

TANGIPAHOA PARISH SCHOOL BOARD PROCEEDINGS

OCTOBER 6, 2009

The Tangipahoa Parish School Board met in regular session on Tuesday, October 6, 2009 at 6:00 p.m. in the Central Office Board room, 59656 Puleston Road, Amite, Louisiana, with President Danny Ridgel presiding.

MEMBERS PRESENTS: Ann Smith, Robert Potts, Leonard Genco, Al Link, Danny Ridgel, Sonya Traylor, Eric Dangerfield, Sandra Bailey-Simmons and Rose Dominguez

MEMBERS ABSENT: None

Mr. Dangerfield led the Pledge of Allegiance.

Mr. Danny Williams, Director of Curriculum and Instruction, sang "God Bless America."

It was moved by Mr. Genco, seconded by Ms. Bailey-Simmons, to approve the Board minutes of September 15, 2009 as distributed. Hearing no objection, the motion was adopted.

Parish President Gordon Burgess gave an update on the Hazardous Mitigation Grant, which funded repairs to various schools to make the buildings more hurricane resistant.

Ms. Bailey-Simmons recognized Ms. Stephanie Sims, a teacher from West Side Middle School, as the recipient of the Enos "Jake" Bailey, Jr. Above and Beyond Award.

It was moved by Mr. Potts, seconded by Ms. Dominguez, to approve the installation of twenty-five (25) network drops at Spring Creek Elementary School by Steve Meranta in the amount of \$2,500.00 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.

It was moved by Mr. Link, seconded by Mr. Genco, to add the actions of the Finance Committee meeting held earlier to the Board agenda for approval. Hearing no objection, the motion was adopted.

Mr. Genco requested that Addendum #1 be added to the Personnel Report.

Mr. Dangerfield requested that Item 11 of the Hammond Delegation Report reflect the approval to approve re-wiring for twenty-seven SMART Boards not installation of the SMART Boards.

It was moved by Ms. Dominguez, seconded by Mr. Link to pull Items #5 and # 7 of the Ponchatoula Delegation Report of September 29, 2009. Hearing no objection, the motion was adopted.

It was unanimously moved to accept the Committee and Delegation Reports contained on the agenda with the above noted changes. The approved reports are as follows:

CURRICULUM COMMITTEE – SEPTEMBER 15, 2009

1. Ms. Melissa Stillely, Chief Academic Officer, presented an overview of the CHOICES Program for eighth grade students in the District. CHOICES is an interactive, decision-making workshop that empowers teens to achieve academic success in pursuit of their career and life aspirations.

FINANCE COMMITTEE – OCTOBER 6, 2009

1. It was moved by Mr. Link, seconded by Ms. Dominguez, to approve the Accounts Payable Check Register dated August 22, 2009 through September 25, 2009 in the amount of \$12,844,359.57. Hearing no objection, the motion was adopted.
2. It was moved by Mr. Link, seconded by Ms. Dominguez, to approve the recommendation of the Insurance Committee to accept Taylor and Sons Insurance as the Plan Administrator for 403b/457 Plan, effective January 1, 2010. Hearing no objection, the motion was adopted.
3. It was moved by Mr. Ridgel, seconded by Ms. Dominguez, to approve the renewal of the Third Party Administrator contract with Trinity Insurance Services. Hearing no objection, the motion was adopted.
4. It was moved by Mr. Link, seconded by Ms. Dominguez, to approve a reporting contract with Trinity Insurance Services to comply with Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007. Hearing no objection, the motion was adopted.
5. It was moved by Mr. Link, seconded by Mr. Ridgel, to approve bringing the entire agenda results to the full Board later this evening. Hearing no objection, the motion was adopted.

PERSONNEL COMMITTEE – SEPTEMBER 29, 2009

It was moved by Mr. Ridgel, seconded by Ms. Smith, to approve the items contained in the Agenda. Hearing no objection, the motion was adopted.

It was moved by Mr. Ridgel, seconded by Ms. Smith, to approve the job description for Chief Financial Officer and to advertise for the position of Chief Financial Officer. Hearing no objection, the motion was adopted.

SUPPORT PERSONNEL – NEW HIRE

April Sibley, SpEd Para – Hammond Junior High (place of Sharon Weary – reclassified) September 1, 2009

Linda Rogers, Child Specific Para – Independence Middle (vacancy) September 4, 2009

Cynthenia McKinley, Child Specific – Ponchatoula Junior High (vacancy) September 22, 2009

Amanda Durbin, Office Assistant I – (LA4 PreK) – Central Office (place of Amy Pitre – reclassified)

Suzonne Smith, School Secretary 10 mo – Northwood (place of Lori Poirrier – transferred) September 23, 2009

Michelle Meiners, Office Assistant II – Central Office (place of Carla Kirkland – transferred)

SUPPORT PERSONNEL – RECLASSIFICATION

Jason Martin, From: Computer Technician I – C.M. Fagan, To: Computer Technician II – C.M. Fagan, August 2009

LEAVES*RESIGNATIONS*RETIREMENTS**LEAVES**

Marcia Cooper, Teacher – Ponchatoula High (extended sick leave using sick days first due to surgery – September 21, 2009) September 8, 2009

Donnie Sharp, Bus Driver (extended sick leave using sick days first due to surgery – September 14, 2009) August 13, 2009

Amanda Miller, Para – Independence Elementary (extended sick leave using sick days first due to maternity – October 26, 2009) August 14, 2009

Mary Sheridan, Para – Spring Creek Elementary (extended sick leave using sick days first due to surgery – October 26, 2009, September 21, 2009)

Thomas Levatino, Bus Driver (straight leave without pay using sick days first due to family medical reasons – October 1, 2009) September 16, 2009
 Deborah Lara, Teacher – Independence Elementary (extended sick leave using sick days first due to illness – December 19, 2009) September 17, 2009
 Jeanne Ponseti, Teacher – Ponchatoula High (extended sick leave using sick days first due to surgery – October 12, 2009) September 25, 2009
 Kristina Gaude, Teacher – Loranger Middle (extended sick leave using sick days first due to maternity – November 30, 2009) September 21, 2009
 Pamela Thompson, Bus Driver (extended sick leave using sick days first due to illness – November 21, 2009) September 15, 2009
 Gaynell Ockman, SFS Worker – Vinyard Elementary (extended sick leave using sick days first due to illness – December 19, 2009) August 11, 2009

RESIGNATIONS

Linda Cason-Etheredge, Teacher – Adult Education, September 24, 2009
 Vondra Francis, Teacher – Perrin ELC, October 1, 2009
 Patricia McClendon, Teacher – Northwood, September 21, 2009

RETIREMENTS

Ron Caruso, Chief Financial Officer – Central Office, December 18, 2009
 Charlotte Ferrara, Administrative Secretary – LWIA-20, September 26, 2009
 Shirley Dietz, Bus Driver – Ponchatoula High, December 19, 2009
 Larry Frazier, Bus Driver – Hammond High, September 30, 2009
 Pamela Thompson, Bus Driver – Ponchatoula, December 11, 2009

ADDENDUM #1

PUPIL APPRAISAL/SPECIAL EDUCATION – NEW HIRE

Mary Knepper, Behavior Intv. Specialist – Special Services Center
 Staci Short, Behavior Intv. Specialist – Special Services Center
 LaTonya Smith, Behavior Intv. Specialist – Special Services Center
 Gwendolyn Peters, Behavior Intv. Specialist – Special Services Center
 Larry Phinney, Behavior Intv. Specialist – Special Services Center
 Julie Shreve, Behavior Intv. Specialist – Special Services Center

POLICY COMMITTEE – SEPTEMBER 29, 2009

1. It was moved by Ms. Bailey-Simmons, seconded by Ms. Smith, to approve the adoption of policy GAMIA, Electronic Communications Between Employees and Students. Hearing no objection, the motion was adopted. Following is the policy as approved:

NEW POLICY

FILE: GAMIA
Cf: EFA, GAMC, GAMI
Cf: IFBGA, JCDAE

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The Tangipahoa Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee at a school to a student enrolled at that school relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such

educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any electronic communication made by an employee at a school to a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

DEFINITIONS

1. *Electronic Communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.
2. *Electronic mail* – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
3. *Computers* – pertains to any and all computers.
4. *Social networks* – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.
5. *Improper or inappropriate communications* – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

NOTIFICATION

The School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

INAPPROPRIATE COMMUNICATIONS

The School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the Tangipahoa Parish School Board to make all employees and students aware of the expectations and procedures of the school system and the School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first opportunity available, *any* student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the School Board regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

Violations

1. Any violation of this policy shall be immediately investigated by the employee's supervisor. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
2. The supervisor shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.
3. All information of the investigation shall be provided to the Superintendent and the Personnel Director by the supervisor.

Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment

New policy: September, 2009

Ref: La. Rev. Stat. Ann. §§14:40.3, 17:81, 17:239.

2. It was moved by Ms. Bailey-Simmons, seconded by Ms. Smith, to approve the revisions to policy GBD, Employment of Personnel. Hearing no objections, the motion was adopted. Following is the revised policy as approved:

FILE: GBD
Cf: GBJ, GBM

EMPLOYMENT OF PERSONNEL

The Tangipahoa Parish School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, creed, sex, age, national origin or any similar personal characteristic. Age shall be considered only with respect to minimums set by law.

The Superintendent or his/her designee shall be responsible for establishing and maintaining appropriate procedures for reviewing and evaluating any and all applicants for selection, including administrative and supervisory personnel, and assuring adherence to applicable state and federal legal requirements. Selection of personnel to fill all positions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion. Applications from persons applying for any position with the Tangipahoa Parish School System shall be valid for one (1) year from date of application, and after meeting all employment requirements.

PERSONNEL CHANGES

The School Board shall select teachers and all other personnel from recommendations made by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons recommended have proper certification where applicable, and are qualified for the position. Nothing shall prevent the School Board from rejecting

the recommendation made by the Superintendent and requiring the Superintendent to submit additional recommendations.

Interested parties who apply for, and who are interviewed for, an advertised vacancy may be considered for employment in a similar position should a similar position become vacant within thirty (30) days of the previous advertisement. This will apply only when there are viable applicants who were interviewed for the previous vacancy, or as otherwise deemed necessary by the School Board. The School Board may require advertisement for any similar positions which open during the thirty (30) day period, however, applicants who were interviewed for the previous similar position may use their established interview scores when applying for the newly advertised similar position.

CERTIFIED PERSONNEL

The Superintendent and/or his/her designee shall consult with the principal regarding any possible selections made by the Superintendent for hiring or placement of any teacher or other certified personnel at the school in which the principal is employed. In addition, the Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed, subject to the provisions of any applicable court order.

The Board shall require all teaching personnel employed by the district to possess those qualifications set forth by the Louisiana Board of Elementary and Secondary Education (BESE) and by all applicable accrediting agencies. The Board also recognizes that these qualifications, as well as qualifications for all positions, are set up to promote minimum standards. The Superintendent and/or his/her designee shall strive to employ persons who exceed these minimum requirements, whenever possible.

Persons newly appointed or employed in administrative or supervisory positions that require certification shall be placed on two (2) year employment contracts. Upon renewal, the employee contract shall be for two (2) years.

Employment of Retired Teachers

The employment of retired teachers by the Tangipahoa Parish School Board shall be subject to the following:

- A. Full-time Positions (Five (5) or more academic classes)
 1. The retiree must be certified in an area of critical need as verified by the Superintendent, and
 2. There is no other certified applicant for the position, and
 3. There is no other certified employee who could be transferred to the position without creating a critical shortage in another area.
 4. The applicant must be recommended by the principal.
 5. Appointments are made for one school year *only* at the beginning of the term *only*.
 6. All appointments must be approved by the principal, Superintendent, and Board.
 7. All appointments must be in accordance with Louisiana Teacher Retirement and DROP laws.

Part-Time Teachers

The Board recognizes that from time to time there may be a need to employ part-time teachers. All part-time teachers must be certified to be considered for part-time employment. The school administrator shall make a written request to the personnel department requesting permission to employ a teacher on a part-time basis. The personnel department will then ask for the personnel committee approval to employ an Individual on a part-time basis.

Compensation of part-time teachers working more than four (4) hours per day will be based on applicable degrees, years of service and the appropriate number of hours worked. Individuals employed for fours (4) hours or less will be compensated at the Board's current hourly rate for certified teachers. All extended day or year programs will be paid at the Board's hourly rate.

Retirees may serve in part-time positions for one term or less upon the recommendation of the principal and the approval of the Superintendent.

In the event that there are no certified individuals available consideration may be given to employ a non-certified individual.

BUS DRIVERS AND OTHER SUPPORT PERSONNEL

Bus Drivers

Appointments of school bus operator positions and bus route assignments shall be limited to only those drivers who apply before the published deadline of a specific advertisement of vacancy. Current bus drivers desiring transfer to an anticipated vacancy that may occur as a result of any advertised vacancy must apply for the advertised route prior to the deadline to be considered for a transfer. Previous applications shall not be considered.

After a route vacancy is duly advertised, applications on file in the School Board office at the application deadline shall be given priority by:

1. rank order of seniority of tenured drivers
2. rank order of seniority of probationary drivers
3. rank order by interview score of approved qualified applicants in consideration of the original vacancy and any other resulting vacancies that may occur due to shifting of operators.

In the case of seniority tie, the interview score shall be the determining factor.

Any person applying for advertised routes will be considered for placement in any other vacancies that may occur as a result of a tenured or probationary driver accepting the advertised route (transfers). If a current school bus driver wants to be considered for any vacancies that may occur from this transaction, he/she must apply for the advertised route unless the vacant route is listed on the drivers' *Desired Route List*. The Transportation Department will survey each driver annually to allow him/her the opportunity to select up to three desired bus routes. If one or more of a driver's desired routes becomes vacant then that driver would automatically be considered as meeting the advertised deadline.

The School Board shall only employ as school bus drivers those persons who have met all state and federal requirements for such positions.

Whenever a school bus operator owning his/her own bus retires, the Board shall first offer a vacated route to any person meeting the requirements of the School Board who is willing to acquire the bus of the retiring operator at full appraised value. This provision shall be applicable only when the bus owned by the retiring operator has been manufactured within a period of five (5) years immediately prior to the operator's retirement and the operator is retiring due to a documented physical disability.

The School Board may select an operator to fill a vacant route using a different process than outlined above, but **only** if the Board is required to bear an increase in the unreimbursed costs for nonpassenger miles over those attributable to the previous operator who vacated the route.

Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular operator's approved leave, or a new route is established, the route shall be filled with a regular school bus operator using the process stated above no later than the following school year unless the route is consolidated or eliminated.

If an operator is on approved leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of time of the approved leave.

Newly Hired Bus Drivers

1. The Superintendent shall be responsible for nominating the best qualified candidate to the Personnel Committee, based on criteria approved by the Board.
2. The Personnel Committee shall have the responsibility of accepting or rejecting the nomination but not nominating against the Superintendent's recommendation.
3. The Personnel Committee shall have the responsibility of referring the name of the successful candidate to the Board for final approval.

Other Support Personnel

Applicants shall be selected for support positions based on criteria as may be determined by the School Board. Unless specifically covered by a written employment contract expressly entered into by the individual employee and the Board, school employees shall be hired on an *at-will employment basis*, which means they are subject to dismissal by the Board upon the written recommendation of the Superintendent. *School employee* shall mean any employee of the Board that is not required to hold a valid teacher's certificate as a condition of employment or is not a bus driver. All appointments shall be temporary until ability to perform assigned tasks has been determined.

DISCLOSURE OF INFORMATION BY APPLICANT

~~Prior to hiring any employee, the School Board shall request the applicant to sign a statement that requests and authorizes the release and disclosure of information by the applicant's current or previous employer, if such employer is a city, parish, or other local public school board, relative to all instances of sexual misconduct with students as defined by BESE regulations, as committed by the applicant, if any.~~ Prior to hiring any employee, the School Board shall require the applicant to sign a statement that authorizes the release and disclosure of the following information by the applicant's current or previous employer(s):

1. All actual cases of sexual misconduct with a minor or student by the applicant.
2. All instances of sexual misconduct with students, as defined by BESE, committed by the applicant, if any, if such employer is/was a city, parish, or other local public School Board.

Adult sexual misconduct in schools, as defined by BESE for the purposes of disclosing information to the School Boards includes sexually inappropriate behavior by the adult that is directed at a student, including but not limited to sexually-related conversations, jokes, or questions directed at students. More specifically, sexual misconduct is:

- a. any conduct that would amount to sexual harassment under Title IX of the (U.S.) Education Amendments of 1972, as amended;
 - b. any conduct that would amount to a sexual offense affecting a minor under state criminal codes;
 - c. any sexual relationship by a school employee with a student, regardless of the student's age; with a former student under 18; with a former student (regardless of age) who suffers from a disability that would prevent consent in a relationship. All students enrolled in the school and in any organization in which the school employee holds a position of trust and responsibility are included;
 - d. any activity directed toward establishing a sexual relationship such as sending intimate letters, engaging in sexualized dialogue in person, via the Internet, in writing or by phone, making suggestive comments, dating a student.
3. All investigations of sexual misconduct by the applicant with a minor or student that occurred within thirty-six (36) months prior to the applicant's resignation, dismissal, or retirement from employment.
 4. All actual or investigated cases of abuse or neglect committed by the applicant, if any, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or the Louisiana Special Education Center.

In accordance with the Louisiana Children's Code, Art. 603:

1. Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health and safety of the child:
 - a. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
 - b. The exploitation or overwork of a child by a parent or any other person.
 - c. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child's sexual involvement with any other person or of the child's involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of Louisiana.
2. Neglect means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. Neglect includes parental neglect. Consistent with Louisiana Children's Code, Art. 606(B), the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated.

However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

If an investigation determined that a formal allegation of an applicant was inconclusive, unjustified, or otherwise without cause for further formal pursuit, the applicant shall not be required to disclose such information.

The statement shall also request the current or previous employing School Board make available to the School Board, within twenty (20) business days of receipt of the request, copies of all documents as contained in the applicant's personnel file maintained by such employer relative to instances of sexual misconduct, if any. Such request for information shall include a copy of the required statement signed by the applicant.

The School Board may employ any applicant on a conditional basis pending the Board's review of any information obtained pursuant to this request. However, in accordance with statutory provisions, the School Board shall not hire any applicant who does not sign the statement as required by law.

Any information obtained by the School Board as a result of the statement and request outlined above shall be used by the Board *only* for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied, is not subject to the state public records statutes, and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

In addition to the above, the applicant shall grant permission by signing a statement on the application form that permits the School Board to have access to any and all reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer.

CRIMINAL HISTORY OF APPLICANTS

The Tangipahoa Parish School Board shall require, in accordance with state law, applicants for employment with the School Board to submit necessary information regarding their backgrounds. A prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal activities, including arrests for, convictions of, or having pled nolo contendere to any criminal offense.

A standard applicant fingerprint card acceptable to the Louisiana Bureau of Criminal Identification and Information and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing. Any cost associated with fingerprinting or the disclosure of background information on an applicant may be passed on to the applicant.

1. No person who has been convicted of or has plead nolo contendere to crimes listed in La. Rev. Stat. Ann. §15:587.1 shall be hired as a teacher, substitute teacher, bus driver, substitute bus driver, or janitor, or as a temporary, part-time, or permanent school employee of any kind, unless approved in writing by a district judge and the district attorney with jurisdiction in this parish, or if employed on an emergency basis, unless approved in writing by the Superintendent. Any such statement of approval shall be kept on file at all times at the location wherein the employee is assigned and shall be produced upon request by any law enforcement officer.
2. For the purposes of reviewing the criminal history of prospective employees, any person employed to provide cafeteria, transportation, janitorial or maintenance

services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.

3. Every such prospective employee shall be subjected to fingerprinting and each person's fingerprints shall be submitted to the proper authorities for a criminal history review.
4. A person who has submitted his/her fingerprints may be temporarily hired pending the results of the inquiry.
5. Upon the final conviction or upon a plea of *nolo contendere* of any crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74 (criminal neglect of family), any teacher may be dismissed following a hearing held in accordance with statutory provision.
6. Any other school employee if such employee is convicted of or pleads *nolo contendere* to crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, may be dismissed.
7. A teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, [excluding traffic offenses](#), to the School Board within forty-eight (48) hours of conviction or plea.
8. The Board may reemploy a teacher or other school employee who has been convicted of crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, **only** upon written approval of a district judge and the district attorney who has jurisdiction in this school district, or upon written documentation from the court in which the conviction occurred stating that the conviction had been reversed, set aside, or vacated.

Revised: November, 1989
 Revised: December, 1990
 Revised: August, 1992
 Revised: December, 1992
 Revised: March, 1993
 Revised: November, 1993
 Revised: August, 1994
 Revised: December, 1995
 Revised: August, 1996
 Revised: August 5, 1997
 Revised: December, 1997
 Revised: January, 1998
 Revised: March, 1998

Revised: June, 1998
 Revised: October, 2001
 Revised: August, 2002
 Revised: September, 2003
 Revised: June, 2005
 Revised: August, 2005
 Revised: September, 2006
 Revised: November, 2006
 Revised: January, 2008
 Revised: October, 2008
 Revised: August, 2009
 Revised: September, 2009

Ref: Ref: La. Rev. Stat. Ann. §§11:710, 15:587, 15:587.1, 17:15, 17:81, 17:81.9, 17:430, 17:493.1, 23:897; La. Children's Code, Art. 603; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 5-7-91, 7-9-91, 11-17-92, 5-3-94, 3-7-95, 8-5-97, 11-4-97, 3-17-98, 5-6-03, 5-17-05, 11-15-05, 7-24-06, 2-6-07, 3-4-08, 10-21-08, 8-19-09.

3. It was moved by Ms. Smith, seconded by Mr. Ridgel, to table the revisions of policy GBJ, Promotion and for the administration to further analyze the revisions and bring the findings back to the next Policy Committee meeting. Hearing no objection, the motion was adopted.
4. It was moved by Ms. Bailey-Simmons, seconded by Ms. Traylor, to approve the revisions of policy GBRA, Employee Conduct. Hearing no objection, the motion was adopted. Following is the revised policy as approved:

FILE: GBRA
Cf: JG

EMPLOYEE CONDUCT

The Tangipahoa Parish School Board believes the teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner. A teacher's conduct, as well as the conduct of all employees throughout the school district, should meet acceptable standards of the community and show respect for the law and the rights of others.

All employees, volunteers, student teachers, interns, and any other person affiliated with the Tangipahoa Parish School Board have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the School Board, and the administrative regulations and procedures designed to implement Board policies. Employees and others shall also comply with the standards of conduct set out in this policy and with any other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board employees.

Employees and all others shall be expected to observe at least the following standards of conduct:

- ! Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner.
- ! Recognize and respect the rights and property of students, other employees, and the public.
- ! Maintain confidentiality of all matters relating to students and other employees.
- ! Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules.
- ! Observe and adhere to all terms of an employee's contract or job description.
- ! Strive to keep current and knowledgeable about the employee's area of responsibility.
- ! Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- ! Refrain from using undue influence to gain, or attempt to gain, promotion, leave, favorable assignments, or other individual benefit or advantage.
- ! Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.

While the operation of the School Board and its schools is governed by the provisions of this and all other Board policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conducts are unacceptable even in the absence of formal Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect

of duty. Such conduct, as well as violation of any state or federal law or Board policies, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

PROHIBITED SEXUAL CONDUCT

Employees shall be prohibited from engaging in any form of sexual conduct with students. In particular, it is a violation of criminal statutes for any educator, which includes any administrator, coach, instructor, teacher, paraprofessional, teacher aide, or student aide, to engage in sexual conduct, as defined in La. Rev. Stat. Ann. §14:81.4 with a student who is seventeen (17) years of age or older, but less than ~~nineteen (19)~~ twenty-one (21) years of age, where there is an age difference of greater than four (4) years between the two persons.

Notwithstanding any claim of privileged communication, any educator, having cause to believe that prohibited sexual conduct has occurred between another educator and a student, shall be required by state law to immediately report such conduct to a local or state law enforcement agency.

NOTIFICATION BY EMPLOYEES

A teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within forty-eight (48) hours of conviction or plea.

Revised: September, 2006

Revised: May, 2008

Revised: October, 2008

Revised: September, 2009

Ref: 41 USC 702 (*Drug-Free Workplace*); La. Rev. Stat. Ann. §§14:814, 14:81.4, 17:15, 17:81; Sylvester v. Cancienne, 95-0789 (La. App. 1st Cir. 11/9/95), 664 So.2d 1259; Howard v. West Baton Rouge Parish School Board, 2000-3234 (La. 6/29/01), 793 So.2d 153; Spurlock v. East Feliciana Parish School Board, 03-1879 (La. App. 1st Cir. 6/25/04), 885 So.2d 1225; Board minutes, 8-6-02, 2-6-07, 5-6-08, 10-21-08.

5. It was moved by Ms. Smith, seconded by Ms. Bailey-Simmons, to approve the adoption of policy IFCDA, Athletic Volunteers with noted changes. Hearing no objection, the motion was adopted. Following is the approved policy:

NEW POLICY

FILE: IFCDA

ATHLETIC VOLUNTEERS

The Tangipahoa Parish School Board recognizes that athletic volunteer can make many valuable contributions to the school. Therefore, the Board welcomes athletic coaches and endorses an *Athletic Volunteer Program* in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or staff, in cooperation with the schools.

Appropriate effort shall be made to incorporate the use of athletic volunteers into all schools as well as any or all other programs or activities of the school district.

The Board's *Athletic Volunteer Program* shall meet certain requirements, including but not limited to the following:

1. Every athletic volunteer permitted to assist personnel in any athletic program shall sign a volunteer behavior agreement stating that he/she understands and will abide by all policies, regulations, and procedures of the School Board.

2. The agreement shall include a statement that the athletic volunteer shall not abuse any child or student by physical or emotional means or commit any criminal act involving a minor student.
3. Every athletic volunteer shall agree to undergo, and shall undergo, an extensive criminal background check as required by statute. The respective school will be responsible for the cost of the background check.
4. Every athletic volunteer shall agree not to use alcohol or illegal drugs or be under the influence of alcohol or any drug while volunteering in any school-related program.
5. Every athletic volunteer shall be CECP certified through the Louisiana High School Athletic Association, LSHAA.

Ref: La. Rev. Stat. Ann. §§ 15:587, 15:587.1, 17:15, 17:81.

6. It was moved by Ms. Bailey-Simmons, seconded by Mr. Ridgel, to approve the revisions of policy JBE, Truancy. Hearing no objections, the motion was adopted. Following is the revised policy as approved:

FILE: JBE

Cf: IHAD

TRUANCY

The Tangipahoa Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by visiting teachers and Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

Tardy, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

GUARDIAN RESPONSIBLE

With regard to any student in grades kindergarten (K) through eighth (8th) grade who is considered habitually absent or tardy, in any case where the student is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

Revised: December, 1990

Revised: October, 1994

Revised: June 20, 1995

Revised: September, 2009

Revised: June 18, 1996

Revised: October, 2008

Ref: La. Rev. Stat. Ann. §§ 17:221, 17:221.1, 17:223, 17:228, 17:233; Louisiana Children's Code, Art. 728, 730; Board minutes, 6-20-95, 6-18-96, 10-21-08.

7. It was moved by Ms. Smith, seconded by Ms. Traylor, to approve the revisions of policy JD, Discipline. Hearing no objections, the motion was adopted. Following is the revised policy as approved:

FILE: JD

Cf: BD, IDDF, IHAD, JBE

Cf: JCD, JCDA, JD-R, JDD, JDE, JDF

DISCIPLINE

~~The Tangipahoa Parish School Board recognizes the necessity for reasonable control and discipline over the conduct of pupils under its jurisdiction.~~ It is the purpose of the Tangipahoa Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all pupils who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual pupil comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

Every teacher in the public school system shall endeavor to hold each pupil to a strict accountability for any disorderly conduct in school, or on the playgrounds of the school, on the street or while going to or returning from school, or during intermission or recess. To assist the teacher, the Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any pupil(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no pupil shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the pupil or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A pupil who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a pupil who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the Board.

STUDENT REMOVAL FROM CLASSROOM

A pupil may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the pupil's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of pupils or the teacher, ~~or~~ when a pupil exhibits disrespectful or threatening behavior toward a teacher such as using foul or abusive language or gestures directed at or threatening a pupil or teacher, when a pupil violates the school's code of conduct, or when a pupil exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing

objects, inciting other pupils to misbehave, or destroying property. ~~If removed, the student shall not receive credit for school work missed.~~ The pupil should not be kept out of school past the suspension period imposed by the principal.

A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.

Any pupil removed from class in kindergarten through grade 6 shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A pupil removed from class in grades 7 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

Whenever a teacher is struck by a pupil, the pupil, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent. (Moved from below)

Upon the pupil being removed from class and sent to the principal's office, the principal or designee shall conduct a counseling session with the pupil to discuss the particular misconduct. Once removed, the pupil shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

- a. In-school suspension
- b. Detention
- c. Suspension
- d. Initiation of expulsion hearings
- e. Assignment to an alternative school
- f. Requiring the completion of all assigned school and homework which would have been assigned and completed by the pupil during the period of suspension.
- g. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a pupil has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the pupil to have a conference with the teacher in the presence of the principal or his or her designee before the pupil is readmitted. Upon the pupil's *third* removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplated disciplinary measures to be taken before the principal implements such measures. If appropriate, a referral of the matter may be made to the appropriate building level committee. In addition, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor, or legal guardian shall be required prior to the pupil being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the pupil into another setting.

PARENT CONFERENCES

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior, and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. "Notice" of the conference, specifying the time and date of the conference, shall be

given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card or by sending a certified letter to the address shown on the pupil's registration card.

REPORTS TO PRINCIPAL

Any teacher or other school employee may report to the principal any pupil who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a pupil who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on ~~two (2) forms, one form to report only school transportation-related incidents and one form to report all other incidents~~ the School Behavior Report/School Bus Behavior Report form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the ~~Board, School District~~, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or designee and to the teacher or school employee reporting the violation.

DELINQUENT STUDENTS

Pupils who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court. Any pupil that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if the pupil is:

1. Seventeen (17) years of age or older with less than five (5) units of credit toward graduation;
2. Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation; or
3. Nineteen (19) years of age or older with less than fifteen (15) units of credit toward graduation.

DISCIPLINE COMMITTEES

All schools shall establish a Discipline Committee. The committee should be composed of administrators, counselors, regular education and special education teachers, 504 chairperson, school building level chairperson, referring teacher for no credit grade, parents and others as deemed necessary by the local committees. The purpose of the committee shall be to review the discipline policies and procedures at each school, make recommendations for changes to be considered by the local administration and serve as an appeal committee for No Credit Grades (N/C's). The committee shall in no way be involved in the day-to-day decisions of administrators regarding disciplinary actions taken.

A mandatory workshop for principals, assistant principals and administrative assistants should be held annually. Each principal should in-service his/her staff annually on the policies and procedures and send documentation to the Administrative Director of Administration and Pupil Services.

DEFINITIONS (Moved below)

~~In-school suspension means removing a pupil from his/her normal classroom setting but maintaining him/her under supervision of the school. Pupils participating in in-school suspension may receive credit for work performed during the in-school~~

~~suspension. Any pupil who fails to comply fully with the rules for in-school suspension shall be subject to immediate suspension.~~

~~Detention means activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a pupil to participate in assigned detention shall subject the pupil to immediate suspension.~~

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent. *Immediate family* means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Discipline of students with disabilities shall be in accordance with ~~policy JDF, Discipline of Students With Disabilities.~~ applicable statutes or federal law and regulations and policy JGI, *Physical Restraint of Students*.

DEFINITIONS

Suspension shall mean that student is temporarily prohibited from participating in his/her usual placement within school. This usually involves temporary removal from school.

~~In-school suspension means removing a pupil from his/her normal classroom setting but maintaining him/her under supervision of the school. Pupils participating in in-school suspension may receive credit for work performed during the in-school suspension. Any pupil who fails to comply fully with the rules for in-school suspension shall be subject to immediate suspension.~~ shall mean (1) student is removed from his/her usual classroom placement to an alternative setting for a minimum of one complete school day, and (2) No interruption of services occurs. (An alternative setting may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel or their designees.)

Detention shall means activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a pupil to participate in assigned detention shall subject the pupil to immediate suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the self-esteem of the pupil.

In-school expulsion shall mean (1) Student is temporarily removed from his/her usual classroom placement to an alternative setting for a period of time specified by the Office of Child Welfare and Attendance, and (2) No interruption of instructional services occurs. (An alternative setting may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel of their designees.)

Expulsion shall mean the removal of a student from school for at least one school semester.

Exclusion shall mean the removal of a pupil from a specific school with reassignment to another appropriate educational environment that addresses the student's educational needs without loss of instructional time.

Revised: December, 1990
Revised: December, 1992

Revised: September, 1997
Revised: August, 1999

Revised: November, 1993

Revised: August, 2003

Revised: June 20, 1995

Revised: May, 2007

Revised: August, 1996

Revised: September, 2009

Ref: 42 USCA 12112 et seq. (*Equal Opportunity for Individuals with Disabilities*); La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1; *Regulations for Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education; Board minutes, 6-20-95, 10-7-03.

8. It was moved by Ms. Bailey-Simmons, seconded by Mr. Ridgel, to table revisions to policy JDD, Suspension and JDE, Expulsion until further study can be completed. Hearing no objection, the motion was adopted.

9. It was moved by Ms. Smith, seconded by Ms. Bailey-Simmons, to approve the revisions to policy JGCD, Administration of Medication. Hearing no objection, the motion was adopted. Following is the revised policy as approved:

FILE: JGCD

ADMINISTRATION OF MEDICATION

The administration of medication to students must be in compliance with the requirements of La. Rev. Stat. Ann. '17:436.1 and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). It shall be the policy of the Tangipahoa Parish School Board that no school employee other than a registered nurse or licensed medical physician shall be required to administer medication until all the following conditions have been met. As used in this policy, the term *medication* must include all prescription and non-prescription drugs.

I. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

1. the student's name
2. the name and signature of the physician/dentist/other authorized prescriber
3. physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
4. student's diagnosis
5. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
6. a written statement of the desired effects and the child specific potential adverse effects

B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

1. name of pharmacy
2. address and telephone number of pharmacy
3. prescription number
4. date dispensed
5. name of student
6. clear directions for use, including the route, frequency, and other as indicated
7. drug name and strength

8. last name and initial of pharmacist
9. cautionary auxiliary labels, if applicable
10. physician's/dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

1. drug name
2. dosage form
3. strength
4. quantity
5. name of manufacturer and/or distributor
6. manufacturer's lot or batch number

II. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in II.-F.
- C. Except in life-threatening situations, unlicensed but trained, school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications must be administered at school by unlicensed, but trained, school personnel.
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- G. School medication orders must be limited to medications which cannot be administered before or after school hours.

III. PRINCIPAL

The principal must designate at least four (4) employees to receive training and administer medications in each school. Two (2) of the four (4) employees shall be designated specifically to attend field trips.

IV. TEACHER

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

V. SCHOOL NURSE

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of

medications in schools to ensure the safety, health and welfare of the students.

- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
1. Proper procedures for administration of medications including controlled substances
 2. Storage and disposal of medications
 3. Appropriate and correct record keeping
 4. Appropriate actions when unusual circumstances or medication reactions occur
 5. Appropriate use of resources

VI. PARENT/LEGAL GUARDIAN

- A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
1. A letter of request and authorization that contains the following information:
 - a. the student's name;
 - b. clear instructions for school administration;
 - c. RX number, if any;
 - d. current date;
 - e. student's diagnosis;
 - f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
 - g. physician's/dentist's/other authorized prescriber's name;
 - h. the parent's/legal guardian's printed name and signature;
 - i. parent's/legal guardian's emergency phone number;
 - j. statement granting or withholding release of medical information;
 2. A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before June of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
 3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
 4. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
 5. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal

- guardian and licensed physician/dentist/other authorized prescriber.
6. Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.
- B. All aerosol medications must be delivered to the school in pre-measured dosage.
 - C. Provide no more than a 35 school day supply of medication in a properly labeled container to be kept at school.
 - D. The initial dose of a medication must be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
 - E. The parent/legal guardian must work with those personnel designated to administer medication as follows:
 1. [Meet with the school's registered nurse for all new medication orders, including changes in existing medication orders.](#)
 2. Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
 3. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 4. Assist in the development of the emergency plan for each student.
 5. Comply with written and verbal communication regarding school policies.
 6. Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
 7. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

VII. STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self administration of medication. ~~The most common medical conditions to meet this criterion are asthma and migraine headaches.~~ Compliance with the school policy for a drug free zone shall also be met if possible.

[Asthma or the Use of Auto-Injectable Epinephrine](#)

[Self-administration of medications by a student with asthma or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by](#)

the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- A. Written authorization for the student to carry and self-administer such prescribed medications,
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
 - 1. has asthma or is at risk of having anaphylaxis
 - 2. has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma or anaphylaxis
- C. A written medication/treatment order from the student's licensed physician or other authorized prescriber for managing asthma or anaphylactic episodes. The medication/treatment order shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The medication/treatment order shall contain the following information:
 - 1. The name, purpose, and prescribed dosage of the medications to be self-administered.
 - 2. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
 - 3. The length of time for which the medications are prescribed.
- D. Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto-injectable epinephrine, or both, at all times. School Board permission to allow self-administration is predicated on the school's registered nurse assessment that the student is capable of self-administering the medication safely.

Permission for the self-administration of asthma medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

Auto-injectable epinephrine means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

Inhaler means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

Other Permitted Medications

Self-administration of other medications by a student may be permitted by the School Board, provided that:

1. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
2. The school nurse has evaluated the situation and deemed it to be safe and appropriate; documented this on the student's cumulative health record; and has developed a medication administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care. The Health Care Plan includes emergency care instructions as needed for the staff and the student.
3. The principal and appropriate staff are informed that the student is self-administering the prescribed medication (~~such as an asthma inhaler~~).
4. The medication is handled in a safe, appropriate manner.
5. The school principal and the school employed registered nurse determine a safe place for storing the medication.

The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.

6. Some medication should have a backup supply readily available.
7. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office or other designated place where the student shall record this information unless otherwise noted on the student's Individual Administration Plan).
8. The school employed registered nurse, and/or the designated employee monitors the student.

VIII. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medications which must be administered during the school day. Parents may come to school and administer medication to their children at any time during the school day, after making arrangements with the Principal and/or school nurse, following submission of proper physician's authorization for medications and arrangements with the school principal.

Medications which may be considered as acceptable under this policy:

- a. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- b. Severe allergic reactions - must have specific written [orders](#) from a physician [and clearance from the school's registered nurse](#).
- c. Anticonvulsive medication.
- d. Medication for asthma.
- e. Medication given in extenuating circumstances.
- f. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- g. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- h. Other specific illnesses that require medication [\(i.e. insulin and other diabetic medication\)](#).

IX. FIELD TRIPS

If a child with identified medical needs is to attend a field trip, he or she must be accompanied by a trained, unlicensed personnel (TUP), parent/legal guardian, or a non-School Board employee designee (designated in writing by the parent/legal guardian). If a child requires a licensed nurse for medical needs, the child-specific nurse assigned to the child shall attend the field trip.

Since training of unlicensed personnel requires a minimum of six (6) hours of training by a registered nurse or licensed medical physician according in accordance with state law and this policy (item V. above), each school site shall have a minimum of four (4) TUP's with two (2) of these personnel designated specifically to attend field trips. The school nurse must be notified three (3) weeks prior to the field trip to coordinate medical needs of all students attending. If two (2) field trips at a school site have been scheduled for the same day, and the medical needs of all students attending cannot be met, then one field trip shall be rescheduled for another day.

In the event that a trained, unlicensed School Board employee, the parent/ legal guardian or a non-School Board employee designee (designated in writing by the parent/legal guardian), or child-specific school nurse is not available to attend the field trip, the school nurse is to be contacted immediately for possible alternatives. If none are available, the field trip must be rescheduled.

X. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that [are written on State-approved forms including](#) the dosage(s), time(s), and medication(s), must be obtained from the physician/dentist/other authorized prescriber.

XI. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School

Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

Revised: October, 2001

Revised: September, 2008

Revised: July, 2009

Revised: September, 2009

Ref: La. Rev. Stat. Ann. ' ' 17:81, 17:436.1; Louisiana Administrative Code, Vol. 18, Education (BESE), Section 929, *Administration of Medication*, Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 1-8-02, 9-23-08, 7-21-09.

10. It was moved by Mr. Ridgel, seconded by Ms. Bailey-Simmons, to waive the rules to add an item to the agenda. Hearing no objection, the motion was adopted.

It was moved by Ms. Smith, seconded by Ms. Bailey-Simmons to accept the Secondary ACT Prep Program as presented to the Pupil Progression Plan. Hearing no objection, the motion was adopted. Following is the policy as approved:

SECONDARY ACT PREP PROGRAM

Effective August 2009, secondary ACT Prep teachers shall be responsible for maintaining daily ACT Prep Data in the Tangipahoa Parish School System Grade Book in accordance with Board policy.

Students participating in ACT Prep can earn a maximum of five (5) points per day/twenty-five (25) points per week. A cumulative percentage will be maintained for each grading period. At the end of each semester, the cumulative percentage will be converted on the report card to a "P" (Passed) or "F" (Failed). Six weeks progress reports will reflect a percentage grade.

EXAMPLE FOR SEMESTER GRADE

Total points earned	720
Total points possible	900 = 80% (P)

Passed or Failed will be determined as follows:

"P" = 70%-100%
"F" = 69% or below

ACT Prep grades will reflect the five (5) points daily. The five (5) points will be based on 2 points for attendance and 3 points for participation. Participation can include engagement in class discussions, skills exercise completion, note-taking, and on-task behavior.

Students will receive a half unit towards graduation for ACT Prep course.

ACT Prep will not be calculated in determining a student's grade point average.

ACT Prep is not a content area subject.

10. It was moved by Ms. Smith, seconded by Ms. Bailey-Simmons, for the administration to study not allowing immediate family members to become athletic volunteers of major sports that an immediate family member(s) participates in and report back to the next Policy Committee meeting.

CHAMP COOPER DELEGATION – SEPTEMBER 29, 2009

1. It was moved by Mrs. Bailey-Simmons, seconded by Ms. Dominguez, to approve the purchase of a school sign for Champ Cooper Elementary School in

the amount of \$18,995.00 from Stewart-America's Premier Sign Co., to be paid from the Wal-Mart Fund. Hearing no objection, the motion was adopted.

2. It was moved by Mrs. Bailey-Simmons, seconded by Ms. Dominguez, to approve the purchase of a Canon IR5050N Copier and Standard Digital Duplicator for Champ Cooper Elementary School in the amount of \$11,250.00 from Southeast Business Systems, to be paid from the Wal-Mart Fund. Hearing no objection, the motion was adopted.

HAMMOND DELEGATION – SEPTEMBER 29, 2009

1. It was moved by Mr. Link, seconded by Mr. Ridgel, to approve purchasing furniture for the Woodland Park ELC Library in the amount of \$9,029.88 from Virco, Inc., to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
2. It was moved by Mr. Link, seconded by Mrs. Bailey-Simmons, to approve purchasing one (1) projection screen for Woodland Park ELC in the amount of \$142.18 from Dixie Office Products, to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
3. It was moved by Mrs. Traylor, seconded by Mr. Link, to approve the installation of one (1) 6-strand fiber optic cable with four (4) network drops at Woodland Park ELC in the amount of \$2,020.00 by Steve Meranta, to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
4. It was moved by Mr. Link, seconded by Mrs. Bailey-Simmons, to approve the quote of \$6,303.00 for the walkway canopy for Woodland Park ELC's Library from Allstate Canopies, to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
5. It was moved by Mrs. Bailey-Simmons, seconded by Mrs. Traylor, to approve purchasing twenty (20) Ceiling Mounts for Hammond Eastside Upper School in the amount of \$14,764.60 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
6. It was moved by Mr. Link, seconded by Mrs. Bailey-Simmons, to approve purchasing twenty-four (24) traffic cones for Hammond Eastside Primary School in the amount of \$276.80 from National Sign Co., to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
7. It was moved by Mrs. Traylor, seconded by Mrs. Bailey-Simmons, to approve the low quote in the amount of \$27,800.00 from Ebarb Dozer & Backhoe, for top soiling the Hammond Jr. High School football field to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
8. It was moved by Mr. Ridgel, seconded by Mr. Link, to defer item 8 until other quotes can be obtained. Hearing no objection, the motion was adopted.
9. It was moved by Mr. Ridgel, seconded by Mrs. Bailey-Simmons, to approve purchasing two (2) Digital Copiers for Hammond High School in the amount of \$19,663.60 and one (1) Cold Copier under the amount of \$5,000.00 from Southeast Business Systems, to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
10. It was moved by Mr. Link, seconded by Mrs. Traylor, to approve purchasing eight (8) teacher's desk for Hammond High School in the amount of \$3,367.36 from Virco, Inc., to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.

It was moved by Mr. Link, seconded by Mrs. Traylor, to waive the rules and add an item to the Agenda:

Consider approval to install twenty-seven (27) Smart Boards for Hammond Eastside Primary in the amount of \$10,550.00 from Mark's Electric, to be paid from Pay-As-You-Go Funds (LaMarca)

11. It was moved by Mr. Link, seconded by Mrs. Traylor, to approve the re-wiring for twenty-seven (27) Smart Boards for Hammond Eastside Primary in the amount of \$10,550.00 from Mark's Electric, to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.

INDEPENDENCE DELEGATION – SEPTEMBER 29, 2009

1. It was moved by Mr. Link, seconded by Mrs. Smith, to approve the installation of seventeen (17) network drops at Independence Elementary School in the amount of \$1,700.00 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
2. It was moved by Mrs. Smith, seconded by Mr. Link, to approve the installation of ten (10) network drops at Nesom Middle School by Steve Meranta in the amount of \$1,000.00 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
3. It was moved by Mr. Link, seconded by Ms. Smith, to approve the installation of internet service to the new portable classrooms at Midway Elementary School by Steve Meranta in the amount of \$895.00 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
4. It was moved by Mrs. Smith, seconded by Mr. Link, to approve purchasing two (2) filing cabinets, sixty (60) student chairs, five (5) activity tables and eight (8) student tables for Midway Elementary School from Virco, Inc. in the amount of \$3,037.65 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
5. It was moved by Mrs. Smith, seconded by Mr. Link, to approve purchasing thirty (30) NComputing Setups for the computer lab at Midway Elementary School from Howard Technology Solutions in the amount of \$13,060.02 (replacing previously approved classroom computer lab –savings of \$39,506.10) to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
6. It was moved by Mr. Link, seconded by Mrs. Smith, to approve the installation of sixty-six (66) network drops at Midway Elementary School by Steve Meranta in the amount of \$6,600.00 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
7. It was moved by Mr. Link, seconded by Mrs. Smith, to have Mr. LaMarca obtain bids to purchase a portable classroom building at Midway Elementary School. Hearing no objection, the motion was adopted.
8. It was moved by Mrs. Smith, seconded by Mr. Link, to approve the quote of \$6,481.00 for a walkway canopy for Midway Elementary School's portable classroom building by Allstate Canopies to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.

KENTWOOD DELEGATION – SEPTEMBER 29, 2009

1. It was moved by Mr. Potts, seconded by Mr. Ridgel, to approve the installation of twelve (12) network drops at O.W. Dillon Elementary School by Steve Meranta in the amount of \$1,200.00 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
2. It was moved by Mr. Ridgel, seconded by Mr. Potts, to authorize Mr. LaMarca to receive quotes for restroom renovations at O.W. Dillon Elementary School. Hearing no objection, the motion was adopted.
3. It was moved by Mr. Potts, seconded by Mr. Ridgel, to approve the installation of five (5) network drops at Kentwood High School by Steve Meranta in the amount of \$500.00 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
4. It was moved by Mr. Ridgel, seconded by Mr. Potts, to approve the purchase of four (4) tables for Kentwood High School in the amount of \$358.40 from Virco, Inc. to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
5. It was moved by Mr. Potts, seconded by Mr. Ridgel, to approve the purchase of seven (7) Cisco phones for Kentwood High School in the amount of \$2,353.40 from Global Data Systems, Inc. to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.

Mrs. Smith asked that consideration be made in moving a portable building, from Kentwood High School to O.W. Dillon Elementary, to be used as a pull out

classroom. Ms. Higgenbotham stated she will discuss this with Attorney Charles Patin.

LORANGER DELEGATION – SEPTEMBER 29, 2009

1. Mr. LaMarca gave an update on the Loranger High School Lift Station Upgrade by Bernard Mechanical Construction that was approved by the Board on June 16, 2009.
2. It was moved by Mrs. Bailey-Simmons, seconded by Mr. Potts, to approve quote of \$6,750.00 from D&H Quality Construction for replacing the metal frame and two front doors of Loranger High School to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
3. It was moved by Mr. Potts, seconded by Mrs. Bailey-Simmons, to approve purchasing four (4) HON filing cabinets and five (5) Dry Erase Boards for Loranger Elementary School from Dixie Office Products in the amount of \$3,013.50 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
4. It was moved by Mr. Potts, seconded by Mrs. Bailey-Simmons, to approve purchasing one hundred ten (110) student chairs for Loranger Elementary School from Virco, Inc. in the amount of \$2,252.80 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.

PONCHATOULA DELEGATION – SEPTEMBER 29, 2009

1. It was moved by Mrs. Dominguez, seconded by Mrs. Bailey-Simmons, to approve the purchase of two (2) Cisco phones for Tucker Elementary School from Global Data Systems, Inc. in the amount of \$672.40 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
2. It was moved by Mr. Ridgel, seconded by Mrs. Bailey-Simmons, to approve the installation of twenty-two (22) network drops for Tucker Elementary School by Steve Meranta in the amount of \$2,200.00 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
3. It was moved by Mrs. Bailey-Simmons, seconded by Mrs. Dominguez, to approve the quote of \$15,066.00 from Allstate Canopies for the parent pick-up area at Tucker Elementary School to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
4. It was moved by Mrs. Dominguez, seconded by Mrs. Bailey-Simmons, to approve the quote of \$13,915.00 from Allstate Canopies for the pavilion (sitting area) at Tucker Elementary School to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
6. It was moved by Mrs. Dominguez, seconded by Mrs. Bailey-Simmons, to approve the quote of \$5,930.00 for replacing the eastside double doors of Tucker Elementary School to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
8. It was moved by Mrs. Bailey-Simmons, seconded by Mrs. Dominguez, to approve for Mr. LaMarca to obtain quotes for restroom improvements at Perrin Early Learning Center. Hearing no objection, the motion was adopted.
9. It was moved by Mrs. Dominguez, seconded by Mrs. Bailey-Simmons, to approve the quote of \$11,655.00 from Allstate Canopies for the parent pick-up area at Ponchatoula Junior High School to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
10. It was moved by Mrs. Dominguez, seconded by Mrs. Bailey-Simmons, to approve for Mr. LaMarca to obtain bids for a storage building with shelves for Ponchatoula Junior High School. Hearing no objection, the motion was adopted.
11. It was moved by Mrs. Bailey-Simmons, seconded by Mrs. Dominguez, to approve the Certificate of Substantial Completion for the Ponchatoula High School Roof Repairs Project. Hearing no objection, the motion was adopted.
12. Mr. LaMarca gave an update on the Ponchatoula High School sewage treatment plant which is scheduled to be complete in July 2010.

It was moved by Ms. Dominguez, seconded by Ms. Traylor, to accept Items # 5 and #7 of the Ponchatoula Delegation Report of September 29, 2009. Ms. Bailey-Simmons recused herself. Hearing no objections, the motion was adopted. Following are the items as approved:

5. It was moved by Mrs. Dominguez, seconded by Mr. Ridgel, to approve the low quote of \$4,200.00 from Bailey's Carpentry & Flooring for concreting the pavilion area at Tucker Elementary School to be paid from Pay-As-You-Go Funds. Ms. Bailey-Simmons recused herself. Hearing no objection, the motion was adopted.
7. It was moved by Mrs. Dominguez, seconded by Mr. Ridgel, to approve the low quote of \$7,225.00 from Bailey's Carpentry & Flooring for concreting six (6) basketball courts (24x24) for Vinyard Elementary School to be paid from Pay-As-You-Go Funds. Ms. Bailey-Simmons recused herself. Hearing no objection, the motion was adopted.

It was moved by Mr. Link, seconded by Mr. Potts, to approve the purchase of an administrative computer for Northwood High School in the amount of \$1,038.54 to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.

It was moved by Ms. Bailey-Simmons, seconded by Mr. Genco, to approve a Proclamation recognizing October 4 -10, 2009 as the Fourth Annual National Bullying Prevention Awareness Week. Hearing no objection, the motion was adopted.

Ms. Melissa Stillely, Chief Academic Officer, gave an update on the Louisiana Striving Readers Project which focuses on adolescent reading with an emphasis on district middle/junior high levels. She stated Nesom Middle and Independence Middle School were selected by the State for this pilot study.

Chief Academic Officer Stilly gave an update on the Behavior Interventionist Plan strategies at the District level to improve the learning environment of all children, target children with discipline problems and increase graduation rates.

It was moved by Mr. Genco, seconded by Ms. Dominguez, to enter into Executive Session to discuss the case of Joyce M. Moore vs. TPSB and Angela L. Cryer obo her minor child, Javontai Jennings, vs. TPSB. Hearing no objection, the motion was adopted.

The Board entered Executive Session.

The Board returned to Open Session.

There was no action in the case of Joyce M. Moore vs. TPSB.

It was moved by Mr. Genco, seconded by Ms. Bailey-Simmons, to accept the attorney's recommendation in the case of Angela L. Cryer obo her minor child, Javontai Jennings vs. TPSB. Hearing no objection, the motion was adopted.

There being no further business, the meeting was adjourned. (6:58 p.m.)

Respectfully submitted,

Danny Ridgel
Board President

Mark Kolwe, Secretary-Treasurer

Recorded by: Cynthia Jenkins, October 6, 2009