

REGULAR MONTHLY MEETING
NOVEMBER 19, 2019

The St. Bernard Parish School Board met in a Regular Monthly Meeting on Tuesday, November 19, 2019 at 6:00 p.m. in the St. Bernard Parish School Board Office. Following the Prayer and Pledge of Allegiance, the Secretary called the roll. Present were, Mr. Clifford M. Englande, President, Mr. Donald D. Campbell, Mr. William H. Egan, Ms. Carly C. Jackson, Mrs. Katherine K. Lemoine, Mrs. Diana B. Dysart, Mr. Joseph V. Long, Mr. Shelton P. Smith, Mr. Sean K. Warner and Mrs. Rosiland R. White. Mrs. Darleen P. Asevedo was absent.

Mr. Englande welcomed Mr. Fernandez, Finance Manager, to address the Board regarding the 2018-2019 Financial and Compliance audit report. He introduced Mr. Mickey Simon who is the representative of the independent auditors from the firm of Laporte CPA's and Business Advisors. Mr. Simon thanked the Board for their continued confidence in Laporte as their auditors. Mr. Simon thanked the Board, Ms. Voitier, Mr. Fernandez and the Business Office Staff for their cooperation and hard work during the audit. He stated the result of this audit was an unmodified opinion which is the highest level of assurance that can be offered on an audit. Mr. Simon then reviewed some of the pertinent information involved in the Comprehensive Annual Financial Report.

Ms. Voitier thanked Mr. Simon for his report and congratulated Mr. Fernandez and all of the business office staff who contributed to this unmodified opinion on the Financial Report. The Board members echoed this sentiment in congratulating Mr. Fernandez and his staff for their fine work, especially in the preparation of the Financial Report.

Mr. Warner moved to incorporate the report of the General Committee Meeting into the minutes of the November Regular Monthly Meeting. Seconded by Mrs. Lemoine, the motion passed unanimously by a roll call vote of the members present.

GENERAL COMMITTEE REPORT
TUESDAY, NOVEMBER 12, 2019

The St. Bernard Parish School Board met as a Committee of the Whole on Tuesday, November 12, 2019 at 6:00 p.m. in the Board Room of the St. Bernard Parish School Board Office. Following the Prayer and Pledge of Allegiance, the Secretary called the roll. Members present were, Mr. Clifford M. Englande, President, Mrs. Darleen P. Asevedo, Mr. Donald D. Campbell, Mr. William H. Egan, Ms. Carly C. Jackson, Mrs. Katherine K. Lemoine, Mrs. Diana B. Dysart, Mr. Shelton P. Smith, Mr. Sean K. Warner and Mrs. Rosiland R. White. Mr. Joseph V. Long, Sr. was absent.

At this time Mrs. Dysart moved that an item be added to the agenda regarding a special proclamation for Governor John Bel Edwards. Mrs. Lemoine seconded the motion which passed unanimously by the Committee Members present.

With the Proclamation now added to the agenda, Mrs. Dysart explained that Governor Edwards was expected to stop in at the School Board Committee Meeting tonight but his busy schedule is preventing him from this

appearance. In his absence and because of his support and things he has done for public education in this state, Mrs. Dysart explained that a proclamation was prepared for the governor and will be sent to his office in Baton Rouge. The proclamation is shown below and was read aloud. Mrs. Dysart asked that this proclamation be approved by the Board which was done by joint acclamation. Mr. Englande and Ms. Voitier both stated that Governor Edwards has been a friend to public education and a true champion in fighting for funds for employees and students.

Presented to

GOVERNOR JOHN BEL EDWARDS

**AN HONORED AND TIRELESS
SUPPORTER OF PUBLIC EDUCATION**

**FOR HIS DEDICATION AND COMMITMENT TO
INCREASING TEACHER AND SUPPORT EMPLOYEE
SALARIES FOR THE FIRST TIME IN TEN YEARS**

**AND FOR HIS LEADERSHIP IN
SECURING ADDITIONAL FUNDING FOR
STUDENTS THROUGHOUT THE
STATE OF LOUISIANA**

**BY
INCREASING THE MINIMUM FOUNDATION PROGRAM**

Mrs. Schneider was welcomed to present the November Super News. Mrs. Schneider first noted that in Board Members folders is info regarding Press Reports, which included the Knights of Columbus donation to schools, the School Board Lions Club donation to the League of Angels, Chalmette High Ring Day and a story by Barry Lemoine about Coach Kelly Plaiscia's 700th win as the CHS volleyball coach. Mrs. Schneider also shared social media traffic from October/November and shared upcoming dates for the St. Bernard Community Band informational meeting on 11/20, Elementary Neighborhood Christmas Caroling on 12/4, CHS Christmas Gala on 12/5-6, Handle's Messiah on 12/7, CHS Historic Caroling in the French Quarter on 12/12 and Docville Children's Christmas on 12/14. This Super News production began by highlighting the following topics: CHS Ring Day, Mary Lumetta's recognition by the local Business and Professional Women's Club as a Model Working Woman, CHS Kelly Plaiscia celebration for winning her 700th Volleyball game, Lacoste Elementary was highlighted for a segment called School Spotlight and was led by students, Connor Dewey and Alivia Nevels, where they raved about the Lacoste Baby Bulldogs Dance Team, Halloween Field Day, Monday morning assembly which honors great hallway behavior, Lexia and Zearn accomplishments and upcoming birthdays, fifth grade and kindergarten buddies, terrific kids and students of the month, Ms. Kately Lotz who was chosen as Teacher of the Year for Lacoste.

Next in Super News was “Across the Board” which highlights current Board Members, tonight Katherine Lemoine of District 1 in Arabi and William “Bill” Egan of District 2 (also in Arabi). They both spoke about how long they have been on the Board and why they pursued this opportunity.

Continuing with Super News Mrs. Schneider highlighted the vocal training taking place at the CHS Cultural Arts Center as part of a master class for Alumni Kristin Bauer, the Louisiana Philharmonic also performed for students at the Cultural Arts Center, Pen Intern Lauren Maupin showcases her fellow alum in her final project for her internship, School Spotlight next turned to Trist Middle School with students, Camryn White and Madelyn Lopez who highlighted the Cheerleaders and their activities, PBS Program and Pirate Gold Coupons, PBIS/Student Council/Beta Club hosts a Neon Glow Party and Sixth Grade Science and Social Studies projects.

Ms. Schneider next heralded the Knights of Columbus, Archbishop Rummel Council recently presented a \$5,000.00 check to the School Board with proceeds from their local Crawfish Festival. The donation will be used to fund projects in the Special Education Department and continues a long standing relationship between the Knights of Columbus and the School Board. The School Board Lions Club also made a generous contribution recently giving \$1,500.00 to the League of Angels a community organization which provides recreational opportunities for children with disabilities in St. Bernard Parish. Mrs. Rita Gue was also recognized for having been honored by the International Economic Development Council for improving the economy and quality of life in St. Bernard Parish.

The Islenos Museum Days were also shown with some of the fun and hands on learning opportunities that were offered during this celebration. The Super News ended by listing the newly selected Teachers of the Year.

Teachers of the Year 2019 – 2020

Megan Lancaster	Andrew Jackson Middle School
Sarah Stevens	Arabi Elementary
Sarah Turnbull	Chalmette Elementary
Cody Jackson	Chalmette High
Lauren Frazier	Davies Elementary
Tiffany Romano	Gauthier Elementary
Kaitlyn Lotz	Lacoste Elementary
Maggie Roussell	Meraux Elementary
Nicholas Piazza	Rowley Alternative
Anna Inmon	Smith Elementary
Courtney Oenes	St. Bernard Middle
Chelsea Easterling	Trist Middle

Mr. Englande thanked Ms. Schneider, Mr. Barry Lemoine and Mr. Jack Jackson for their work in preparing Super News

Mr. Warner next welcomed Ms. Mary Lumetta, Assistant Superintendent, to present the Fall 2018 Accountability Scores. Ms. Lumetta presented the Committee with a handout that contained the St. Bernard Parish Letter Grade

for last year and this year along with the results from districts in surrounding parishes along with each school letter grade and the parish wide overall score for last year and this year. Ms. Lumetta noted that the biggest change this year is in the letter grade for Rowley Alternative School which is now graded with a formula that better fits the mission of the school.

Fall 2019 Accountability Scores

St. Bernard Parish	2018 Score	2019 Score
	81.1	83

Parish	2018 Letter Grade	2019 Letter Grade
St. Bernard Parish	B	B
Jefferson Parish	C	C
Orleans Parish	C	C
Plaquemine Parish	B	A
St. Charles Parish	B	B
St. Tammany Parish	B	B

School	2018 Letter Grade		2019 Letter Grade
Chalmette High	A		A
Andrew Jackson Middle School	C		C
St. Bernard Middle School	C		C
N.P. Trist Middle School	B		B
Arabi Elementary School	C		C
Chalmette Elementary School	C		C
Joseph Davies Elementary School	B		B
J.F. Gauthier Elementary School	B		B
Lacoste Elementary School	B		B
Arlene Meraux Elementary School	C		C
W. Smith Jr. Elementary School	C		C
C.F. Rowley Alternative School	F		C

Mr. Warner and the Committee thanked Ms. Lumetta for the overview and congratulated everyone who worked so hard for these fantastic results.

Next, Mr. Englande welcomed Ms. Voitier to present the personnel changes for the month of November. Mrs. Dysart congratulated nurse Roselyn Hansen, Juliette Anderson, custodian at Andrew Jackson and Nolan Terrebonne on their retirement. Mr. Englande thanked Ms. Voitier for the personnel review.

Mrs. Dysart who is the Executive Committee Chair next welcomed Ms. Alex Schneider to present changes and new policies for the district.

Ms. Schneider began with policy JGCB regarding Immunizations. Ms. Schneider stated that in accordance with Act 196 passed by the 2018 Louisiana legislature language was removed regarding specific immunizations and instead the policy now references the schedule approved by the Office of Public Health (OPH) of the Department of Health and Hospitals (DHH) which will eliminate the need to update this policy as legislation is passed requiring new immunizations.

Mr. Warner moved to recommend to the Board approval of the change to Policy JGCB – Immunizations. The motion was seconded by Mr. Smith and approved unanimously by the members present.

Ms. Schneider next addressed the next policy change which was a simple recoding of the Policy IDDFA to IDDFB regarding Service Animals in Schools.

Mr. Smith moved to recommend to the Board approval of the change to IDDDFA to IDDDFB regarding Service Animals in Schools. The motion was seconded by Mr. Warner and approved unanimously by the members present.

Ms. Schneider next presented a policy as mandated by Act 240 which became effective August 1st which requires School Boards to adopt and post on our website a policy which addresses the assessment, collection and use of fees charged to students or their parents or legal guardian no later than December 1, 2019.

Mr. Warner moved to recommend to the Board approval of the change to Policy JS regarding Student Fees, Fines and Charges. The motion was seconded by Mrs. Asevedo and approved unanimously by the members present

Ms. Schneider then presented changes to Policy EBBB – School and Student Safety which Ms. Schneider explained as changes as dictated by Act 209 of the 2019 Louisiana Legislature which becomes effective August 1, 2019 to include new definitions and alters the provisions regarding examination of a student who has made a threat.

Mr. Smith moved to recommend to the Board approval of the change to policy EBBB regarding School and Student safety. The motion was seconded by Mr. Englande and approved unanimously by the members present

The next policy addressed by Ms. Schneider is policy EBBC – Emergency/Crisis Management. Ms. Schneider explained that through Act 44, effective June 1, 2019 it is mandated that the principal of a high school conducting the annual review seek input from the president of the senior class or student council and at least one other responsible student selected by the principal.

Mrs. Lemoine moved to recommend to the Board approval of the change to policy EBBC regarding Emergency/Crisis Management. The motion was seconded by Ms. Jackson and approved unanimously by the members present

The final policy to be addressed by Ms. Schneider is policy JCDAG – Threats of Terrorism or Violence which is recommended for deletion in coordination with changes to policy of EBBB.

Ms. Jackson moved to recommend to the Board approval of the deletion of policy JCDAG regarding Threats of Terrorism or Violence. The motion was seconded by Mr. Smith and approved unanimously by the members present

Mr. Dysart next welcomed Mr. David Fernandez, Finance Manager, to present the revised 2019 – 2020 General Fund and Special Revenue Fund budgets. Mr. Fernandez noted that the changes in the General fund reflect year end encumbrances and fund balances and current staffing. Mr. Fernandez pointed out that the changes to the Special Revenue Funds reflected the final amounts awarded for these programs.

Mr. Warner moved to recommend to the Board to approve the revisions to the 2018 – 2019 General Fund and Special Revenue Fund Budgets. Seconded by Mrs. Lemoine, the motion passed unanimously by a roll call vote of the members present.

Under Superintendent's Recommendations Ms. Voitier mentioned that the Superintendent's Evaluation forms are being handed out tonight. Those forms should be completed and turned in to assist in the Special Meeting in December for the Superintendent's Evaluation. Ms. Voitier also noted that the 2018 – 2019 Financial and Compliance Audit will be presented at the upcoming November 19th Regular Monthly Meeting.

On a point of privilege Mrs. Dysart requested a shout out to Lacoste Elementary for their successful talent show which was a very impressive show of talent. On another point of privilege Mr. Warner wanted to call attention to the Chalmette High Football Team who will be involved in a play-off game at Hahnville on Friday Night.

On motion of Mrs. Asevedo, seconded by Mr. Campbell, and passed by a unanimous voice vote, the meeting was adjourned.

The next agenda item was the approval of the minutes of October Board Meetings. Because the Board Members had not reviewed these minutes, this item was deferred until the end of the meeting which allowed Board Members to review these minutes before the Board Members entered their vote.

Ms. Voitier next presented the Personnel changes for the month of November.

**ST. BERNARD PARISH SCHOOL BOARD
MINUTES OF NOVEMBER 19, 2019**

CHANGES FOR BOARD MEMBERS INFORMATIONAL PURPOSE ONLY:

PERSONNEL CHANGES – TEACHERS
APPOINTMENTS

Jennifer Torregano	Rowley Alternative–Elementary Teacher (Temporary Assignment 2019-2020 School Year)
David Boynes, Jr.	Chalmette High School-High School Teacher (Temporary Assignment 2019-2020 School Year)
Sydney Elkins	Chalmette Elementary-Elementary Teacher (Temporary Assignment 2019-2020 School Year)
Gabrielle Gonzales	Lacoste Elementary-Elementary Teacher (Temporary Assignment 2019-2020 School Year)
Sarah Trenticosta	Davies Elementary-Special Education Teacher (Temporary Assignment 2019-2020 School Year)

RETIREE

Roselyn Hansen	Arabi Elementary-School Nurse 12/1/19
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RESIGNATION

Marissa Bush	Davies Elementary-Elementary Teacher 11/22/19
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SUPPORT PERSONNEL
APPOINTMENT

Robin Diaz	Transportation-Bus Driver
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TRANSFER

Elaine Polk	From Meraux Elementary-Custodian to Trist Middle-Custodian
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MEDICAL LEAVES

Sharon Brock	Smith Elementary-Paraeducator
Shana Lopez	Transportation-Bus Driver

RETIREEES

Juliette Anderson	Andrew Jackson Middle-Custodian 11/1/19
Nolan Terrebonne	Transportation-Bus Driver 10/28/19

RESIGNATIONS

Tanya Villanueva	Gauthier Elementary-Paraeducator 10/8/19
Yvette McNamara	Administration Office-Office Secretary 12/2/19

Regarding Personnel Changes, Mrs. Dysart wished retirees Roselyn Hansen, (Arabi Elementary Nurse), Juliette Anderson, (Andrew Jackson Custodian) and Nolan Terrebonne, (Bus Driver) a happy retirement.

As recommended by the committee, Mr. Smith moved to approve the revised 2019-2020 General Fund and Special Revenue Funds budgets. Seconded by Mrs. Dysart, the motion passed unanimously by a roll call vote of the members present. The fund statements as presented are shown below.

ST. BERNARD PARISH SCHOOL BOARD
GENERAL FUND
STATEMENT OF PROJECTED REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE PERIOD ENDED JUNE 30, 2020

PROJECTED FUND BALANCE - JUNE 30, 2019	\$21,217,679
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PROJECTED REVENUES	77,356,074
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PROJECTED EXPENDITURES	(79,410,753)
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OTHER FINANCING
SOURCES:

Transfers of Indirect Costs	450,000
Transfers to Other Funds	(200,000)
Transfers to Other Educational Agencies	(224,768)

TOTAL OTHER FINANCING SOURCES (USES):	<u>25,232</u>
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PROJECTED FUND BALANCE - JUNE 30, 2020	\$19,188,232
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Reserved/Designated:	
Media Services	1,209,336
Self Insurance Retention	1,000,000
Insurance Retention - Property	2,500,000
Telecommunications Services	1,956,651
Undesignated	<u>12,522,245</u>

<u><u>\$19,188,232</u></u>

ST. BERNARD PARISH SCHOOL BOARD
SPECIAL REVENUE FUNDS BUDGETS
2019-2020

	AD VALOREM MAINTENANCE				SPECIAL EDUCATION / PRESCHOOL	HEADSTAR T	LA 4 TANF	CAREER AND TECHNICAL EDUCATION
	FUND	TITLE I	TITLE II	TITLE III				
<u>REVENUES</u>								
Federal	\$-	\$3,036,277	\$610,068	\$98,689	\$2,694,142	\$890,695	\$ 624,041	\$99,080
Local	2,165,459	-	-	-	-	-	-	-
Total Revenues	2,165,459	3,036,277	610,068	98,689	2,694,142	890,695	624,041	99,080
<u>EXPENDITURES</u>								
Instruction	-	1,928,091	474,061	93,841	2,161,194	653,784	582,568	99,080
Pupil Support Services	-	-	-	-	218,623	83,500	-	-
Instructional Staff Support	-	914,621	107,226	-	207,592	88,216	-	-
General Administrative Services	-	900	-	-	500	1,000	-	-
Plant Services	1,082,730	8,851	-	-	-	-	-	-
Transportation Services	-	-	-	-	3,800	5,000	-	-
Total Expenditures	1,082,730	2,852,463	581,287	93,841	2,591,709	831,500	582,568	99,080

ST. BERNARD PARISH SCHOOL BOARD
LUNCH FUND
COMPARISON OF 2019-2020 ORIGINAL
TO REVISED BUDGETED AMOUNTS

	ORIGINAL 2019-2020 BUDGET	REVISED 2019-2020 BUDGET
PROJECTED REVENUES:		
Local	\$90,959	\$90,959
State	615,650	615,650
Federal	3,709,291	3,709,291
USDA Commodities	270,156	270,156
TOTAL REVENUES	4,686,056	4,686,056
PROJECTED EXPENDITURES:		
Salaries	1,308,912	1,345,707
Employee Benefits	1,065,056	1,075,157
Food Costs	1,905,652	1,905,652
Material & Supplies - Cafeteria	160,000	160,000
Staff Development	6,000	6,000
Contracted Services	55,000	55,000
Equipment Repairs	150,000	150,000
Utilities, Telephone	36,000	36,000
Advertising, Postage, Audit	14,000	14,000
TOTAL EXPENDITURES	4,700,620	4,747,516
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(14,564)	(61,460)
BEGINNING FUND BALANCE	423,240	408,676
ENDING FUND BALANCE	408,676	347,216

With a recommendation from the Committee, Mrs. Lemoine moved to approve the Revised Policy JGCB – Immunizations. Seconded by Ms. Jackson, the motion passed unanimously by a roll call vote of the members present. The Revised policy is shown below

FILE: JGCB
Cf: JBC

IMMUNIZATIONS

The St. Bernard Parish School Board shall require each student entering any school for the first time, and at any other time as required by the state, to present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to state law and a schedule approved by the state Department of Health and Hospitals (DHH), Office of Public Health (OPH), or present evidence of an immunization program in progress. The School Board may require immunizations or proof of immunity more extensive than required by the Department of Health and Hospitals (DHH), Office of Public Health (OPH). Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

In progress shall mean that the student has an immunization due after the date school has begun, because the student began his/her immunization late, or because the student's pediatrician has provided written orders for the student to receive an immunization after a certain date.

TRANSFERRING STUDENTS

A student transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his/her personal physician or a public health clinic indicating immunization against the diseases in the schedule approved by the Office of Public Health have been performed, or a statement that such immunizations are in progress.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the student enters a school system within the state.

ENFORCEMENT

Principals or their designated representatives shall be responsible for checking students' records to see that the provisions of this policy are enforced, and to electronically transmit immunization reports to the OPH through the *Louisiana Immunization Network for Kids Statewide*, when capable.

EXCEPTIONS

No student seeking to enter any public school in St. Bernard Parish shall be required to comply with the provisions of this written policy if the student or his/her parent or guardian submits either a written statement from a physician stating that this procedure is contraindicated for medical reasons, or a written

dissent from the student or his/her parents.

Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations.

EXCLUSION FROM ATTENDANCE

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state Office of Public Health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization.

Revised: June, 2019

Ref: La. Rev. Stat. Ann. §§17:170, 17:170.1, 17:170.2, 17:170.3, 17:170.4; *Health and Safety*, Bulletin 135, Louisiana Department of Education.

With a recommendation from the Committee, Mrs. White moved to approve the Re-coded Policy IDDFB – Service Animals in School. Seconded by Mr. Smith the motion passed unanimously by a roll call vote of the members present. The Re-coded policy is shown below

FILE: IDDFB

SERVICE ANIMALS IN SCHOOLS

The School Board shall permit the use of service animals by students and other individuals with disabilities when necessary to comply with the requirements of Title II of the Americans with Disabilities Amendments Act of 2008 (ADAAA) and its implementing regulations at 28 CFR Part 35.

A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort, emotional support, well-being, or companionship or whose presence is to provide a crime deterrent effect do not qualify as service animals under the ADAAA or this policy. Under appropriate circumstances determined on an individual basis, the School Board shall make reasonable modifications to its practices and procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, shall not be considered service animals.

Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents the use of such devices. The individual with a disability must maintain control of the animal through voice, signal, or other effective commands when the use of harnesses or other such devices cannot be utilized due to interference with functional use of the service animal.

Requests for an individual with a disability to be accompanied by a service animal on school premises or during school-related activities must first: (1) be submitted in writing to the Superintendent; (2) specify the need for use of the service animal; and (3) identify the work or tasks performed for the individual with a disability by the service animal. Such written request shall be required not less than ten (10) school days prior to the proposed use of the service animal and prior to bringing the service animal onto School Board property or to a school-related activity. A determination as to whether a service animal is permitted on School Board property or at school-related activities shall be based on multiple factors and shall be determined on a case-by case basis.

Individuals with disabilities shall be permitted to be accompanied by a service animal in those areas of School Board property that are generally open to the public or to participants in School Board programs, services, or activities.

The School Board reserves its right to request removal of a service animal from its premises and/or its programs, services, and activities if: (1) the animal is out of control and the handler does not take effective action to control it; or (2) the animal is not housebroken. Any individual with a disability whose service animal is excluded by the School Board shall be offered an opportunity to participate in such programs, services, or activities without the service animal.

A service animal shall be considered the personal property of the individual with a disability. The School Board shall not be responsible for the training, daily care, feeding, healthcare, or supervision of a service animal. Consistent with general policies of the School Board, an individual with a disability may be responsible for damages caused by his/her service animal while on school property or during school-related activities.

The School Board reserves its right to require proof that all dogs (including service animals), cats, and ferrets with whom children may come into contact while at school have been vaccinated against rabies by a licensed veterinarian in accordance with State law and administrative regulations promulgated by the Louisiana Department of Public Health.

Other regulations and/or procedures shall be maintained by the Superintendent and designated staff. Affected individuals may obtain additional information by contacting the School Board's Section 504/ADA/ADAAA supervisor.

Recoded from ID DFA: July, 2019

Ref: 42 USC 1201 et seq. (*Americans with Disabilities Act of 1990*); ADAA of 2008 & 28 CFR, Part 35 (*Nondiscrimination on the Basis of Disability in State and Local Government Services*).

With a recommendation from the Committee, Mr. Smith moved to approve the Policy IS – Student Fees, Fines and Charges. Seconded by Mr. Warner the motion passed unanimously by a roll call vote of the members present. The policy is shown below

FILE: JS
Cf: JR

STUDENT FEES, FINES AND CHARGES

The St. Bernard Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee pursuant to state law.

The School Board shall publish the *Student Fees, Fines and Charges* policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.

The *Student Fees, Fines and Charges* policy shall be reviewed annually and revised as necessary.

DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

Curricular and co-curricular activities are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

REGULATIONS

1. A school shall not charge or assess a fee unless the fee has been set and included in the School Board's approved *Schedule of Fees*.
2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.
3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

SCHEDULE OF FEES

A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the *Schedule of Fees* (Appendix A) attached to this policy.

School Supplies

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.

ECONOMIC HARDSHIP WAIVERS

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Total or partial waivers of one or more fees shall be granted based on objective criteria relative to the student or his/her family, as listed below:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
2. Is in foster care or is caring for children in foster care.
3. Is homeless.
4. Is serving in, or within the previous year has served in, active military service.
5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.
6. Is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver

be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

All records associated with a fee waiver request due to economic hardship shall not constitute a *public record*, but may be audited to ensure compliance with the School Board's policy. A student's *personally identifiable information* associated with such a waiver request shall not be made public.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school for lost, destroyed, or unnecessarily damaged books and materials and for any books which are not returned at the end of each school year or upon withdrawal of their dependent child. A student of school age may not be held financially responsible for textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. The school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities provided that such are arranged so as not to conflict with school instructional time, are properly supervised by staff, and are suitable to the age of the child.

Under no circumstances may a school refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school deny a student promotional opportunity as a result of failure to compensate the school district for lost or damaged textbooks or other unpaid fees or charges. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books or other unpaid fees or charges.

Students shall not be denied the use of a textbook during school hours each day. The system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§17:81, 17:112, 17:177, 17:178;.

APPENDIX A SCHEDULE OF FEES

Elementary Schools

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Student Instructional Fee (K-5 Students)	\$15.00	Classroom instructional materials, including workbooks and other consumable classroom needs	Collected at Supply Nights, Open House, and during the first weeks of school. Cash, check, or Money Order
School Supply List (K-5 students)	Not to exceed \$60.00	Binders, pencils, folders, paper, scissors, markers, glue, crayons, notebooks, etc.	Supplies collected at Supply Nights or brought to school by students the first week of school.
Instrumental Music for 4th and 5th graders	\$20.00	Instrument repairs, replacement reeds, cleaning, etc.	Collected when enrolled in band. Cash, check, or Money Order.
Swimming lessons for all 2nd graders	\$1.00	Swim Caps	Cash
Mandated Educational Field Trips	Cost of Trip	Event bus/ bus fees	Cash, check, or Money Order

Middle Schools

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Instructional Fee	\$15	Instructional Materials, Chromebooks, PBIS Incentives, Awards	Cash, Check or Money Order
Locker Fee	\$5	Rental, Annual Maintenance and Combination Reset	Cash, Check or Money Order
Replacement Agenda Book	\$10	Student Information and Organizational Resource	Cash, Check or Money Order

Band	\$50-\$90	Instrument Supplies, Repair, Binders, Travel Expenses, Uniform Cleaning, Sheet Music, T-Shirt	Cash, Check or Money Order
P. E. Uniforms	\$28	Uniform to Participate in P.E.	Cash, Check or Money Order
Replacement Student I.D. Cards	\$5	Mandatory I.D. Card	Cash, Check or Money Order
Temporary I.D. Card	.50 - \$1 .25 - .50	I.D. Card Supplies	Cash, Check or Money Order
I.D. Clip Replacement I.D. Pouch Replacement Mandated Educational Field Trips	.25 - .50 Cost of Trip	 Event bus/ bus fees	 Cash, check, or Money Order

High School

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Replacement I.D.’s	\$2	Replace Mandatory I.D. Card	Cash
Replacement agenda books	\$5	Student Information and Organizational Resource	Cash, Check or Money Order
P.E. Uniforms	\$20	Uniform to Participate in P.E.	Cash, Check or Money Order
Instructional Fee	\$25	Instructional Materials, Chromebooks, PBIS Incentives, Awards	Cash, Check or Money Order
Band	\$100	Instrument Supplies, Repair, Binders, Travel Expenses, Uniform Cleaning, Sheet Music	Cash, Check or Money Order
Mandated Educational Field Trips	Cost of Trip	Event bus/ bus fees	Cash, check, or Money Order

With a recommendation from the Committee, Mrs. Dysart moved to approve the Revised Policy EBBB – School and Student Safety. Seconded by Mrs. Lemoine the motion passed unanimously by a roll call vote of the members present. The revised policy is shown below.

FILE: EBBB

Cf: EBBC

SCHOOL AND STUDENT SAFETY

The St. Bernard Parish School Board shall take immediate action to address any potential threats of violence or terrorism to students and employees as required by the *Louisiana School and Student Safety Act* (La. Rev. Stat. Ann. §§17:409.1-17:409.10).

The School Board shall develop, in consultation with local law enforcement agencies, age appropriate information regarding internet and cell phone safety and online content that is a potential threat to safety. The information shall include how to recognize and report potential threats to school safety posted on the internet, including but not limited to social media posts, how to detect potential threats, visual examples of possible threats, and the process for reporting such threats. This information shall be distributed or explained to school personnel and students at the beginning of each school year and posted on an easily accessible page of each school's website, as well as the website of the School Board.

DEFINITIONS

Student means any person registered or enrolled at a school.

School is as defined by La. Rev. Stat. Ann. §17:236 as an institution for the teaching of children, consisting of an adequate physical plant, whether owned or leased, instructional staff members, and students, and which operates a minimum session of not less than one hundred eighty (180) days.

Threat is credible and imminent means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the person communicating the threat actually intends to carry out the threat in the near future or has the apparent ability to carry out the threat in the near future.

Threat of violence means communication, oral visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause bodily harm to a student, teacher, principal, or employee on school property or at any school function.

Threat of terrorism means communication, oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other disruption to the operation of a school.

MANDATORY REPORTING

Any administrator, teacher, counselor, bus operator, or other employee, whether full-time or part-time, who learns of a threat of violence or threat of terrorism, whether through oral, written, or electronic communication, shall immediately report the threat to a local law enforcement agency if the threat is credible and imminent and immediately report the threat to school administrators for further investigation if it is not credible and imminent.

No person shall have a cause of action against any person for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended to cause harm to, harass, or otherwise deceive law enforcement or school officials.

Reporting Procedures

The Superintendent shall develop and maintain administrative procedures for reporting potential threats to school safety.

If information reported to a school is deemed a threat to school safety, the school shall present the form and evidence to local law enforcement agencies. If the information poses an immediate threat, school administrators shall follow procedures provided in the school's *Crisis Management and Response Plan*.

THREAT ASSESSMENT

When any threat of violence or terrorism has been reported to a school administrator, an investigation shall be made according to administrative procedures which shall include, at a minimum, conducting an interview with the person reporting a threat, the person allegedly making a threat, and all witnesses, and securing any evidence, including but not limited to statements, writings, recordings, electronic messages, and photographs.

If the investigation results in evidence or information that raises a concern that a threat is credible and imminent, the threat shall be immediately reported to a local law enforcement agency for further investigation.

MANDATORY EVALUATION

If a law enforcement agency, based on its investigation as required by La. Rev. Stat. Ann. §17:409.4, determines that a student's threat is credible and imminent, it shall report it to the district attorney, who may file a petition no later than seven (7) days after receiving such report with the appropriate judicial district court for medical, psychological, and psychiatric examination. Where the district attorney, in his/her discretion, decides not to file the petition or does not file such petition during the requisite period, the student who is the subject of a complaint and investigation shall be permitted to return to school. The school shall permit a student who is the subject of a complaint and investigation to return to school if at any point prior to a hearing the threat is determined not to be credible after an investigation by the

school administration, a law enforcement agency, or the district attorney or by order of the court after a hearing.

If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500') of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a health care professional not to be dangerous to himself/herself or others.

Revised: September, 2019

Ref: La. Rev. Stat. Ann. §§17:236, 17:409.1, 17:409.2, 17:409.3, 17:409.4, 17:409.5, 17:409.10.

With a recommendation from the Committee, Mr. Warner moved to approve the Revised Policy EBBC – Emergency/Crisis Management. Seconded by Mrs. White the motion passed unanimously by a roll call vote of the members present. The revised policy is shown below.

FILE: EBBC
Cf: EBB, EBBB

EMERGENCY/CRISIS MANAGEMENT

School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a Crisis Management and Response Plan. A Crisis Management and Response Plan shall address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-related activities, shall detail effective response to such incidents; and ensure that every student, teacher, and employee has access to a safe, secure, and orderly school conducive to learning. Plans shall also address other emergency situations.

The Crisis Management and Response Plan shall be prepared by each principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other employees, shall detail the roles and responsibilities of each employee and the relevant coordination agreements, services, and security measures of a school and provide for parental notification in the event of a shooting or other violent incident or emergency situation. The plan may also provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school

resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. In reviewing and revising the plan, the principal and such officials shall consider and include input, if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. When conducting the annual review for a high school, the school principal shall seek input from the president of the senior class or the president of the student council, and at least one other responsible student selected by the principal as representatives of students enrolled in the high school. Each principal shall submit such plan in writing to the Superintendent for approval at least once annually, including an update upon each revision. Principals also shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the Crisis Management and Response Plan. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent. Bus evacuation drills shall be held within the first six (6) weeks of school at the elementary level.

The Superintendent shall make an annual report to the St. Bernard Parish School Board on the status of the plan of each school.

OTHER EMERGENCY DRILLS

The School Board shall require procedures be planned by the principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of fire, weather, or other disasters. Practice drills shall be used to ensure the effectiveness of the procedures. Every separate administration building shall conduct practice drills as well.

Revised: September, 2019

Ref: La. Rev. Stat. Ann. §§17:416.16, 40:1578.6; Louisiana School Transportation Specifications and Procedures, Bulletin 119; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Life Safety Code, National Fire Protection Association.

With a recommendation from the Committee, Mrs. Lemoine moved to approve the deletion of Policy JCDAG – Threats of Terrorism or Violence. Seconded by Mrs. Dysart the motion passed unanimously by a roll call vote of the members present. The rationale for the deletion of this policy is that it is well covered in the School and Student Safety policy (EBBB) which effectively deems this policy an unnecessary duplication.

Mrs. Lemoine exited the meeting at this time.

At this time, Mr. Englande revisited agenda item number six (6) regarding the approval of the October 2019 Board Meeting minutes.

Mr. Long moved to approve the Regular Monthly Meeting from October 22, 2019 as published on November 15, 2019. Seconded by Mr. Smith, the motion passed unanimously by the Board Members present.

Mr. Warner moved to approve the minutes of the Special Meeting of October 31, 2019 as published on November 15, 2019. Seconded by Mr. Smith the motion passed unanimously by the Board Members present.

There were no items to be placed on the Agenda of the next Committee meeting.

Under Superintendent's Recommendations Ms. Voitier reminded everyone a special meeting will take place at 5:00 p.m. immediately before the December 10th General Committee Meeting for the Superintendent's Evaluation. Ms. Voitier also announced that the Chalmette High School Christmas Show will be on December 5th and 6th and on December 4th Elementary students will be Christmas caroling in their neighborhoods, on the 7th will be Handel's Messiah also at the Chalmette High Cultural Center and on December 12th the Chalmette High Voices will be caroling in the French Quarter. Check school calendars for elementary and middle school Christmas programs.

On motion of Mr. Campbell, seconded by Ms. Jackson and passed by a unanimous voice vote, the meeting was adjourned.

Clifford M. Englande/s
CLIFFORD M. ENGLANDE
PRESIDENT

Doris Voitier/s
DORIS VOITIER
SECRETARY