Tangipahoa Parish School Board Minutes
Tuesday, June 2, 2015

Members present
Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

Members absent
Mike Whitlow

Meeting called to order at 6:10 PM

1. OPENING ITEMS

A. Pledge of Allegiance (All veterans and active military, please render the proper salute)
President Duncan led the Pledge of Allegiance.

B. Roll Call

C. Consider approval of Board minutes of May 5, 2015

Recommend approval as presented.

Motion by Sandra Bailey-Simmons, second by Rose Dominguez.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

D. Consider approval of the Board minutes of May 27, 2015

Recommend approval as presented.

Motion by Rose Dominguez, second by Therese Domiano.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

2. CONSIDER COMMITTEE REPORTS

A. Policy Committee of the Whole - May 5, 2015

Recommend approval.

Motion by Rose Dominguez, second by Jay Kelly.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

The official minutes are attached at the end of the Board minutes.
B. Personnel Committee - May 27, 2015

Recommend approval.

Motion by Sandra Bailey-Simmons, second by Andy Anderson.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

The official minutes are attached at the end of the Board minutes.

C. Capital Outlay of the Whole - June 2, 2015

Recommend approval.

Motion by Gail McDaniel, second by Walter Daniels.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

The official minutes are attached at the end of the Board minutes.

D. Finance Committee - June 2, 2015

Recommend approval.

Motion by Walter Daniels, second by Jay Kelly.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

The official minutes are attached at the end of the Board minutes.

3. SUPERINTENDENT’S REPORTS AND/OR RECOMMENDATIONS

A. Miscellaneous Information

Superintendent Kolwe had no reports.

4. OTHER BOARD ACTIONS

A. Consider and adopt the 2015 Millage Rates

Tangipahoa Parish School System

RESOLUTION

BE IT RESOLVED, that the following millage(s) are hereby levied on the 2015 tax roll on all property subject to taxation by Tangipahoa Parish School System:

2015 Actual

Hammond District #1-Alternative Program 3 mills
Hammond District #1-Hammond Magnet Schools Tax 15 mills
Sumner District #116 11 mills
Constitutional District #100 4.06 mills
Independence District #39A 14 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of Tangipahoa, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2015, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS:  
NAYS:  
ABSTAINED:  
ABSENT:  

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on June 2, 2015, at which meeting a quorum was present and voting.

Amite, Louisiana, this 2nd day of June, 2015.

Mark Kolwe, Secretary

Recommend approval. Mr. Schnadelbach requested a roll call vote.

Motion by Andy Anderson, second by Sandra Bailey-Simmons.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel
B. Consider approval of termination of support employee (LPN)

Mr. Albert Giraud, Board Attorney, reported that Ms. Tammy Bales, LPN, was not in the audience and requested to move forward with the termination.

Recommend approval of the Superintendent's recommendation of termination of support employee, Ms. Tammy Bales.

Motion by Rose Dominguez, second by Walter Daniels.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

C. Consider approval of termination of support employee (Cafeteria Worker)

Mr. Albert Giraud, Board Attorney, stated that Ms. JoRene Smith, Child Nutrition support employee, requested to be heard in Executive Session.

Motion to enter Executive Session.

Motion by Rose Dominguez, second by Sandra Bailey-Simmons.
Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

The Board entered Executive Session.

The Board returned to Open Session.

Recommend approval of the Superintendent's recommendation of termination of support employee, Ms. JoRene Smith.

Motion by Andy Anderson, second by Therese Domiano.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

5. PUBLIC INPUT

A. Public Input

Ms. Kathy Edmunston spoke in Public Input.

Ms. Shenika Conley spoke in Public Input.

Mr. Chris Genre spoke in Public Input.

Mr. Calvin Rick spoke in Public Input.

6. PERSONAL PRIVILEGE

A. Board Member Comments

Mr. Anderson stated that 2015-15 had been a good year and that the health and safety of children is a very big role. He thanked the parents for their support and is looking forward to another good school year.
President Duncan reminded everyone that the next regular scheduled Board meeting would be July 21, 2015, unless something comes up.

7. LITIGATION

Motion to enter Executive Session to discuss both Litigation items.

Motion by Sandra Bailey-Simmons, second by Andy Anderson.
Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

The Board entered Executive Session.

The Board returned to Open Session.

A. Consider the case of Joyce M. Moore vs. TPSB, USDC, Eastern District of Louisiana, No. 65-15556, Section B(1)

There was no action in this matter.

B. Consider the case of Courtney Warren vs. TPSB, 21st JDC, No. 2009-0004159, Division D

Motion to accept counsel's recommendation in this matter.

Motion by Rose Dominguez, second by Andy Anderson.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

There being no further business, the meeting was adjourned. (7:20 PM)

Brett K. Duncan, Board President

Mark Kolwe, Secretary-Treasurer

Generated by Cynthia Jenkins on Wednesday, June 3, 2015
ATTACHMENTS:

Policy Committee of the Whole Minutes
Tuesday, May 5, 2015

Generated by Cynthia Jenkins on Wednesday, May 6, 2015

Members present
Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, and Mike Whitlow

Members absent
Gail McDaniel (came in at 4:25 PM)

Others present
Mark Kolwe, Thomas Bellavia, Bret Schnadelbach, Ron Genco, Kaye Roberts, Peter Tesvich, Scott Stoulig

Meeting called to order at 4:16 PM

1 Consider approval of revisions to policy GBRIBB, Sick Leave Bank

Motion to table for the Superintendent to present proposed revisions to the Board Attorney for review and to bring it back, with instructions, to the next scheduled meeting.

Motion by Andy Anderson, second by Therese Domiano.
Final Resolution: Motion Carries
Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Mike Whitlow

Ms. McDaniel entered the meetings.

2 Consider approval of the revisions to policy JGCD - Administration of Medication

Motion to approve revisions.

Motion by Andy Anderson, second by Sandra Bailey-Simmons.
Final Resolution: Motion Carries
Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow

FILE: JGCD

ADMINISTRATION OF MEDICATION

It is the policy of the Tangipahoa Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term medication shall include all prescription and non-prescription drugs.

1. 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

2. 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 4.2.-F below.

C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed 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 trained school personnel.

E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.

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 shall be limited to medications which cannot be administered before or after school hours.

3. PRINCIPAL

The principal shall designate at least four (4) employees to receive training and administer medications in each school.

4. 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.

5. 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 or resources

6. 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 shall be delivered to the school in pre-measured dosage.

   **C.** Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.

   **D.** The initial dose of a medication shall 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 shall work with those personnel designated to administer medication as follows:

      1. Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt form*.

      2. 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.

      3. Assist in the development of the emergency plan for each student.

      4. Comply with written and verbal communication regarding school policies.
5. Grant permission for school nurse/physician/dentist/other authorized prescriber consultation.

6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. **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. 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 treatment plan from the student’s licensed physician or authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan shall be signed by the student, the student’s parent or other legal guardian, and the student’s physician or other authorized prescriber. The treatment plan 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.

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:

A. 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.
B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical 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.

C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.

D. The medication is handled in a safe, appropriate manner.

E. 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.

F. Some medication should have a backup supply readily available.

G. 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 where the student shall record this information unless otherwise noted on the student's Individual Administration Plan).

H. The school employed registered nurse, and/or the designated employee monitors the student.

8. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

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 instructions from a physician.

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. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.

I. Other specific illnesses that require medication.

9. DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student’s diabetes treatment. School-related activities include but are not limited to extracurricular activities and sports.

A student’s diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

A. An evaluation of the student’s level of understanding of his/her condition and his/her ability to manage his/her diabetes.

B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.

C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.

D. The signature of the student (if age appropriate), the student’s parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student’s diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student’s diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior
to or within five (5) days after the beginning of each school year, or upon
enrollment if the student enrolls after the beginning of the school year, or as soon
as practicable following the student being diagnosed with diabetes, or as
warranted by changes in the student's medical condition.

Upon receipt of the student’s diabetes management and treatment plan, the school
nurse shall conduct a nursing assessment of the student’s condition and develop
an Individualized Healthcare Plan (IHP). The school nurse shall be given not less
than five (5) school days to develop the Individualized Healthcare Plan (IHP) and
shall implement the IHP within ten (10) school days upon receipt of the diabetes
treatment plan. The school nurse must assess the stability of the student’s
diabetes both at home and in the school setting prior to the development of the
IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related
to the student’s diabetes management and treatment plan until the IHP is developed, the
parents or legal guardian have agreed to and signed the IHP, and the diabetes
management and treatment plan is put into place by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide
appropriate care to a diabetic student, or assist a student with self-care of his/her
diabetes, in accordance with the student’s diabetes management and treatment
plan, the student’s IHP, and regulations contained in Health and Safety,
Bulletin135. An unlicensed diabetes care assistant is defined as a school
employee who is not a healthcare professional, who is willing to complete training
requirements established by BESE, and is determined competent by the school
nurse to provide care and treatment to students with diabetes.

In accordance with the student’s diabetes management and treatment plan, the
student shall be permitted to self-manage his/her diabetes care as outlined in the
student’s management and treatment plan.

With written permission of a student’s parent or legal guardian, a school may
provide a school employee with responsibility for providing transportation for a
student with diabetes, or supervising a student with diabetes with an off-campus
activity. An information sheet with pertinent information about the student’s
condition and contact information in cases of emergency shall be provided the
employee.

10. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER
EXTRACURRICULAR ACTIVITIES

The school nurse must be notified of the students attending a field trip or
extracurricular activity three (3) weeks prior to the field trip or extracurricular
activity. If a student with an identified medical need is to attend a field trip or
other school sponsored activity, the parent/legal guardian shall accompany the
student to the activity to attend to the student’s medical needs.

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 student requires a licensed nurse for medical needs, appropriate nursing staff 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 to state law and this policy (item 5. 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.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the student’s medication be administered on a pending field trip/activity by a non-School Board employee. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, an appropriately trained School Board employee shall be assigned to accompany the student on the field trip or other school-sponsored activity.

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

11. 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 include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/other authorized prescriber before any administration of medication may be administered by properly trained personnel.

12. 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.
3 Consider approval of revisions to policy JBCE, Public School Choice

Ms. Pam Dill, Board Attorney, presented a newly revised policy that follows the current Desegregation Court Order, which supersedes the federal and state Public Choice Law.

Motion to approve presented revisions.

Motion by Brett K Duncan, second by Jay Kelly.
Final Resolution: Motion Carries
Yea: Jay Kelly, Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Gail McDaniel, Mike Whitlow

PUBLIC SCHOOL CHOICE

The Tangipahoa Parish School Board is required by both Federal law and the Louisiana School Accountability Program to develop and maintain a Public School Choice policy for any school with a School Performance Score (SPS) below levels set by the Board of Elementary and Secondary Education (BESE), and considered in School Improvement Level II or higher. Additionally, those Title I schools that have failed the subgroup component of the state’s accountability system for one year or are in School Improvement II or higher for subgroup component failure shall also be a part of a School Choice program. School Choice allows eligible students to transfer to an academically acceptable school. Subgroup component refers to the testing performance within a specified subgroup of students.

Once schools eligible to receive students have been identified, a school-site utilization study shall be conducted as needed in all schools to determine the extent to which capacity exists to possibly accommodate students from schools offering choice, including students with special needs and/or students with disabilities. Only those schools that are labeled academically acceptable shall be considered eligible to receive students.
The Superintendent and staff shall be responsible for developing and managing a
tSchool Choice Plan, which shall determine the schools to which students may transfer,
which students shall have priority in transferring, and all other regulations and
procedures for supervising school choice within the school district.

Notification

Notification of parents of their school choice options shall be sent as early as possible,
but not later than the first day of the school year for the schools that are required to offer
choice. If there are no choice options available, this information shall be included in the
notification sent parents.

Eligibility of Students

All students in a school required to offer choice shall be eligible to transfer. However,
the School Board shall give priority to the lowest achieving students from low-income
families, as determined by the School Board.

Federal and state Public School Choice laws permit an eligible student to transfer from a school
which receives low academic scores to an academically acceptable school of his/his parent’s
choice. However, the Tangipahoa Parish School Board is subject to student assignment orders
issued by the United States District Court in the desegregation case entitled Moore v.
Tangipahoa Parish School Board, Civil Action No. 65-15556 (E.D.La.) and, therefore, is
compelled to comply with the student transfer provisions set forth in such orders and to refrain
from adopting any policy inconsistent with those provisions. Accordingly, because no “public
school of choice” transfer is permitted by the Court’s orders, no parent or other legal guardian
is authorized to enroll a student in a public school of choice, as provided by either federal or
state law. Parents are encouraged to utilize other Court-approved transfers which may be
available for their students under the desegregation orders.

Revised:

Ref: 20 USC 6316 (No Child Left Behind, Section 1116) Louisiana School, District, and
State Accountability System, Bulletin 111, Louisiana Department of Education,
No Child Left Behind Act, 20 U.S.C. §6316; Louisiana Public School Choice Act
La. Rev. Stat. §17:4035.1(B); Moore v. Tangipahoa Parish School Board, Civil Action
No.65-15556 (E.D.La.) Board minutes, 12-7-04

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Personnel Committee Minutes
Wednesday, May 27, 2015

Members present
Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, and Brett K Duncan
Others present
Thomas Bellavia, Ron Genco, Rose Dominguez, Lionel Jackson, Therese Domiano

Meeting called to order at 5:30 PM

A. TEACHER - NEW HIRE

1. Consider approval of the recommendations for Teacher - New Hire

<table>
<thead>
<tr>
<th>ITEM A</th>
<th>RECOMMENDATION FOR APPROVAL – TEACHER – NEW HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>POSITION</td>
</tr>
<tr>
<td>1)</td>
<td>Michelle Hills</td>
</tr>
<tr>
<td>2)</td>
<td>Lydia Webb</td>
</tr>
<tr>
<td>3)</td>
<td>Bradley Coleman</td>
</tr>
</tbody>
</table>

Recommend approval.

Motion by Andy Anderson, second by Sandra Bailey-Simmons.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Brett K Duncan

B. SUPPORT - NEW HIRE

1. Consider approval of the recommendations for Support - New Hire

<table>
<thead>
<tr>
<th>ITEM B</th>
<th>RECOMMENDATION FOR APPROVAL – SUPPORT – NEW HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>POSITION</td>
</tr>
<tr>
<td>1)</td>
<td>Natalie Smith</td>
</tr>
</tbody>
</table>

Recommend approval.

Motion by Andy Anderson, second by Sandra Bailey-Simmons.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Brett K Duncan

C. TEACHER - RECLASSIFICATION

1. Consider approval of the recommendations for Teacher - Reclassification

<table>
<thead>
<tr>
<th>ITEM C</th>
<th>RECOMMENDATION FOR APPROVAL – TEACHER – RECLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>POSITION</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1) Ross Currier From: Teacher/Coach Sumner Middle 07/21/2015
   To: Head Football/Asst. Track Coach – Sumner High

2) Fekesha Pierre From: Teacher/Coach Amite West. 08/03/2015
   To: Head Girls’ Basketball Coach – Amite High

Recommend approval with revision to Item C-1, having an effective date of July 21, 2015.

Motion by Andy Anderson, second by Sandra Bailey-Simmons.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Brett K Duncan

D. JOB DESCRIPTION CHANGE

1. Consider approval to change the job description title of Testing Coordinator to Coordinator of Accountability and Assessment and change the work term from 11 months to 12 months

Recommend approval

Motion by Andy Anderson, second by Sandra Bailey-Simmons.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Brett K Duncan

2. Consider approval to advertise for a Behavior Interventionist

Mr. Thomas Bellavia, Assistant Superintendent, informed the Committee members that this position would be housed at the Special Services Center and paid from IDEA Funds.

Recommend approval.

Motion by Andy Anderson, second by Sandra Bailey-Simmons.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Brett K Duncan

There being no further business, the meeting was adjourned. (5:56 PM)
Members present
Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

Members absent
Mike Whitlow

Others present
Mark Kolwe, Bret Schnadelbach, Kaye Roberts, Scott Stoulig, Chris Bankston, Sharon Spring

Meeting called to order at 5:00 PM

1. MAJOR PROJECTS

A. Consider approval of the low quote for Asbestos Abatement at Midway Elementary School Cafeteria by JJE Contracting, LLC in the amount of $52,400.00

Motion to approve.

Motion by Brett K Duncan, second by Rose Dominguez.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

B. Consider approval of the low quote for the Asbestos Air Monitoring for Midway Elementary School Cafeteria by ACSI Environmental Consultants in the amount of $14,350.00

Motion to approve.

Motion by Gail McDaniel, second by Brett K Duncan.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

C. Consider approval of the low quote for the Driveway Resurfacing and Addition at Hammond Westside Montessori School by Dennis Glass Construction, Co., LLC in the amount of $149,700.00

Motion to approve.

Motion by Sandra Bailey-Simmons, second by Rose Dominguez.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

D. Consider approval to purchase equipment needed for the Kentwood High Magnet School Air Conditioning Replacement Project from Gulf Coast Air Systems in the amount of $174,010.00

This item was pulled from the agenda.

2. MINOR ITEMS
A. Consider approval to purchase a CNC Machine for Hammond High Magnet School’s Torbotix classroom from Probotix in the amount of $4,921.85

Motion to approve.

Motion by Brett K Duncan, second by Jay Kelly.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

B. Consider approval to purchase a commercial washing machine for Hammond High Magnet School’s fieldhouse from Pierce Commercial Laundry Distributors in the amount of $6,110.00

Motion to approve.

Motion by Sandra Bailey-Simmons, second by Rose Dominguez.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

C. Consider approval to purchase twelve (12) 2-burner cooktops for Hammond High Magnet School’s Home Economic classroom from Alack Superstore in the amount of $3,540.00

Motion to approve.

Motion by Brett K Duncan, second by Sandra Bailey-Simmons.
Final Resolution: Motion Carries
Yea: Andy Anderson, Sandra Bailey-Simmons, Walter Daniels, Therese Domiano, Rose Dominguez, Brett K Duncan, Jay Kelly, Gail McDaniel

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**Finance Committee Minutes**

**Tuesday, June 2, 2015**

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**Members present**
Walter Daniels, Brett K Duncan, and Jay Kelly

**Member absent**
Mike Whitlow

**Others present**
Mark Kolwe, Bret Schnadelbach, Rose Dominguez, Sandra Bailey-Simmons, Therese Domiano, Gail McDaniel, Kaye Roberts Scott Stoulig, Chris Bankston, Sharon Spring

**Meeting called to order at 5:11 PM**

1. Discuss the Accounts Payable/Check Register dated April 16, 2015 to May 15, 2015 in the amount of $13,825,227.53

There were no questions concerning the Accounts Payable/Check Register.
2 Consider approval of the Financial Advisory Committee Minutes of May 21, 2015

Motion to ratify the membership of the Financial Advisory Committee as follows:
William "Bud" Antin, Jr.
Lee Gray
David Danel
Lyle Lambert

Motion by Jay Kelly, second by Walter Daniels.
Motion Carries
Yea: Walter Daniels, Brett K Duncan, Jay Kelly

Recommend approval to receive minutes.

Motion by Walter Daniels, second by Jay Kelly.
Final Resolution: Motion Carries
Yea: Walter Daniels, Brett K Duncan, Jay Kelly

3 Consider approval of Administration's recommendation to select Laporte as the independent external auditor for a 4 year term

Motion to approve.

Motion by Jay Kelly, second by Walter Daniels.
Final Resolution: Motion Carries
Yea: Walter Daniels, Brett K Duncan, Jay Kelly

4 Consider approval of the low quote for 150 software licenses for the Virtual Learning Program from Edgenuity in the amount of $72,750.00

Motion to approve.

Motion by Walter Daniels, second by Jay Kelly.
Final Resolution: Motion Carries
Yea: Walter Daniels, Brett K Duncan, Jay Kelly

5 Consider approval to renew the three (3) year contract for insurance consulting services with Norris Insurance Consultants, Inc. in the amount of $15,178.00

Motion to approve.

Motion by Walter Daniels, second by Jay Kelly.
Final Resolution: Motion Carries
Yea: Walter Daniels, Brett K Duncan, Jay Kelly