

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

MARCH 18, 2003

The Terrebonne Parish School Board met today at 7:00 P.M. in regular session at its regular meeting place, the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, with Mr. Clark J. Bonvillain, President, presiding and the following members present: Mr. L. P. Bordelon, III, Vice-President, Mr. Roosevelt Thomas, Mr. Richard Jackson, Mr. Rickie Pitre, Mr. Roger Dale DeHart, Mr. Donald Duplantis, and Mr. Hayes Badeaux.

ABSENT: Mr. Gregory Harding

Ms. Jackie Davis, retired teacher, led the Board and audience in the invocation.

Miss Dwanyelle Lyons, Ellender Memorial High School student, led the Board and audience in the Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Mr. Alton Trahan, retired mechanic, and Ms. Iva Strahn, retired teacher, who recently passed away.

Superintendent Scurto gave introductions and presented plaques to Terrebonne Parish's 2003 Students of the Year: April Lao, fifth grader at Mulberry Elementary School, Elementary Level Student of the Year; Nathan Turner, eighth grader at Lacache Middle School, Middle/Junior High School Level Student of the Year; and Kristie Matherne, twelfth grader at South Terrebonne High School, High School Level Student of the Year. Mrs. Scurto announced that these students will be competing for regional honors prior to the end of March.

At this time, Superintendent Scurto gave introductions and presented certificates to the Ellender Memorial High School Girls' Basketball Team and Coaches for winning the 2002-2003 Class 4-A State Championship Title in the Sweet 16 State Tournament held in Hammond, Louisiana during the week of March 3-8, 2003.

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board voted to deviate from the regular order of the agenda to take up the matter of agenda item 7-A-1, Proclamation in Observance of Retired Teachers' Day, March 20, 2003.

Motion of Mr. Duplantis, unanimously seconded, unanimously carried, the Board approved the following proclamation in observance of Retired Teachers' Day on March 20, 2003:

PROCLAMATION

WHEREAS, Louisiana's retired teachers have devoted their careers to the education and training of literally thousands of Louisiana's youth; and

WHEREAS, Louisiana's retired teachers have retrained and/or provided primary educational opportunities to hundreds of adults in the state who, for one reason or other, had fallen behind in the formal education needed for job and social skills; and

WHEREAS, Louisiana's retired teachers have rendered valuable services in diverse leadership roles to their communities and institutions throughout their careers and continue to render such services as retirees; and

WHEREAS, Louisiana's retired teachers represent the profession, which is given the basic responsibility for launching the careers of state and national leaders and for laying the foundation for the welfare of all members of our society; and

WHEREAS, Louisiana's retired teachers have toiled ceaselessly to improve the quality of life in the state and nation, too often in less than adequate circumstances and for less than adequate pay; and

WHEREAS, Louisiana's retired teachers represent a tremendous pool of experience and training which remains dedicated to the betterment of society everywhere; and

WHEREAS, Louisiana's retired teachers represent a loyal, patriotic, and concerned citizenry, which provides a dedicated and dependable support to the leaders in our communities, state, and nation; now

THEREFORE, BE IT RESOLVED, That the Terrebonne Parish School Board hereby acknowledges March 20, 2003, as **Retired Teachers' Day** in Terrebonne Parish; and

BE IT FURTHER RESOLVED, That copies of this proclamation be forwarded to all Terrebonne Parish public schools and office buildings.

The Board recognized the retired teachers in the audience and on the School Board.

The Board returned to the regular order of the agenda.

The following Education and Policy Committee report was presented to the Board with Mr. Badeaux, Chairman, presiding:

Dear Members of the Board:

The Education and Policy Committee met on Monday, March 10, 2003, at 5:00 P.M., in the Board Room of the School Board Office with the following members present: Mr. Hayes Badeaux, Chairman, Mr. Richard Jackson, Vice-Chairman, and Mr. Rickie Pitre, Ad-Hoc Member. Mr. Roosevelt Thomas was absent. Also in attendance were Mr. L. P. Bordelon, III, Vice-President, Superintendent Elizabeth Scurto, and members of the staff.

Mr. Edward Richard, Jr., Supervisor of Personnel, presented information to the Committee relative to policy FILE: F-9.13, Transfer.

RECOMMENDATION #1:

The Committee recommends that the Board approve policy FILE: F-9.13, Transfer, as presented.

FILE: F-9.13

TRANSFER

The Terrebonne Parish School Board may transfer any teacher from one position, school, or grade to another by giving written notice to the employee of such intention to transfer, provided such transfer is in accordance with the provisions outlined below. Such transfer shall be without loss of status or violation of contract. The transfer of any employee shall be made in accordance with applicable state law, in particular R.S. §17:81, which provides for consulting with the principal regarding any recommendations made by the Superintendent for the hiring or placement of any teacher or other certified personnel at the school in which the principal is employed. Any recommendations made by the principal shall not be binding upon—the Superintendent but shall be considered by the Superintendent in making his/her recommendations to the Board.

- I. Voluntary transfer
 - A. In-school letter of intent

1. Teachers shall complete an in-school letter of intent to indicate an interest in changing positions within a school. Teachers employed in ancillary departments shall also complete a departmental letter of intent to indicate an interest in changing assignment within the department.
 2. The in-school letter of intent shall be completed no later than the end of the third nine weeks of the school session.
 3. This in-school letter of intent shall be used to fill vacancies within a school or department.
- B. Parishwide letter of intent
1. Teachers shall complete a parishwide letter of intent to indicate their intentions of employment and/or interest in transfer for the ensuing school year.
 2. The parishwide letter of intent shall be completed no later than the end of the third nine weeks of the school session.
 3. Teachers shall be given a two-week time period to indicate their intent.
- C. Filling of vacancies
1. Internal vacancies

Vacancies within a school or department shall be filled internally only by personnel properly certified in the area of the vacancy before the position is opened to employees outside the school or department in accordance with this policy. Voluntary internal transfer shall be based on the criteria in the following order of priority, except: When the principal recommends a different applicant on the basis of educational experience and/or training.

 - a. Minimum of Type C certification in area of vacancy
 - b. Continuous seniority within the grade or subject within the school or department
 - c. Continuous seniority within the school
 - d. Continuous seniority within the parish
 - e. Advanced degrees
 - f. Total parish service
 - g. ~~In cases where all factors are equal, the tie shall be broken by the drawing of lots in the presence of the employees.~~ Total outside teaching experience
 2. Announcement of vacancies
 - a. A list of all known and anticipated vacancies shall be posted twice yearly, once prior to transfer and once after transfers are completed. Vacancy lists shall be posted in each school building in a place affording ready access to all employees and in the central

office. After the fifth work day of the second posting, all transfers are considered final.

- b. Transfers will be made prior to the end of the school session, whenever possible.

3. Priorities for transfer

- a. Priority in filling vacancies will be given those teachers requesting transfers for the ensuing year and who meet the certification requirements for the primary duties of the vacancy. All requests for transfer shall be acted on before the assignment of any new personnel.
- b. Seniority List - Each year a master seniority list of all professional personnel will be established according to areas of certification, grade, or classification using the employment records of the Board. This list shall be established by the end of the third nine weeks. This list will be maintained in the Office of Personnel and in the principal's office at each school as a public record for use by each employee.

Each new employee shall have his/her name added to the seniority list as of the date and time of hiring. *Seniority* shall mean years of continuous service including breaks for maternity and sabbatical leave. Leaves of absence without pay will break seniority, except in cases of extreme illness of the employee or his/her immediate family.

4. Due process

Teachers who feel their transfer rights have been violated must contact the Office of Personnel within five (5) work days of the second posting of the transfer list.

D. Criteria for transfer

Transfers between schools shall be based on the following criteria in the following order of priority:

- a. Certification
- b. Continuous seniority
- c. Advanced degrees
- d. Total parish service

When the receiving principal recommends a less senior applicant, as a result of the interview process, transfers will be based on one or more of the following: educational experience, attendance, evaluation(s), professional attributes, extracurricular participation, and/or training as specified in the posted vacancy list.

- 1. All vacancies shall be filled by certified teachers, except in the case of emergencies, and then only when permitted by Louisiana State Law.
- 2. In cases where all factors are equal, the principal and a committee which shall include teachers from the receiving

school shall interview eligible applicants and shall decide by majority vote.

3. The principal shall provide written reasons to the Superintendent/designee explaining the basis for the recommendation.
4. The deadline for all voluntary transfers shall be June 30th of each year.

II. Involuntary transfer

- A. Involuntary transfer within a school, due to changes in enrollment in a particular grade or subject, shall be made by the principal of the school based upon the following order of priority:
 1. Continuous experience within the grade or subject within the school (Non-certificated teachers ~~on a "TTA" certificate~~ will not gain seniority.)
 2. Continuous experience within the school (Non-certificated teachers ~~on a "TTA" certificate~~ will not gain seniority.)
 3. Continuous experience within the parish
 4. Total outside teaching experience
- B. *Grade or subject area seniority* is defined as the teacher's length of continuous service within the grade or subject area. *School seniority* is defined as the teacher's length of continuous service within the school.
- C. A teacher subject to involuntary transfer due to changes in enrollment shall be given an opportunity to accept another position in the same school if a vacancy exists in his/her area of certification. If no such vacancy exists, this teacher will be allowed to replace only the teacher with the least seniority in the school in his/her particular areas of certification.
- D. When involuntary transfers are necessary, lists of all vacancies in other schools shall be made available to all certified personnel being transferred. In filling such positions, preference shall be based on the criteria listed below:
 1. Continuous experience within the grade or subject within the school (Non-certificated teachers ~~on a "TTA" certificate~~ will not gain seniority.)
 2. Continuous experience within the school (Non-certificated teachers ~~on a "TTA" certificate~~ will not gain seniority.)
 3. Continuous experience within the parish
 4. Total outside teaching experience
- E. All regularly employed teachers with fewer than three (3) years of continuous service who are subject to involuntary transfer shall be offered positions before the placement of teachers with fewer than three (3) years continuous service who have requested transfers.
- F. Transfer during the school session

1. It is the policy of the Board not to transfer teachers from one school to another during the session. However, under unusual circumstances, at the discretion of the Superintendent, a teacher may be transferred during the session for one of the following reasons:
 - a. To move a teacher into his/her field of certification
 - b. To meet enrollment changes and/or curricular needs
 - c. To overcome friction with the principal, other school employees, or community
2. A vacancy filled after the transfer deadline is considered a temporary assignment unless filled by a displaced teacher. Teachers accepting a temporary assignment do not accrue school seniority, but do accrue parish seniority.
3. When a transfer is to be made during a session, a conference of employees concerned shall be held either with the Superintendent or his/her designee. A teacher who is opposed to a transfer shall have the right to appeal through the Grievance Procedure.

G. Transfer due to grade structure change and new school opening

Teachers in schools where grade structure is changed and a new school is built to accommodate grades removed are given first choice to fill positions at both schools.

H. Transfers due to school closure and new school opening

Positions at the new school will be filled based on criteria in the following priority:

1. Certification
2. Continuous seniority
3. Advanced degrees
4. Total parish service

I. Transfers due to school closure when no new school is built

1. Teachers in a school which is closed will be placed on a seniority list to fill positions open in the parish.
2. If no positions open, then the teacher can displace the least senior, non-tenured teacher with the same certification in the parish.
3. In the event there are no non-tenured positions, the teacher can displace the least senior, tenured teacher with the same certification.
4. In the event there are no non-tenured positions open in the teacher's area of certification, the teacher will be offered a temporary teaching assignment and can then displace the least senior Temporary Certificated teacher.

III. Extenuating circumstances

In the event that extenuating circumstances occur, not specifically enumerated in the policy, the Superintendent of Schools, in consultation with the school administrator, shall make the final decision.

IV. Filing of grievance

Teachers who feel they have been unfairly denied transfer have the right to appeal through the Grievance Procedure.

Revised: April 2002

Ref: La. Rev. Stat. Ann. §§17:421.3, 17:441 et seq; Board minutes, 1-17-89, 6-15-93, 4-25-95, 3-5-02.

Mrs. Cynthia Hebert, Educational Technology Facilitator, presented information to the Committee regarding the parish Technology Plan (attachment).

RECOMMENDATION #2:

The Committee recommends that the Board approve the parish Technology Plan as presented.

Mr. Ulyse Louviere, Supervisor of Secondary Education, presented information to the Committee relative to the 5-year plan and scheduling (attachment).

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

Respectfully submitted,

/s/ Hayes Badeaux, Chairman
/s/ Richard Jackson, Vice-Chairman
/s/ Rickie Pitre, Ad-Hoc Member

Motion of Mr. Pitre, seconded by Mr. Jackson, unanimously carried, the Board approved Policy FILE: F-9.13, Transfer, as outlined in the foregoing report.

Motion of Mr. Bordelon, seconded by Mr. Thomas, unanimously carried, the Board approved the Parish Technology Plan, as outlined in the foregoing report.

The Education and Policy Committee report was concluded, and the President reassumed the chair.

Motion of Mr. Pitre, seconded by Mr. Bonvillain, unanimously carried, the Board voted to deviate from the regular order of the agenda to take up a partial report of the Buildings, Food Service, and Transportation Committee meeting of March 17, 2003, at this time, then return to the regular order of the agenda upon completion of said partial report.

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

Dear Members of the Board:

The **Buildings, Food Service, and Transportation Committee** met on Monday, March 17, 2003, at 5:00 P. M. in the Board Room of the School Board Office, 201 Stadium Drive, with the following members present: Mr. Roger Dale DeHart, Chairman and Mr. Rickie Pitre, Vice-Chairman. Mr. Gregory Harding was absent. Others in attendance were Mr. L. P. Bordelon, III, Vice-President, Mr. Richard Jackson, Mr. Roosevelt Thomas, Superintendent Elizabeth Scurto, and members of the staff.

Mr. DeHart called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

The following is a partial report of the Committee meeting.

The Committee addressed the substantial completion of the Warehouse roof project.

RECOMMENDATION NO. 1

The Committee recommends that the Board approve the substantial completion of the Warehouse roof project, subject to the punch list, authorize the Board President to sign all necessary documents pertaining thereto, and upon completion of the punch list items, final inspection, and receipt of the lien-free certificate, authorize the release of retainage, and further that a partial report be presented to the Board on March 18, 2003.

A final report of the Committee meeting will be presented to the Board at its April 1, 2003, meeting.

Respectfully submitted,

/s/ Roger Dale DeHart, Chairman
/s/ Rickie Pitre, Vice-Chairman

Motion of Mr. Pitre, seconded by Mr. Bonvillain, unanimously carried, the Board approved the substantial completion of the Warehouse roof project, subject to the punch list, authorized the Board President to sign all necessary documents pertaining thereto, and upon completion of the punch list items, final inspection, and receipt of the lien-free certificate, authorize release of retainage.

Motion of Mr. Pitre, seconded by Mr. Duplantis, unanimously carried, the Board voted to deviate from the regular order of the agenda, at this time, to discuss a request by the Elysian Fields Neighborhood Watch Group, then return to the regular order of the agenda upon completion of said item.

Motion of Mr. Pitre, seconded by Mr. Duplantis, unanimously carried, the Board waived Policy (FILE: E-1.6 – Use of School Facilities) and approved a request to use Elysian Fields School by the Neighborhood Watch Group.

The Board returned to the regular order of the agenda, and the President reassumed the chair and presided for the remainder of the proceedings.

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board approved a request to allow Ms. Lydia Alleman, Grant Specialist in the Federal Department, to attend the 2003 Grant Certification Seminar in Long Beach, California, July 28 – August 1, 2003 (Monday-Friday), in accordance with Policy (FILE: F-11.2), expenses to be paid through Terrebonne Parish School Board Grant Writer's Fund.

Motion of Mr. DeHart, seconded by Mr. Thomas, unanimously carried, the Board approved a request to allow Mr. Ellis Bonaventure, D. E. Coordinator at Ellender Memorial High School, to attend the ACTE Region IV 2003 Conference in Hot Springs, Arkansas, April 9-13, 2003 (Wednesday-Sunday), in accordance with Policy (FILE: F-11.2), expenses to be borne by MERA/LACTE Fund.

Motion of Mr. Badeaux, seconded by Mr. Bordelon, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for approximately ninety-six (96) 32" televisions to be purchased from Classroom-Base Technology Grant Funds.

Mr. Herbert Carreker addressed the Board regarding the foregoing motion.

Motion of Mr. Bordelon, seconded by Mr. Duplantis, unanimously carried, the Board approved the lowest bids meeting all specifications for replacement and demolition of HVAC Air Handlers and Condensing Units at Lisa Park and Mulberry Elementary Schools from Volute, Inc. of Houma in the total amount of \$261,000.00; and Upper Little Caillou Elementary School from Sealand Mechanical, Inc. of Houma in the total amount of \$173,670.00, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Duplantis, seconded by Mr. Thomas, unanimously carried, the Board voted to adjourn its meeting at 7:45 P.M.

/s/ Elizabeth Scurto, Secretary

/s/ Clark J. Bonvillain, President

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