day (Previous Staff Development Day)

Motion of Mr. Hamner, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented, the following revised Policy FILE: F-11.5 Personal Leave:

**FILE: F-11.5**

### PERSONAL LEAVE

The Board shall grant to all employees, **three (3) two (2)** days absence during each school year to be used for such purposes as may be determined by the individual. For every day an employee is absent from work over the allowed **three (3) two (2)** days, the employee shall be considered on leave without pay and a full day's pay shall be deducted from his/her regular salary for each day absent.

The **three (3) two (2)** days personal leave shall be used at the employee's discretion, upon submitting proper notice for such leave at least twenty-four (24) hours prior to taking said leave. The twenty-four (24) hour notice may be waived if due to unforeseen circumstances. The **three (3) two (2)** days personal leave shall not be cumulative nor payable upon death or retirement. Personal leave shall be charged to and deducted from current and/or accumulated sick leave as of the date personal leave is taken.

Revised: February 1975

Revised: October 1976

Revised: June 1978

Revised: August 1983

Revised: October 1984

Revised: May 1990

Revised: November 1990

Revised: July 1996

Revised: November 1998

**Revised: August 2022**

Ref: La. Rev. Stat. Ann. §§17:1208, 17:1208.1; Board minutes, 2-18-75, 10-12-76, 6-20-78, 8-16-83, 10-9-84, 5-1-90, 11-27-90, 7-16-96, 11-17-98.

Mrs. Benoit moved, seconded by Dr. Trahan, that the Board approve, as presented, the following revised Policy FILE: F-11.4 Sick Leave, effective upon Board approval on August 2, 2022:

**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 **forty-five (45) ~~twenty-five (25)~~** days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

#### DEFERRED RETIREMENT OPTION PROGRAM (DROP)

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

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

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

Mr. Voisin, seconded by Dr. Trahan, offered a substitute motion, that the Board approve the foregoing revised Policy FILE: F-11.4 Sick Leave, for teachers only, effective upon Board approval on August 2, 2022.

Following a lengthy discussion, a roll call vote having been called for on the substitute motion, the vote thereon was as follows:

**YEAS:** Mrs. Benoit, Mr. Hamner, and Mr. Voisin

**NAYS:** Mr. LaGarde, Mr. Harding, Mr. Ford, Mrs. Solet, Mr. DeHart, and Dr. Trahan

**ABSENT:** None

President Harding declared the foregoing substitute motion failed to carry.

Discussion continued.

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

**YEAS:** Mr. Harding, Mrs. Benoit, Mr. DeHart, and Dr. Trahan

**NAYS:** Mr. LaGarde, Mr. Ford, Mrs. Solet, Mr. Hamner, and Mr. Voisin

**ABSENT:** None

President Harding declared the original motion failed to carry.

Superintendent Orgeron gave a brief presentation on employee compensation package.

Motion of Mr. Hamner, unanimously seconded, unanimously carried, the Board approved the employee compensation package, as presented by Superintendent Orgeron.

Dr. Debra Yarbrough, Director of Human Resources, addressed the Board regarding the foregoing matter.

At this time, Superintendent Orgeron presented (information only) the following lists of administrative assignments for the 2022-2023 school year:

**ADMINISTRATIVE (CENTRAL OFFICE) ASSIGNMENTS FOR 2022-2023 SCHOOL YEAR**

Chief Academic Officer	Sandra LaRose
Chief Financial Officer	Rebecca Breaux
Director of Child Welfare & Attendance	Mark Torbert
Director, Human Resources	Dr. Debra Yarbrough
Supervisor, Child Nutrition Program	Monica Walther
Supervisor, Child Welfare & Attendance	Cory Butler
Supervisor, Elementary Education	Alton Johnson
Supervisor, Federal Programs	Cheryl Degruise
Supervisor, Human Resources	Matthew Hodson
Supervisor, Middle School Education	Kim Vauclin
Supervisor, Secondary/Vocational/Adult/Driver Ed.	Darrell Dillard
Supervisor, Special Education Services	Dr. Monica Breaux
Supervisor of Transportation/Safety	Devlin Aubert
District Assessment & Accountability Administrator	Dr. Myra Austin
Supervisor of Finance	Michelle Klingman
Data Processing Manager	Maria Vice
Network System Administrator	Christopher Babin
Plant Operations Manager	Sammy Poiencot
Risk Manager	Curtis Constrantiche
Executive Assistant to the Board	Ramona Brunet
Executive Secretary to the Superintendent	Melissa Hagen

**ADMINISTRATIVE (PRINCIPAL) ASSIGNMENTS FOR 2022-2023 SCHOOL YEAR**

Acadian Elementary School	Tonia Cook
Bayou Black Elementary School	Melynda Rodrigue
Bourg Elementary School	Jennifer Blanchard
H. L. Bourgeois High School	Casannah Moses
Broadmoor Elementary School	Melissa Soileau
Caldwell Middle School	Charles Bergeron
Coteau-Bayou Blue Elementary School	Nikki Fanguy
Dularge Elementary School	Tessie Adams
Ellender Memorial High School	Blaise Pellegrin
Evergreen Junior High School	Zack Hill
Gibson Elementary School	Sharon LeBlanc
Grand Caillou Elementary School	Amanda Callahan
Grand Caillou Middle School	John Campbell
Honduras Elementary School	Melanie Edmonds
Houma Junior High School	Jason Corbin
Lacache Middle School	Juliette Gautreaux
Legion Park Elementary School	Sharri McGuire
Lisa Park Elementary School	Misty Richard
Montegut Elementary School	Andrea Rodrigue
Montegut Middle School	Jennifer Pitre
Mulberry Elementary School	Dene' Cunningham
Oaklawn Middle School	Torrey Carter
Oakshire Elementary School	LaCest Campbell
School for Exceptional Children	Tammy Camille
Schriever Elementary School	Miranda Babin
South Terrebonne High School	Dr. Madge Gautreaux
Southdown Elementary School	Kanika Smith
Terrebonne High School	Scotty Dryden
Upper Little Caillou Elementary School	Trisha Melancon
Village East Elementary School	Terez LeBlanc
Louis Miller Terrebonne Career & Technical High School	William Simmons, Jr.
Terrebonne Alternative Program (T.A.P.P.S.)	Tommy Salter
Bayou Cane Adult Ed. Administrator	Marilyn Schwartz

Superintendent Orgeron presented the following personnel actions for the period of June 27, 2022, through July 22 2022 [list of professional instructional and non-instructional/support personnel (contract renewals, appointments, resignations, and retirements – Information Only)]:



**Contract Renewal - Professional Supervisory/Administrative Personnel**

Name	Position	Location	Period
BREAUX, MONICA	SUPERVISOR OF SPECIAL ED	WEST PARK ANNEX SP ED	JULY 1, 2022 - JUNE 30, 2024
CAMPBELL, JOHN	PRIN MIDDLE 351-600	GRAND CAILLOU MIDDLE	JULY 1, 2022 - JUNE 30, 2024
CAMPBELL, LACEST	PRIN ELEM 601-800	OAKSHIRE ELEMENTARY	JULY 1, 2022 - JUNE 30, 2024
CARTER, TORREY	PRIN MIDDLE 601-800	OAKLAWN MIDDLE	JULY 1, 2022 - JUNE 30, 2024
CHAUVIN, TRACY	ASSTPRIN ELEM351-600	GRAND CAILLOU ELEMENTARY	JULY 1, 2022 - JUNE 30, 2024
CORBIN, JASON	PRIN JR HIGH SCHOOL	HOUMA JUNIOR HIGH	JULY 1, 2022 - JUNE 30, 2024
COURVILLE, CHRISTINE	ASSTPRIN MD 601-800	OAKLAWN MIDDLE	JULY 1, 2022 - JUNE 30, 2024
DEGRUISE, CHERYL	SUPERVISOR OF FEDERAL PROGRAMS	WEST PARK ANNEX - FEDERAL	JULY 1, 2022 - JUNE 30, 2024
DILLARD, DARRELL	SUPERVISOR OF SECONDARY, VOCATIONAL, AND ADULT ED	CENTRAL OFFICE	JULY 1, 2022 - JUNE 30, 2024
EDMONDS, MELANIE	PRIN ELEM 351-600	HONDURAS ELEMENTARY	JULY 1, 2022 - JUNE 30, 2024
FONSECA, ALLYSON	ASSTPRIN ELEM601-800	BROADMOOR ELEMENTARY	JULY 1, 2022 - JUNE 30, 2024
FOUNTAIN, KENNETH	ASST PRIN HIGH SCH	SOUTH TERREBONNE HIGH	JULY 1, 2022 - JUNE 30, 2024
GIORDANO, AMANDA	ASSTPRIN MD 601-800	ACADIAN ELEMENTARY	JULY 1, 2022 - JUNE 30, 2024
GRANT, MARKITA	ASST PRIN HIGH SCH	ELLENDER MEMORIAL HIGH	JULY 1, 2022 - JUNE 30, 2024
HILL, ZACK	PRIN JR HIGH SCHOOL	EVERGREEN JUNIOR HIGH	JULY 1, 2022 - JUNE 30, 2024
HOLMES, LISA	ASST PRIN JR HIGH	EVERGREEN JUNIOR HIGH	JULY 1, 2022 - JUNE 30, 2024
JOHNSON, ALTON	SUPERVISOR OF ELEMENTARY EDUCATION	CENTRAL OFFICE	JULY 1, 2022 - JUNE 30, 2024
JOSEPH, DEANNA	ASST PRIN JR HIGH	HOUMA JUNIOR HIGH	JULY 1, 2022 - JUNE 30, 2024
KIMBALL, ANNETTE	ASSTPRIN MD 1-350	CALDWELL MIDDLE	JULY 1, 2022 - JUNE 30, 2024
LEBLANC, TEREZ	PRIN ELEM 351-600	VILLAGE EAST ELEMENTARY	JULY 1, 2022 - JUNE 30, 2024
PELLEGRIN, BLAISE	PRIN HIGH SCHOOL	ELLENDER MEMORIAL HIGH	JULY 1, 2022 - JUNE 30, 2024
ROBINSON, CHRISTINA	ASST PRIN ELEM 1-350	VILLAGE EAST ELEMENTARY	JULY 1, 2022 - JUNE 30, 2024
RODRIGUE, ANDREA	PRIN ELEM 1-350	MONTEGUT ELEMENTARY	JULY 1, 2022 - JUNE 30, 2024
SALTER, TOMMY	PRINCIPAL ALT SCHOOL	EAST STREET	JULY 1, 2022 - JUNE 30, 2024
SCOTT, JESSICA	MATH CONTENT LEADER	OAKLAWN MIDDLE	JULY 1, 2022 - JUNE 30, 2024
SIMMONS, WILLIAM	PRIN CAREER & TECH	TERRE CAREER AND TECH HIGH	JULY 1, 2022 - JUNE 30, 2024
SMITH, KANIKA	PRIN LWR ELEM (PK-3)	SOUTHDOWN ELEMENTARY	JULY 1, 2022 - JUNE 30, 2024
SOILEAU, MELISSA	PRIN ELEM 601-800	BROADMOOR ELEMENTARY	JULY 1, 2022 - JUNE 30, 2024
STARR, RICHARD	ASST PRIN HIGH SCH	H L BOURGEOIS HIGH	JULY 1, 2022 - JUNE 30, 2024
TORBERT, MARK	DIRECTOR OF CHILD WELFARE AND ATTENDANCE	CENTRAL OFFICE	JULY 1, 2022 - JUNE 30, 2024

**Contract Renewal - Noninstructional Supervisory Personnel**

Name	Position	Location	Period
AUBERT, DEVLIN	SUPERVISOR OF TRANSPORTATION	TRANSPORTATION	JULY 1, 2022 - JUNE 30, 2024
BABIN, CHRISTOPHER	NETWORK SYSTEMS ADMINISTRATOR	CENTRAL OFFICE	JULY 1, 2022 - JUNE 30, 2024
DUGAS, ALLI	PURCHASING AGENT	PURCHASING & WAREHOUSE	JULY 1, 2022 - JUNE 30, 2024
KLINGMAN, MICHELLE	SUPERVISOR OF FINANCE	CENTRAL OFFICE	JULY 1, 2022 - JUNE 30, 2024
POIENCOT, SANDERS	SUPERVISOR OF PLANT OPERATIONS	MAINTENANCE	JULY 1, 2022 - JUNE 30, 2024
WALTHER, MONICA	SUPERVISOR OF CHILD NUTRITION	CHILD NUTRITION	JULY 1, 2022 - JUNE 30, 2024

**Contract Renewal - Curriculum Specialists**

Name	Position	Location	Period
BOUDWIN, DARLENE	ENGLISH CURR SPEC	CENTRAL OFFICE	JULY 1, 2022 - JUNE 30, 2024
COTTEN, NATHAN	STEM COORDINATOR	CENTRAL OFFICE	JULY 1, 2022 - JUNE 30, 2024
OLIVER, LACIE	SOCSTUDIES CURR SPEC	CENTRAL OFFICE	JULY 1, 2022 - JUNE 30, 2024

**New Employees - Professional Instructional Personnel**

Name	Position	Certification	Location	Effective Date
BOUDREAU, ROSS	INSTR MUSIC TCHR9.5M	Certified	HOUMA JUNIOR HIGH	07/21/22
NAQUIN, LYLE	SECONDARY COUNSELOR	Certified	TERREBONNE HIGH	07/21/22
PRESTON, SHAWN	ASST PRIN HIGH SCH	Certified	H L BOURGEOIS HIGH	07/14/22

**New Employees - Non-Instructional Personnel**

Name	Position	Location	Effective Date
BOBBITT, KRISTINA	GUIDANCE SECRETARY B	SOUTH TERREBONNE HIGH	07/21/22
CARO, STEPHANIE	SECRETARY II	WEST PARK ANNEX SP ED	07/19/22
DAVIS, LATISHA	CUSTODIAN III-A 12M	HONDURAS ELEMENTARY	07/05/22
PROSPERIE, HALEY	SCH SECRETRY II 195D	UPPER LITTLE CAILLOU ELEM	07/21/22
TABOR, AMY	SECRETARY II - REC	CENTRAL OFFICE	07/18/22

**Resignations - Professional Instructional Personnel**

Name	Position	Certification	Location	Term Code	Term Date
ADAMS, CELESTE	ELEM 1-8 TEACHER	Certified	GIBSON ELEMENTARY	Contract Completed	06/03/22
ARCENEUX, KRISTEN	ELEM 1-8 TEACHER	Certified	VILLAGE EAST ELEMENTARY	Contract Completed	06/03/22
BABIN, ANNA	ELEM 1-8 TEACHER	Certified	GRAND CAILLOU MIDDLE	Contract Completed	07/14/22
BABIN, TAYLOR	ELEM 1-8 TEACHER	Certified	EVERGREEN JUNIOR HIGH	Contract Completed	06/03/22
FRADELLA, CASSI	SECONDARY TEACHER	Degreed/Non-Certified	TERREBONNE HIGH	Contract Completed	06/03/22
GUIDRY, MELISSA	ELEM 1-8 TEACHER	Certified	CALDWELL MIDDLE	Contract Completed	06/03/22
LUKE, SARAH	SPEECH THERAPIST	Certified	HONDURAS ELEMENTARY	Contract Completed	06/03/22
NOVAK, BRITTANY	ELEM 1-8 TEACHER	Certified	ACADIAN ELEMENTARY	Contract Completed	07/14/22
PHILLIPS, KRISTIN	ELEM 1-8 TEACHER	Practitioner	HOUMA JUNIOR HIGH	Contract Completed	07/14/22
SMITH, ALDRIAN	ELEM 1-8 TEACHER	Certified	SOUTHDOWN ELEMENTARY	Contract Completed	06/03/22
WALKER, JILLIAN	SECONDARY TEACHER	Degreed/Non-Certified	ELLENDER MEMORIAL HIGH	Contract Completed	06/03/22
WILLIAMS, LADARRIN	SECONDARY TEACHER	Practitioner	TERREBONNE HIGH	Contract Completed	07/14/22
WILLIAMS, TAMMY	SECONDARY COUNSELOR	Certified	TERREBONNE HIGH	Contract Completed	07/14/22

**Resignations - Non-Instructional Personnel**

Name	Position	Location	Term Code	Term Date
AYO, JENNIFER	SPECIAL ED PARA	GRAND CAILLOU ELEMENTARY	Contract Completed	06/03/22
DETIVEAUX, AIMEE	BUS DRIVER REG ED	TRANSPORTATION	Contract Completed	06/03/22
FANGUY, SHEA	SECRETARY II	WEST PARK ANNEX SP ED	Resigned	07/21/22
PORTIER, AMY	GED PREP PARA	H L BOURGEOIS HIGH	Contract Completed	06/03/22
WURST, AMANDA	SPECIAL ED PARA	LISA PARK ELEMENTARY	Contract Completed	06/03/22

**Retirements - Professional Instructional Personnel**

Name	Position	Service Years	Location	Term Code	Term Date
MARTIN, PHILIP	SUPERINTENDENT	48.00 YEARS	CENTRAL OFFICE	Service Retirement	06/30/22

**Retirements - Non-Instructional Personnel**

Name	Position	Service Years	Location	Term Code	Term Date
CHAMPAGNE, MONA	CUSTODIAN II	14.18 YEARS	UPPER LITTLE CAILLOU ELEM	Service Retirement	07/12/22
LEWIS, STEPHANIE	BUS DRIVER 40HRS	18.37 YEARS	TRANSPORTATION	Service Retirement	06/30/22
SCOTT, CONNIE	BUS DRIVER 40HRS	21.31 YEARS	TRANSPORTATION	Service Retirement	06/30/22

Motion of Mr. DeHart, seconded by Dr. Trahan, unanimously carried, the Board approved a family and medical leave in accordance with Policy FILE: F-11.4a for Patricia Guidry, Special Education Paraprofessional at Oaklawn Middle School, beginning August 29, 2022, through November 7, 2022 (medical).

Motion of Mr. Ford, seconded by Mr. DeHart, unanimously carried, the Board voted to go into executive session, at this time (8:10 P.M.), to discuss the parent appeal for readmission of Student #0151111.

Motion of Mr. Hamner, seconded by Dr. Trahan, unanimously carried, the Board reconvened in regular session (8:35 P.M.) with all members present.

Motion of Mr. Ford, seconded by Mr. Hamner, unanimously carried, the Board allowed Student #0151111 to return to the base school (South Terrebonne High) on August 9, 2022, subject to signing a contract.

Motion of Mr. DeHart, seconded by Mr. Ford, unanimously carried, the Board voted to adjourn its meeting **(8:40 P.M.)**.

/s/ Bubba Orgeron, Secretary

/s/ Gregory Harding, President

RLB