

REGULAR MONTHLY MEETING NOVEMBER 17, 2020

The St. Bernard Parish School Board met in a Regular Monthly Meeting on Tuesday, November 17, 2020 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, Mrs. Diana B. Dysart, President, Mrs. Darleen P. Asevedo, Mr. Donald D. Campbell, Mr. William H. Egan, Ms. Carly C. Jackson, Mrs. Katherine K. Lemoine, Mr. Clifford M. Englande, Mr. Joseph V. Long, Sr., Mr. Shelton P. Smith, Mr. Sean K. Warner and Mrs. Rosiland R. White.

Mr. Long 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 voice vote of the members present.

GENERAL COMMITTEE REPORT TUESDAY, NOVEMBER 10, 2020

The St. Bernard Parish School Board met as a Committee of the Whole on Tuesday, November 10, 2020 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, Mrs. Diana B. Dysart, President, Mrs. Darleen P. Asevedo, Mr. Donald D. Campbell, Ms. Carly C. Jackson, Mrs. Katherine K. Lemoine, Mr. Clifford M. Englande, Mr. Joseph V. Long, Sr., Mr. Shelton P. Smith, Mr. Sean K. Warner and Mrs. Rosiland R. White. Mr. William H. Egan was absent.

At this time Mrs. Dysart welcomed to the audience tonight Mr. Justin Walton, a new reporter for the St. Bernard Voice and Ms. Maggie Roussell of the local teachers union, SBAE. On a point of privilege, Mrs. Dysart wanted to acknowledge the students and teachers who represented the school district in the recent Veterans Day Parade. Ms. Voitier also wanted to thank Mrs. Lee Anne Harlton, Elementary Supervisor, for coordinating the participation of teachers and students for that parade.

Mrs. Schneider was welcomed to present the November Super News. Mrs. Schneider first noted that in Board Members folders is info regarding Press Reports and Social Media activity updates. This Super News production began by highlighting the following topics: Chalmette High Ring Day, Recognition of a video production of Ms. Brynn Plaiscia, a \$25,000 donation toward the School Board Special Olympics, Accolades to the School Board Business office for an outstanding audit review, Rowley Alternative School was featured in a segment called School Spotlight and was led by Terrell Payne, a student at Rowley. Mr. Joe Cipollone, Principal at Rowley, and his teachers, highlighted the focus of Rowley this year, which is TBI – Trust Based Interventions. In another School Spotlight, students from Gauthier Elementary, Ryan Ruiz and Marlei McCloskey highlighted the 2nd grade exploration of the Country – Greece, Fairy Tales and Tall Tales were also investigated, First graders studied time, and finally other students examined to processes involved in energy. A shout out to Mr. Jason Dewey for his and his employees work to manage the recent hurricane and elections. Teacher Professional Development was also highlighted along with the presentation of completed training hours for the St. Bernard Parish School Board. Red

Ribbon week was also celebrated in October with students and staff celebrating drug awareness. Mythology was also highlighted as being studied across the district.

The Super News announced the newly selected Teachers of the Year.

Teachers of the Year
2020 – 2021

Bridget Derbyshire	Andrew Jackson Middle School
Alaa Alkurd	Arabi Elementary
Gabrielle Arceneaux	Chalmette Elementary
Annelise Cassar	Chalmette High
Kayla Serigne	Davies Elementary
Chelsea Hayes	Gauthier Elementary
Dina Martinez	Lacoste Elementary
Katie Green	Meraux Elementary
John Trevino	Rowley Alternative
Greg Patterson	Smith Elementary
Amber Manino	St. Bernard Middle
Sabrina Cunningham	Trist Middle

Mrs. Schneider also honored former Teacher, Administrator, School Board Member and Superintendent, Mr. Frank Auderer, who recently passed away. Ms. Voitier heralded his foresight and innovations which were instrumental in bringing the school system into the modern, premier school district it is today.

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

Mrs. White as Education Committee Chair next welcomed Ms. Mary Lumetta, Assistant Superintendent, to present Tools for Online Student Safety. Ms. Lumetta presented the Committee with a handout that contained information on this topic which outlined her presentation. The handout is shown below.



St. Bernard Parish Schools

Board Meeting
November 10, 2020
Vision...Effort...Success

Online Student Safety

Good Evening,

I am here this evening to give you some information on the software we are using to help keep our students safe as they are working online more often with their curriculum. Specifically, we are using 2 pieces of software to help

Safely Deliver

- curriculum content via PowerSchool Learning Management System
- online curriculum through our virtual learning platform
- content video assistance to students via YouTube

As you know, we have content filters and safeguards in place for students as they are working online, but it does happen from time to time, that some students may veer off of the current assignment or try to search something that is off topic or not appropriate when using the internet.

We also realized that while there is tremendous benefit to students learning from YouTube videos, there are also advertisements or thumbnails or preview videos that are not related to the content the teacher is trying to help the students **learn on the screen** as teachers work with students on YouTube.

For these reasons, we purchased 2 pieces of software. Our teachers have been trained and are using

- *Go Guardian software – to monitor and guide student online activity.*
- *SafeShare – to help students safely watch and share YouTube and Vimeo videos*

Go Guardian

GoGuardian

Products

Resources

Pricing

1 (888) 310-0410

Sign in

Classrooms

Scenes

Reports

Help

1st Period

Scenes

Timelines


Snapshots

Chat

Off-Task Alerts


End Session

Student Name



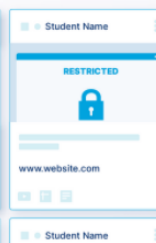
www.website.com

Student Name



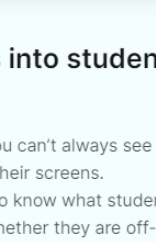
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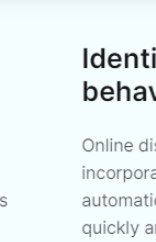
www.website.com

Student Name



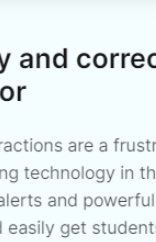
www.website.com

Student Name



www.website.com

Student Name



www.website.com

Gain real-time views into student activity

With devices in the classroom, you can't always see what students are doing behind their screens. GoGuardian Teacher allows you to know what students are doing on their devices and whether they are off-

Identify and correct off-task behavior

Online distractions are a frustrating part of incorporating technology in the classroom. By using automatic alerts and powerful commands, you can quickly and easily get students back on-task.

Get students on the same page, literally

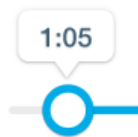
Time in class is limited, and getting your students on the same website can take up valuable instructional time. Start your class session with a set of pre-populated tabs to get your whole class on the same page quickly and provide immediate access to the resources they'll need for the lesson.

Secondly we have SafeShare for teachers to use to share YouTube videos for students to view without advertisements or previews of upcoming videos which may be inappropriate. We are able to keep YouTube blocked for students, because when a teacher takes a YouTube video and puts it in SafeShare, the students are viewing only the video the teacher has shared with the student and the students are in Safeshare, they do not have access to all of YouTube – because some of the content on YouTube is not appropriate for students.

What does SafeShare do?



Watch videos without
ads and distractions



Trim videos to show only
the part you care about



Share directly to Google
Classroom



Control the privacy
settings of your videos

SafeShare makes it easy to generate web pages containing a video from YouTube or Vimeo, but without any advertisements, annotations, or links to other potentially inappropriate videos. Our "SafeViews" ensure that your viewers can watch your video free of distractions, which is especially important in an educational setting.

To create a SafeView you simply copy & paste the URL of a YouTube or Vimeo video. You can optionally select a start & end time to show only part of the video, or edit the video title and description. To share your video as a link, you can generate a short URL or QR code that you can paste anywhere. SafeShare also supports sharing through email, social networks such as Facebook, and Google Classroom.

Mrs. White and the Committee thanked Ms. Lumetta for the overview and congratulated everyone who are working so hard for fantastic results in online learning.

Next, Mrs. Dysart welcomed Ms. Voitier to present the personnel changes for the month of November. Mrs. Dysart thanked Ms. Voitier for the personnel review.

Mr. Englande who is the Executive Committee Chair next welcomed Ms. Voitier to present a revised school calendar for approval. Ms. Voitier noted that as a result of delaying the opening of school due to COVID and also the multiple storm interruptions that were experienced, there were nine missed days of school in the first semester. In this situation the School Calendar must be revised to regain the necessary class time that is dictated by the state. In order to do this, the revisions proposed would consist of pushing back the end of the first semester to January 13th; January 19th will become a school day, not a professional development day for teachers; The holidays on April 1st and 6th would become instructional days for students; and finally, 14

minutes will be added to each school day beginning on January 4th through the remainder of the year. These changes would allow the school system to adhere to the mandated instructional minutes.

Mr. Warner moved to recommend to the Board to approve the aforementioned revisions to the school calendar. Seconded by Mrs. Dysart, the motion passed unanimously by a voice vote of the members present.

Mr. Englande next welcomed Ms. Alex Schneider to present new and updated policies for the district.

Ms. Schneider began with policy BCAD regarding Teleconference/Remote participation in School Board Meetings. Mrs. Schneider stated that this is a new policy in response to the pandemic to allow public entities to conduct meetings through electronic means during a gubernatorial declared emergency or public health emergency affecting the public agency. School Boards must provide a mechanism for public comments electronically prior to and during the meeting. Boards must also identify and acknowledge all public comments and include them in the record of the meeting.

Mr. Warner moved to recommend to the Board approval of the new Policy BCAD – Teleconference/Remote Participation in School Board Meetings. The motion was seconded by Mrs. Lemoine and approved unanimously by the members present.

Ms. Schneider next addressed the next policy change will be an update to CBD – Employment of Superintendent. This change addresses selection of an interim Superintendent and includes a list of reasons for which a School Board may place a Superintendent on Administrative Leave.

Mrs. Dysart moved to recommend to the Board approval of the update to CBD- Employment of Superintendent. The motion was seconded by Mr. Smith and approved unanimously by the members present.

Ms. Schneider next presented a policy to be update to DJE - Purchasing. This update will allow for purchase of materials, equipment or supplies through a qualified group purchasing organization if either the price is less than that for the same of substantially similar items on the state contract or bid list or if the same items are not on the state bid list.

Mr. Warner moved to recommend to the Board approval of the change to Policy CBD for purchase of materials, equipment or supplies through a qualified group purchasing organization if either the price is less than that for the same of substantially similar items on the state contract or bid list or if the same items are not on the state bid list. The motion was seconded by Mr. Smith and approved unanimously by the members present.

Ms. Schneider then presented an update to Policy DJED – Bids and Quotations. The major change to this policy allows the contract limit for public works to be raised from \$150,000.00 to \$250,000.00.

Mr. Long moved to recommend to the Board approval of the update to policy DJED regarding the allowance of the contract limit for public works to be

raised from \$150,000.00 to \$250,000.00. The motion was seconded by Mrs. Lemoine and approved unanimously by the members present.

The next policy addressed by Ms. Schneider is a new policy EFC –Business Continuity and Technology Disaster Recovery. Ms. Schneider explained that this policy calls for cybersecurity training for employees and for procedures for Business and Technology recovery after a disaster.

Mr. Smith moved to recommend to the Board approval of the new policy EFC – Business Continuity and Technology Disaster Recovery. The motion was seconded by Mrs. Lemoine and approved unanimously by the members present.

The next policy to be addressed by Ms. Schneider is an update to policy GBDA – Employment of Retired Personnel. This policy will now include payment options for retirees who return to active service on or after July 1, 2020 and provides for additional required notifications that the School Board must give the Teachers Retirement System of Louisiana (TRSL) within 45 days after June 30th of each year.

Mr. Campbell moved to recommend to the Board approval of the update to policy GBDA – Employment of Retired Personnel. The motion was seconded by Ms. Jackson and approved unanimously by the members present.

The next policy addressed by Ms. Schneider is an update to policy IDFAB – Sports Injury Management and Concussions. Ms. Schneider explained that this policy requires a comprehensive emergency action plan for each sport located on the school's campus. New language for heat acclimation and wet bulb temperature was added.

Mr. Warner moved to recommend to the Board approval of update to policy IDFAB – Sports Injury Management and Concussions. The motion was seconded by Mr. Smith and approved unanimously by the members present.

The next policy addressed by Ms. Schneider is an update to policy JBH – Attendance Reports for Student Drivers. Ms. Schneider explained that this policy is basically a procedural change regarding required documentation on student attendance which used to come from the Louisiana Department of Education but now must be supplied the local school district.

Mr. Smith moved to recommend to the Board approval of update to policy JBH – Attendance Reports for Student Drivers. The motion was seconded by Mrs. Dysart and approved unanimously by the members present.

The final policy addressed by Ms. Schneider is an update to policy JGCE – Child Abuse. Ms. Schneider explained that this update to this policy requires teaching or child care providers to complete an online training course provided by the Department of Children and Family Services between June 1st and August 31st annually.

Mr. Long moved to recommend to the Board approval of update to policy JGCE – Child Abuse. The motion was seconded by Mrs. White and

approved unanimously by the members present.

Mr. Dysart next welcomed Mr. David Fernandez, Finance Manager, to present the revised 2020 – 2021 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 changes to the Special Revenue Funds reflected the final amounts awarded for these programs. All questions and concerns were addressed by Mr. Fernandez.

At this time, Ms. Voitier gave an update on damages sustained during the most recent hurricane, Zeta, which occurred on October 27, 2020. The largest damage occurrence was the loss of the roof of the gym at St. Bernard Middle School and minor damages also occurred at a few other school sites. Ms. Voitier projects that some damage should be covered by our own insurance and hopefully the remainder will be covered by FEMA grants and School Board Maintenance funds. Ms. Voitier also reported that a leakage occurred under the gym floor at Meraux Elementary. She is not sure if this is storm related but further investigation and mitigation is taking place.

Mr. Warner moved to recommend to the Board to approve the revisions to the 2020 – 2021 General Fund and Special Revenue Fund Budgets. Seconded by Mrs. Lemoine, the motion passed unanimously by a voice 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 by the November Regular Monthly Meeting to assist in the Special Meeting in December for the Superintendent's Evaluation. Ms. Voitier also noted that upcoming Regular Monthly Meeting will be held on Tuesday, November 17, 2020 due to the Thanksgiving Holiday.

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

As recommended by the Committee, Mr. Englande moved to approve the revisions to the 2020-2021 School Calendar. Seconded by Mr. Smith, the motion passed unanimously by a voice vote of the members present. See revised calendar shown below.

St. Bernard Parish Public Schools | **REVISED** Calendar

2020 to 2021

Nov 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jul 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Important Dates

November 19 | 2nd Nine Week Progress Reports

November 23-27 | Thanksgiving Break

December 21 – January 1 | Christmas Holiday

January 12-13 | High School Exams

January 13 | End of 2nd Nine Weeks

January 18 | MLK Holiday

January 19 | School in Session

February 12 | 3rd Nine Week Progress Reports

February 15 – 19 | Mardi Gras Holiday

March 22 | End of 3rd Nine Weeks

April 1 | School in Session

April 2 – 5 | Easter Holidays

April 6 | School in Session

April 15 | 4th Nine Week Progress Reports

May 20-21 | High School Exams

May 24 | Last Day of School for Students

May 25 | Records Day for Staff

June 2 – 25 | Summer Skills

Beginning January 4, 14 minutes will be added to each school day for the remainder of the year

Calendar Legend

Holiday

Previous holiday

Progress Reports

End of Nine Weeks

Last Day of School for Students

ST. BERNARD PARISH

WORKING TOGETHER

STUDENTS

TEACHERS

PARENTS

SUPPORT PERSONNEL

ADMINISTRATION

SCHOOL BOARD

COMMUNITY

BUILDING THE FOUNDATION FOR OUR FUTURE

SCHOOL BOARD

At this time, Mrs. Dysart asked Ms. Voitier to present the Personnel changes for the month of November.

ST. BERNARD PARISH SCHOOL BOARD

MINUTES OF NOVEMBER 17, 2020

CHANGES FOR BOARD MEMBERS INFORMATIONAL PURPOSE ONLY:

PERSONNEL CHANGES – TEACHERS

MEDICALS

Lauren Fernandez	Arabi Elementary-Elementary Teacher
James Kelt	Lacoste Pre-School-Special Ed Teacher
Jason Rusk	Chalmette High School-Gifted Teacher

RESIGNATIONS

Yuki Edwards	Gauthier Elementary-Speech Therapist 11/6/2020
Amy Cervera	Chalmette High School-Instructional Coach
11/20/2020	

SUPPORT PERSONNEL

APPOINTMENTS

Joshua Arnouville	Arabi Elementary-Custodian
Wanda Ferg	Transportation-Bus Driver
Leontine Taylor	Transportation-Bus Driver

RESIGNATIONS

Daneia Brown	Transportation-Bus Driver
Joseph Wroten	Chalmette Elementary-Custodian

As recommended by the committee, Mr. Smith moved to approve the revised 2020-2021 General Fund and Special Revenue Funds budgets. Seconded by Ms. Jackson, the motion passed unanimously by a voice 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, 2021

PROJECTED FUND BALANCE - JUNE 30, 2020		\$23,117,314
PROJECTED REVENUES		77,069,127
PROJECTED EXPENDITURES		(80,883,044)
OTHER FINANCING SOURCES:		
	Transfers of Indirect Costs	700,000
	Transfers to Other Funds	(200,000)
	Transfers to Other Educational Agencies	(230,882)
		<hr/>
TOTAL OTHER FINANCING SOURCES (USES):		<hr/> 269,118 <hr/>
PROJECTED FUND BALANCE - JUNE 30, 2021		\$19,572,515
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	<hr/> 12,906,528 <hr/>
		<hr/> <hr/> \$19,572,515 <hr/>

ST. BERNARD PARISH SCHOOL BOARD
SPECIAL REVENUE FUNDS BUDGETS
2020-2021

	AD VALOREM MAINTENANCE FUND	TITLE I	TITLE II	TITLE III	TITLE IV	SPECIAL EDUCATION/ PRESCHOOL	HEADSTART
<u>REVENUES</u>							
Federal	\$-	\$3,227,222	\$668,938	\$79,599	\$334,596	\$2,801,769	\$963,203
Local	2,248,855	-	-	-	-	-	-
Total Revenues	2,248,855	3,227,222	668,938	79,599	334,596	2,801,769	963,203
<u>EXPENDITURES</u>							
Instruction	-	2,133,455	532,558	76,251	218,607	2,067,195	721,474
Pupil Support Services	-	-	-	-	0	318,623	83,500
Instructional Staff Support	-	914,621	107,226	-	102,596	307,592	88,216
General Administrative Services	-	900	-	-	0	500	1,000
Plant Services	1,100,000	8,851	-	-	-	-	-
Transportation Services	-	-	-	-	0	3,800	5,000

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Total Expenditures	1,100,000	3,057,827	639,784	76,251	321,203	2,697,710	899,190
Excess of Revenues Over Expenditures	1,148,855	169,395	29,154	3,348	13,393	104,059	64,013
Transfer Out - Indirect Cost	-	(169,395)	(29,154)	(3,348)	(13,393)	(104,059)	(64,013)
Fund Balance - July 1, 2020	4,012,088	-	-	-	-	-	-
Fund Balance - June 30, 2021	5,160,943	-	-	-	-	-	-

ST. BERNARD PARISH SCHOOL BOARD
SPECIAL REVENUE FUNDS BUDGETS
2020-2021

	CAREER AND TECHNICAL EDUCATION	LOUISIANA SCHOOL MENTAL HEALTH	SCHOOL REDESIGN	DIRECT STUDENT SERVICES	STRONG START 2020
<u>REVENUES</u>					
Federal	\$-	\$551,780	\$208,575	\$144,395	\$3,432,601
Local	132,720	-	-	-	-
Total Revenues	132,720	551,780	208,575	144,395	3,432,601
<u>EXPENDITURES</u>					
Instruction	132,720	-	-	138,802	2,714,371
Pupil Support Services	-	515,207	73,842	-	-
Instructional Staff Support	-	-	120,388	-	-
General Administrative Services	-	-	-	-	-
Plant Services	-	-	-	-	-
Transportation Services	-	-	-	-	-
Total Expenditures	132,720	515,207	194,230	138,802	2,714,371

Excess of Revenues Over Expenditures	-	36,573	14,345	5,593	718,230
Transfer Out - Indirect Cost	-	(36,573)	(14,345)	(5,593)	(718,230)
Fund Balance - July 1, 2020	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - June 30, 2021	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

With a recommendation from the Committee, Mr. Smith moved to approve the New Policy BCAD – Teleconference/Remote Participation School Board Meetings. Seconded by Mrs. White, the motion passed unanimously by a voice vote of the members present. The new policy is shown below

New Policy

FILE: BCAD
Cf: BC, BCBB BCBD
Cf: BCBI, EBBB

TELECONFERENCE/REMOTE PARTICIPATION IN SCHOOL BOARD MEETINGS

The St. Bernard Parish School Board may conduct and its members may attend and participate in a meeting via electronic means provided that all of the following conditions are met:

1. The Governor has declared a state of emergency or disaster involving a geographic area within the jurisdiction of the School Board and the nature of the emergency or disaster would cause a meeting of the School Board conducted pursuant to the other provisions of this policy to be detrimental to the health, safety, or welfare of the public.
2. The President of the School Board certifies on the notice of the meeting that the agenda of the meeting is limited to one or more of the following:
 - A. Matters that are directly related to the School Board's response to the disaster or emergency and are critical to the health, safety, or welfare of the public.
 - B. Matters that if they are delayed will cause curtailment of vital public services or severe economic dislocation and hardship.
 - C. Matters that are critical to continuation of the business of the School Board and that are not able to be postponed to a meeting held in accordance with the other provisions of this policy due to a legal requirement or other deadline that cannot be postponed or delayed by the School Board.
3. The School Board and its President comply with all of the requirements of this policy.

No later than twenty-four (24) hours prior to a meeting conducted pursuant to the provisions of this policy, the School Board shall provide for all of the following:

1. The notice and agenda for the meeting, which shall be posted on the School Board's website, emailed to any member of the public or the news media who requests notice of meetings of the School Board, and widely distributed to every known news media outlet that broadcasts or publishes news within the geographic area within the jurisdiction of the School Board.
2. Detailed information regarding how members of the public may participate in the meeting and submit comments regarding matters on the agenda, which information shall be posted on the School Board's, emailed to any member of the public or the news media who requests notice of meetings

New Policy**FILE: BCAD****Cf: BC, BCBB BCBD****Cf: BCBI, EBBD**

of the School Board, and widely distributed to every known news media outlet that broadcasts or publishes news within the geographic area within the jurisdiction of the School Board.

For each meeting conducted with remote participation:

1. The School Board shall provide a mechanism to receive public comment electronically both prior to and during the meeting.
2. The School Board shall properly identify and acknowledge all public comments during the meeting and shall maintain those comments in its record of the meeting.
3. The President of the School Board shall ensure that each person participating in the meeting is properly identified.
4. The President shall ensure that all parts of the meeting, excluding any matter discussed in executive session, are clear and audible to all participants in the meeting including the public.

For the purposes of this policy, the following words and phrases shall have the following meanings:

1. *Meeting via electronic means* shall mean a meeting occurring via teleconference or video conference.
2. *Teleconference* shall mean a method of communication which enables persons in different locations to participate in a meeting and to hear and otherwise communicate with each other.
3. *Video conference* shall mean a method of communication which enables persons in different locations to participate in a meeting and to see, hear, and otherwise communicate with each other.

New policy: November, 2020

Ref: La. Rev. Stat. Ann. §§17:1, 17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20, 42:24, 42:25.

With a recommendation from the Committee, Mr. Warner moved to approve the revised Policy CBD – Employment of Superintendent. Seconded by Mrs. Lemoine the motion passed unanimously by a voice vote of the members present. The revised policy is shown below

Updated

FILE: CBD
Cf: CB**EMPLOYMENT OF SUPERINTENDENT**

The School Board shall employ the Superintendent pursuant to a written contract for a period not to exceed four (4) years, which period, however, may extend no longer than two (2) years after the expiration of the term of office of the members of the School Board electing the Superintendent. The election of the Superintendent shall require a favorable vote of a majority of the entire membership of the School Board.

Such contract shall contain, but need not be limited to, specific performance objectives/performance targets as required by La. Rev. Stat. Ann. §17:54. In case of a discrepancy between the contract and any policy, the contract provisions shall prevail.

The School Board shall submit to the State Superintendent of Education a copy of any executed, negotiated, or renegotiated employment contract with the Superintendent.

The Superintendent may choose not to enter into a subsequent contract and may either terminate his/her employment or, if he/she has acquired permanent status as a teacher, resume employment as a teacher.

The School Board shall negotiate and offer the Superintendent a new contract at the expiration of each existing contract unless a majority of the membership votes at least ninety (90) days prior to the termination of the existing contract against offering a new contract. For new or extended contracts entered into after July 1, 2012, the School Board shall notify the Superintendent of termination of his/her contract not less than thirty (30) days prior to contract termination.

If the Superintendent is found incompetent, unworthy, or inefficient, or is found to have failed to fulfill the terms and performance objectives of his/her contract or to comply with School Board policy, then the Superintendent shall be removed from office prior to the expiration of his/her contract by the concurring vote of at least two-thirds ($\frac{2}{3}$) of the membership of the entire School Board at any regular or special meeting after due notice. Before the Superintendent can be removed during the contract period, he/she shall have the right to receive written charges and to a fair hearing before the School Board after written notice.

A School Board may place a Superintendent on paid administrative leave prior to the expiration of his/her contract:

1. For the purpose of investigating cause for termination.
2. Without cause during the final three (3) months of the term of his/her contract when the School Board has voted not to extend a new contract offer.
3. At a time as agreed by the Superintendent.

Updated

FILE: CBD
Cf: CB

4. At a time as provided for in his/her contract.

Paid administrative leave shall be subject to the following:

1. Approval of a *majority of the membership of the School Board*.
2. A three (3) month time limit within a six (6) month period.
3. All compensation afforded under the terms of the existing contract.

The School Board shall notify the State Superintendent of Education any time it terminates or fails to renew its employment contract with the Superintendent, along with the reasons therefor.

INTERIM SUPERINTENDENT

The School Board may, by a *majority vote of its membership*, select a person to serve as the interim Superintendent in the event of the death, resignation, or termination of the Superintendent or his/her being placed on paid administrative leave in accordance with this policy.

An interim Superintendent shall have the same authority as a Superintendent. If at any point in the final three (3) months of a Superintendent's contract he/she has been placed on notice that the School Board has voted not to offer him/her a new contract and an interim Superintendent has been selected in accordance with State law, the authority delegated to the Superintendent by the School Board for hiring and placement of all school personnel shall extend to the interim Superintendent without action of the School Board.

The election of an interim Superintendent is not subject to the School Board's policy applicable to the process of selection or employment of a Superintendent or to the requirement or content of a contract.

A School Board shall not employ an interim Superintendent for longer than six (6) months in any given twelve (12) month period unless the appointment is made during the final year of the term of the majority of members.

Revised: November, 2020

Ref: La. Rev. Stat. Ann. §17:54.

St. Bernard Parish School Board

2 of 2

With a recommendation from the Committee, Mr. Englande moved to approve the Policy DJE – Purchasing. Seconded by Mr. Campbell the motion passed unanimously by a voice vote of the members present. The policy is shown below

Updated

FILE: DJE
Cf: BE, DIA
Cf: DJED, DJEG**PURCHASING**

All purchasing for the school system to be paid from School Board funds shall be made by the Superintendent or his/her designee in conformance with existing Board regulations and procedures and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the School Board without its action, except those items which are provided for in the regular budget. Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service.

Each principal shall assure that purchases by the individual school shall be made in accordance with applicable state and federal law and administrative procedures developed by the Superintendent and staff.

No employee, officer or agent of the School Board shall participate in the selection, award, or administration of a contract or purchase of supplies, materials and equipment if a conflict of interest, real or apparent, would be involved. Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. All purchasing shall comply with the U.S. Department of Education Department General Administrative Regulations (EDGAR), the state's Public Bid Law, Code of Governmental Ethics, or Procurement Code, and applicable state or federal regulations as applicable.

USE OF FEDERAL FUNDS

All procurement of materials, supplies, and services, as well as the construction of public works, funded in whole or in part with federal funds shall comply with the requirements contained in Title 2, Section 200, of the Code of Federal Regulations. All procurements using federal funds, in whole or in part, shall employ one of the procedures identified in 2 CFR 200.320, if more stringent than those procedures required by Louisiana law. Should the School Board adopt the Louisiana Procurement Code, whether in part or in its entirety, the accompanying administrative regulations as promulgated in the Louisiana Procurement Code, as well as guidelines and policies issued by the Louisiana's Office of State Purchasing relevant to the particular adoption(s) may be applicable to the purchase, if more stringent.

When expressly required by federal regulations, the School Board shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

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FILE: DJE
Cf: BE, DIA
Cf: DJED, DJEG

2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
5. Using the services, as appropriate, of such organizations as the Louisiana Economic Development Agency, and Small Business Administration and the Minority Business Development Agency of the US Department of Commerce; and,
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1 through 5 of this section.

A contract award or a purchase made with federal funds shall not be made to parties listed on the government-wide exclusions in the System for Award Management maintained by the U.S. Government which contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.

USE OF STATE FUNDS

Procurement of materials and supplies when using state or locally generated funds shall follow the procurement method as authorized by Louisiana law.

The School Board may finance the purchase of equipment or other movable property by entering into an installment sale, lease, or similar agreement with any lender or other person. If required, such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or employee shall obligate the School Board without proper school system personnel knowledge and approval.

If equipment, materials or supplies are available from a State of Louisiana Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board.

The School Board may also *piggyback*, or purchase materials and supplies on valid contracts of other political subdivisions in accordance with La. Rev. Stat. Ann. §§33:1321-

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Cf: BE, DIA
Cf: DJED, DJEG**

1337 or La. Rev. Stat. Ann. §38:321.1.

State law authorizes School Boards to adopt all or any part of the Louisiana Procurement Code as contained in state statutes (La. Rev. Stat. Ann. §§39:1551-39:1755). For proper and efficient operations, the School Board may adopt, by resolution or otherwise, pertinent provisions of the state Procurement Code, accompanying administrative regulations as promulgated in the state Procurement Code, as well as guidelines and policies issued by the Office of State Purchasing relevant to the procurement of materials, supplies, merchandise, and other types of property.

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the Office of State Purchasing's *Purchasing Rules and Regulations*.

The School Board may opt to participate in a qualified group purchasing organization, whether for profit or not for profit, when two (2) or more school districts are members, and which solicits proposals or bids from vendors of services, materials, equipment, or supplies of the type and nature as may be purchased by a school district or public school. As provided in La. Rev. Stat. Ann. §38:2212.1, the School Board may enter into an agreement with one or more School Boards to form a qualified group purchasing organization or one or more qualified group purchasing organizations for the purchase of services, materials, equipment, and supplies, including installation thereof. Any such agreement shall require that the qualified group purchasing organization submit a price list for those materials, equipment, and supplies offered by it and that the prices quoted on the list remain in effect for a stated period of time of not less than three (3) months. Any such price list shall be considered, for all purposes, to be a valid and binding bid by the qualified group purchasing organization during the effective period of the agreement, and no additional bid by the qualified group purchasing organization is necessary.

The School Board may purchase materials, equipment, or supplies directly from or through a qualified group purchasing organization if either the price is less than that for the same or substantially similar materials, equipment, or supplies on the state contract or bid list, or if the same or substantially similar materials, equipment, or supplies are not under state contract or on the state bid list. Nothing included in this paragraph shall be construed to authorize the School Board to purchase materials, equipment, or supplies from or through an entity or vendor other than a qualified group purchasing organization as defined herein without using a procurement process otherwise provided by state law.

Competitive Online Solicitation

The School Board may use a reverse auction or competitive online solicitation process on the Internet for the purchase of equipment, supplies, and other materials in lieu of the more formal bid process when the School Board's procurement officer determines that

Updated**FILE: DJE
Cf: BE, DIA
Cf: DJED, DJEG**

the electronic bidding is more advantageous and in the best interests of the School Board. Prior to the use of a competitive online solicitation process, the School Board may require that:

1. Vendors register before opening dates and time and, as part of the registration, agree to any terms and conditions and other requirements of the solicitation;
2. Vendors be prequalified prior to placing bids and only prequalified bidders are those who are allowed to submit bids;
3. The solicitation shall designate an opening date and time and the closing date and time which may be fixed or remain open depending on the item being bid;
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed, and registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet until the closing date and time;
5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed;
6. All bids shall be posted electronically and updated on a real-time basis;
7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the School Board's best interest; and,
8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for purchases using a reverse auction or competitive online solicitation process shall be given as follows:

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.
2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

PREFERENCES

Updated**FILE: DJE**
Cf: BE, DIA
Cf: DJED, DJEG

To the extent possible, when purchasing with state or locally generated funds, the School Board shall regularly purchase products manufactured, grown, produced or harvested from the state land or waters which are of equal quality to such items produced outside the state, provided the cost of state products does not exceed by more than the statutory percentage the cost of out-of-state products or as otherwise provided by state law. Such products shall be limited to those allowed by state law.

VENDORS

The School Board shall seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age or handicap. No favoritism shall be extended to any vendor. Each order shall be placed on the basis of quality, price and delivery; past services being a factor if all other considerations are equal.

No person officially connected with or employed by the School Board shall be an agent for or have any pecuniary or beneficial interest in or receive any compensation or reward from any vendor for the sale of materials, equipment, services or public works contracts.

No employee of the School Board shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any vendor representative or agent of a vendor, or a prospective vendor or contractor.

CREDIT CARDS

The School Board or Superintendent may authorize the use of credit cards or procurement cards by designated employees to facilitate the purchase of materials or supplies. Only personnel employed and authorized by the School Board or Superintendent shall be permitted to use any charge card in the name of the Board. No personal usage of any card shall be permitted.

Each person authorized by the School Board to be issued a credit card in the name of the School Board shall have his/her name and/or picture placed on the issued card, if permitted. Once received, the card(s) shall remain in the possession of the employee/cardholder and he/she shall be held accountable for the card's usage. Documentation, including purchase order and/or itemized receipt, shall be required for all purchases, credits, or transactions for which the card is used.

The usage of any card issued shall be in accordance with the regulations and procedures outlined by the Superintendent and/or staff. Designated personnel shall be responsible for monitoring all charges, the number and amount of purchases, vendors used, as well as detailed transaction information. Misuse of any credit card may result in discipline and/or personal liability for dishonored, erroneous, or improper charges.

Purchases of gasoline or fuel by credit cards, excepting FuelMan cards, shall be documented with receipts submitted as soon as practicable following purchase.

Updated

FILE: DJE
Cf: BE, DIA
Cf: DJED, DJEG

Documentation of the purchase shall include vehicle number description, odometer reading, number of gallons purchased, price per gallon, and signature of purchaser.

Credit card statements shall be reviewed monthly by an administrator other than the card holder. This monitoring shall be documented by the signature of the reviewer and date of review of the statement.

Revised: November, 2020

Ref: 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards); 48 CFR 2.101 (Definitions); La. Rev. Stat. Ann. §§33:1321-1337, 33:4712.7, 38:321.1, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710.

With a recommendation from the Committee, Mrs. Lemoine moved to approve the Revised Policy DJED – Bids and Quotations. Seconded by Ms. Jackson the motion passed unanimously by a voice vote of the members present. The revised policy is shown below.

Updated

FILE: DJED
Cf: DJE**BIDS AND QUOTATIONS****PUBLIC WORKS**

The School Board shall advertise and let by contract, except in cases of emergencies as provided below, all public work exceeding \$250,000 or such sum as allowed by law, including labor, materials, equipment, and administrative overhead not to exceed fifteen percent (15%). The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plans, and specifications advertised. Public works which are estimated to cost less than the contract limit may be undertaken by the School Board with its own employees.

As an evidence of good faith of the bidder, the School Board shall require bidders for construction, improvement, repair, or other work to attach to the bid submitted a bid bond, certified check, or cashier's check for not more than five percent (5%) of the work to be done. The School Board may require a bid bond or certified or cashier's check of not more than five percent (5%) of the estimated price on bids taken for supplies and materials.

When any bid is accepted for construction or doing any public works, a written contract shall be entered into by the successful bidder and the School Board, and the successful bidder shall furnish a bond in an amount not less than one-half of the amount of the contract.

When using state or locally generated funds, under no circumstances shall there be a division or separation of any public work project into smaller projects when division or separation would have the effect of avoiding the requirement that public work be advertised and let by contract to the lowest responsible bidder.

The School Board shall retain the option of requiring all bids that are let out for public works be submitted electronically.

MATERIALS AND SUPPLIES

All purchases of materials or supplies exceeding the sum of \$30,000 to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised. In addition, purchases of materials or supplies of at least \$10,000, but not more than \$30,000, shall be made by obtaining not less than three (3) documented quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file. The School Board may require a written contract or bond when purchasing the materials or supplies. If quotations are received that are lower than the quote accepted, a notation shall be entered into the file as to the reasons for rejection of the lower quotes.

Updated

FILE: DJED
Cf: DJE

When using state or locally generated funds, purchases cannot be divided by departments or by a school if the effect is to evade the state's public bid law. Purchases of commodities that are bought in small but recurring amounts through the year shall be bid on an annual basis.

The School Board shall retain the option of requiring all bids that are let out for materials and supplies be submitted electronically.

In lieu of formal bids, the School Board may use a reverse auction or competitive online solicitation process for the purchase of equipment, supplies, and other materials as outlined in policy *DJE, Purchasing*.

EMERGENCIES

In cases of an emergency or extreme emergency when time is insufficient to advertise for bids, the School Board is permitted by law to declare through resolution that a public emergency or extreme public emergency exists and extend a contract for more than the sums mentioned without going out to bid. However, in such cases, every effort shall be made by employees to secure competitive quotations. The accepted quote shall be confirmed and documented in writing. State law permits the Superintendent or his/her designee to declare the existence of an extreme public emergency. Notices of an emergency or extreme emergency shall be published in the School Board's official journal within ten (10) days of the emergency being certified by the School Board.

An emergency is defined by La. Rev. Stat. Ann. §38:2211 as "an unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an order from any judicial body to take any immediate action which requires construction or repairs absent compliance with the formalities of this part, where the mischance or court order will not admit of the delay incident to advertising as provided in this part."

An extreme public emergency is defined by La. Rev. Stat. Ann. §38:2211 as "a catastrophic event which causes the loss of ability to obtain a quorum of the members necessary to certify the emergency prior to making the expenditure to acquire materials or supplies or to make repairs necessary for the protection of life, property, or continued function of the public entity."

BID ADVERTISEMENTS

All advertisements for bids for public works shall appear in the official journal of the School Board, except in declared emergencies. Any advertisement for any contract for public works shall appear once a week for three (3) different weeks in the journal and the first advertisement shall appear at least twenty-five (25) days before the opening of bids.

Updated**FILE: DJED**
Cf: DJE

Any advertisement for any contract or purchase of materials or supplies shall be published two (2) times in the official journal, the first advertisement appearing at least fifteen (15) days prior to the opening of bids.

In addition, the School Board shall publish advertisements and accept bids by electronic media in accordance with uniform standards promulgated by the state. In any advertisement, the first publication shall not occur on a Saturday, Sunday, or legal holiday.

If the School Board issues or causes to be issued on a public work exceeding the contract limit set by state law, any addendum modifying plans and specifications within a period of seven (7) days prior to the advertised time for opening of bids, excluding Saturdays, Sundays, and any other legal holidays, the School Board shall transmit a copy of the addendum to all prime bidders who have requested bid documents. The transmission shall be completed within twenty-four (24) hours of the issuance of the addendum and may be delivered by either facsimile transmission (fax), e-mail, other electronic means, or by hand provided the prime bidder has supplied the fax number or e-mail address to the School Board. In addition, a copy of the addendum shall be sent by regular mail. If the addendum cannot be transmitted by fax, e-mail, other electronic means, or hand delivered, the Board shall be required to postpone the bid opening by at least seven (7) days.

The School Board shall not issue or cause to be issued any addendum modifying plans and specifications within a period of seventy-two (72) hours prior to the advertised time for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays; however, if the necessity arises to issue an addendum modifying plans and specifications within the seventy-two hour period prior to the advertised time for the opening of bids, then the opening of bids shall be extended at least seven (7), but not more than twenty-one (21) working days, without the requirement of re-advertising. The addendum shall state the revised time and date for the opening of bids.

OPENING OF BIDS

All bids shall be opened in public in the presence of one or more witnesses, at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection. However, the Board shall not accept or take any bids including receiving any hand delivered bids on days which are recognized as holidays by the United States Postal Service.

BID AWARD

In order to protect the integrity of the competitive bidding process, the determination of responsiveness by the bidder must be made from the bid documents at the time of the bid opening. Any deviation from or failure to supply information required by the bid documents may result in the bid being rejected as *non-responsive*.

UpdatedFILE: DJED
Cf: DJE

The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the School Board with recommendations for bid award unless the School Board grants permission for staff to evaluate, award, and notify the School Board at a later date.

DISQUALIFICATION OF BIDDER FOR NON-RESPONSIBILITY

If the School Board proposes to disqualify any bidder for *non-responsibility* (the possibility that the bidder may not satisfactorily fulfill the contract being bid), the School Board shall:

1. Give written notice of the proposed disqualification to such bidder, and include in the written notice all reasons for the proposed disqualification;
2. Give such bidder, who is proposed to be disqualified, the opportunity to be heard at an informal hearing to be conducted not later than five (5) business days after the issuance of the notice of the proposed disqualification, at which such bidder is afforded the opportunity to refute the reasons for the disqualification; and
3. Conduct the informal hearing prior to the award of the public work.

No award of the contract for the public work shall be made by the School Board prior to the expiration of at least five (5) working days following the date of issuance of the written ruling from the informal hearing.

EXCLUSION/REJECTION OF BIDS

The School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity has not been convicted of or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. §38:2227.

In awarding bids or contracts, the School Board may reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of or pled guilty or nolo contendere to any state or equivalent federal felony crime committed in the solicitation or execution of a contract or bid under the laws governing public contracts or the state Procurement Code.

Any contract entered into as a result of fraud, bribery, corruption, or other criminal act, for which a final conviction has been obtained shall be null and void. Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

Updated

FILE: DJED
Cf: DJE

Revised: November, 2020

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*); 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§9:2716, 9:2717, 38:2181, 38:2182, 38:2211, 38:2212, 38:2212.1, 38:2212.9, 38:2214, 38:2218, 38:2227, 38:2241, 38:2251, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 9-8-81.

With a recommendation from the Committee, Mr. Long moved to approve the new Policy EFC – Business Continuity and Technology Disaster Recovery. Seconded by Mr. Smith the motion passed unanimously by a voice vote of the members present. The revised policy is shown below.

NEW POLICY

FILE: EFC

BUSINESS CONTINUITY AND TECHNOLOGY DISASTER RECOVERY

The St. Bernard Parish School Board recognizes the importance of maintaining and protecting computer hardware and software, including necessary equipment and supplies to maintain computer operations in the event of a disaster. The School Board shall authorize the Superintendent and/or his/her designee to maintain appropriate regulations and procedures for the proper usage of School Board owned or leased computer equipment and the protection of electronic media, applications, and stored user data.

Such regulations and procedures shall assure that:

1. All electronic devices (computers, servers, mobile devices, printers, appliances, etc.) receive available system and software patches, firmware and other updates in a timely manner.
2. All electronic devices (computers, servers, mobile devices, tablets, etc.) should have licensed anti-virus software and be automatically updated daily by the software vendor where applicable.
3. Data critical to daily operations is identified and documented.
4. Backup frequency objectives are clearly defined and procedures are in place to verify the backups are occurring.
5. Backups may be stored locally but should also reside in a separate physical location isolated from the local network where backups are occurring (offsite and/or cloud, etc.).
6. Periodic testing and verification should be performed to ensure that backups can be restored within the recovery time objective (RTO) as defined by the School Board.
7. A *Business Continuity and Technology Disaster Recovery Plan* shall be created that clearly establishes actions to be taken before, during, and after an occurrence, undesirable event, or disaster. The Plan shall be developed, defined, and tested at regular intervals in order to restore critical functions and reestablish normal operations within the RTO (Recovery Time Objective) established by the School Board.

PATCH MANAGEMENT

The security of computer systems is critical to the continued operations of the School Board. A consistent and comprehensive patch management procedure will substantially reduce risks such as viruses, malware, ransomware, and various cyber-crimes that target un-patched systems. Patch management shall be handled in accordance with the

NEW POLICY

FILE: EFC

standard procedures outlined in the *Business Continuity and Technology Disaster Recovery Plan*. Exceptions to the standard procedure may be permitted when justified. Any exceptions must be fully documented. The standard procedure for patch management shall include the following:

- Identification of the systems and devices to be patched and updated and are documented and regularly reviewed/verified. Devices to be patched shall include computers, servers, mobile devices, tablets, printers, appliances and other devices as established by the Technology Department.
- Software and procedures to identify and apply patches, security updates, drivers and firmware are documented and regularly reviewed/verified.
- Patch management frequency is clearly documented and procedures and/or reporting shall verify that updates are occurring at the established intervals.

ANTI-VIRUS

A comprehensive anti-virus deployment substantially reduces risks such as viruses, malware, ransomware, and various cyber-crimes that target systems without protection. Anti-virus deployment shall be handled in accordance with the standard procedures outlined in the *Business Continuity and Technology Disaster Recovery Plan*. Exceptions to the standard procedures may be permitted when justified. Any exceptions shall be fully documented. The standard procedure for anti-virus deployment shall include the following:

- Identification of the systems and devices that are capable of running anti-virus software shall be documented and regularly reviewed/verified.
- Systems capable of running anti-virus software shall include computers, servers, mobile devices and tablets, and other devices as established by the Technology Department.
- The Technology Department shall be responsible to identify and adopt an anti-virus platform that is consistent with secure industry standards. Under no circumstances shall freeware Anti-virus products be used on School Board systems.
- Software and procedures to install anti-virus software, verify system health and automatically apply updates are documented and regularly reviewed/verified.
- The Technology Department shall be responsible for regularly performing network scans to identify unprotected systems and adding those systems into the anti-virus deployment.

NEW POLICY**FILE: EFC****BACKUP - IDENTIFICATION OF DATA**

Important and/or critical data as defined by the St. Bernard Parish School Board in the *Business Continuity and Technology Disaster Recovery Plan* includes the following file types:

- Word processor, spread sheet, and presentation files used in educational or administrative applications necessary to perform job description duties for the St. Bernard Parish School Board
- Database files used for educational or administrative purposes
- Browser bookmark or favorites; e-mail lists

Picture/movie files such as (.bmp, .jpeg, .jpg, .tiff, .mpeg, .wav, .mp3, etc.) **shall not** be backed up unless special circumstances arise. Permission shall be directed to the Technology Department to request backup of these file types.

BACKUP – FREQUENCY AND STORAGE

Backup of all important and/or critical computer data shall be handled in accordance with the standard procedures outlined by the Technology Department. Exceptions to the standard procedures may be permitted when justified. Any exceptions must be fully documented. The standard procedure for systems backup shall be as follows:

- All student records in the student information system, including special education records, shall be backed up nightly to offsite storage.
- Accounting (Payroll, General Ledger, Accounts Payable, Purchasing, etc.) records shall be backed up daily to on-site, off-site, and disaster recovery off-site backups. In addition, incremental backups shall be done automatically throughout the day to disaster recovery off-site backups.
- Any educational application (all email, drive storage, calendars, and contacts shall be backed up by a third-party company to cloud storage).
- Student, teacher, and administration files are the responsibility of the individual to back up:
 - The School Board recommends backing up to the individual's Google Drive or similar application as approved by the Technology Department. This location should be backed up continuously throughout the day.
 - All servers not managed by a third party shall be backed up daily to the central office backup server Monday through Friday. Servers shall then be backed up on weekends to offsite and archival cloud storage.

NEW POLICY

FILE: EFC

BACKUP – VERIFICATION AND TEST RESTORES

The Technology Department shall be responsible for establishing procedures to verify backups and perform test restores on files and systems. The standard procedure for verification and testing shall include:

- Backup verification and test restore objectives shall be clearly defined and procedures are in place to confirm the verifications and test restores are occurring.
- Backup verification shall include regularly reviewing backup selection sets, and confirming that selection sets are complete and correct.
- Backup verification shall also include procedures or reporting to verify that backups are occurring at the established intervals.
- Periodic test restores shall be performed on files and folders and systems where possible in an appropriate test environment (example: sandbox). The interval for test restores shall be clearly defined and procedures are in place to verify the test restores are occurring.

BACKUP – RESTORATION OF FILES

Active files that are accidentally damaged or deleted can normally be restored from backup within one working day provided the Technology Department is notified in a timely manner. Files can only be restored to the state they were in at the time the most recent relevant backup was taken.

Accounting systems can be activated under the *Business Continuity and Technology Disaster Recovery Plan* established with the software vendor in a timeline established by the software vendor.

BUSINESS CONTINUITY AND TECHNOLOGY DISASTER RECOVERY PLAN

In the event of an occurrence, undesirable event or disaster ("event"), the restoration of computing services is critical to the continued operations of the School Board. A *Business Continuity and Technology Disaster Recovery Plan* shall be created that clearly establishes actions in preparation of an event, procedures to follow during an event, and the review and recommendations that should occur after the event. *Business Continuity and Technology Disaster Recovery* shall be handled in accordance with the standard procedures outlined by the Technology Department. Exceptions to the standard procedures may be permitted when justified. Any exceptions must be fully documented and approved by the School Board. The standard procedures for *Business Continuity and Technology Disaster Recovery* shall include:

- Business Impact Analysis (BIA) shall be performed to differentiate critical (urgent) and non-critical (non-urgent) organization functions/activities. A function may be

NEW POLICY

FILE: EFC

considered critical if dictated by law. For each function, two (2) values shall be assigned: RPO (Recovery Point Objective) and RTO (Recovery Time Objective). A Recovery Point Objective (RPO) shall be assigned to all functions that identifies the acceptable latency of data that will not be recovered (usually based on backup frequency).

- A Recovery Time Objective (RTO) shall be assigned to all functions that identifies the acceptable amount of time to restore the function.
- The Technology Department shall use the results of the BIA to determine which systems and processes are most critical, and what order those systems and processes should be restored. The identification of critical systems and the order of restoration shall be documented and reviewed at regular intervals.
- The Plan shall identify personnel and vendors that will oversee disaster planning, testing and critical recovery efforts during an Event, with a clear delineation of responsibilities.
- The Plan shall identify a list of employees, vendors, students, agencies, etc. that should be notified at the onset of an Event. The list shall include current contact information including phone and email addresses. A notification procedure should be established and contact information should be verified at regular intervals.
- The Technology Department shall be responsible for establishing an environment for testing the Plan (example: sandbox), and testing should be performed annually at a minimum. The Plan shall be updated as necessary to achieve the RPO and RTO objectives, or other objectives as identified by the Technology Department or School Board.
- If an event occurs, the Technology Department shall be responsible to perform a review and analysis (Post Mortem) of the event, and make recommendations to the School Board to prevent such Event in the future. The Plan shall be updated as necessary to achieve the RPO and RTO objectives, or other objectives as identified by the Technology Department or School Board.
- The *Business Continuity and Technology Disaster Recovery Plan*, and the results/findings from the latest recovery testing shall be presented to the School Board annually for review and approval.

CYBERSECURITY TRAINING

The School Board shall identify employees or School Board members who have access to the School Board's information technology assets and require those employees and School Board members to complete cybersecurity training. Each School Board member or employee with access to the School Board's information technology assets shall

NEW POLICY

FILE: EFC

complete this training within the first thirty (30) days of initial service or employment with the agency.

The Superintendent shall verify and report to the Department of State Civil Service on the completion of cybersecurity training by employees. The Superintendent shall periodically require an internal review to ensure compliance.

The School Board shall require any contractor who has access to School Board information technology assets to complete cybersecurity training during the term of the contract and during any renewal period.

Completion of cybersecurity shall be included in the terms of a contract awarded by a state or local government agency to a contractor who has access to its information technology assets.

The person who oversees contract management for the School Board shall report each such contractor's completion to the Superintendent and periodically review agency contracts to ensure compliance. The Superintendent shall verify and report to the Department of State Civil Service on the completion of cybersecurity training by each such contractor.

New policy: November, 2020

Ref: La. Rev. Stat. Ann. §§17:81, 42:1267.

With a recommendation from the Committee, Mr. Campbell moved to approve the revision of Policy GBDA – Employment of Retired Personnel. Seconded by Mrs. Asevedo, the motion passed unanimously by a voice vote of the members present. The revised policy is shown below.

Updated

FILE: GBDA
Cf: GBA, GBD**EMPLOYMENT OF RETIRED PERSONNEL**

The Superintendent, or principal, with the approval of the Superintendent, may employ retired employees under certain conditions; however, an employee whose retirement has been accepted shall not be guaranteed a position/employment with School Board.

Retired Teachers

A retired teacher is eligible for reemployment when there is a vacant position for a full-time or part-time classroom teacher, pre-kindergarten through twelfth grade, in a school where a critical shortage exists. Also, eligible for rehire are full-time, certified, retired speech therapist, speech pathologist, audiologist, educational diagnostician, school social worker, school counselor, school psychologist, interpreter, educational transliterator, or educator of the deaf or hard of hearing where a critical shortage exists. Reemployment-eligible positions also include substitute classroom teacher, pre-kindergarten through twelfth grade, any position assigned to the professional activities of instructing adults through an adult education or literacy program, a school nurse, a presenter for professional development training, a position for a tutor for any student in pre-kindergarten through twelfth grade, or a position for a classroom teacher employed in a temporary capacity to proctor tests.

A person classified as a reemployment-eligible retiree is a member of the TRSL who was retired on or before June 30, 2010 or one who holds an advanced degree in speech therapy, speech pathology, or audiology.

The School Board shall present certification that a critical shortage exists to the Louisiana Board of Elementary and Secondary Education (BESE) and the *Teachers Retirement System of Louisiana*, in order for a retiree who is employed in a critical shortage area to be eligible to receive retirement benefits. Prior to making such certification, the School Board shall be required to advertise in its official journal, on two (2) separate occasions, notice that a shortage of certified teachers exists and the positions to be filled. Additionally, the School Board shall cause notice of the shortage of certified teachers to be posted at the career development or similar office of every post-secondary institution within a 120 mile radius of the School Board. If a qualified, certified applicant who is not a retiree applies for an advertised position, such person shall be hired before any certified retiree is employed, unless fewer than three (3) applicants have applied for the position, each of whom is certified in the critical shortage area being filled.

Salary of Retired Teacher

The salary of any retired teacher who is reemployed shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The earnings of a retired teacher returning to active service may result in a reduction in retirement benefits received, in accordance with statutory provisions.

Updated

FILE: GBDA
Cf: GBA, GBD

Any retiree who returns to active service with the School Board on or after July 1, 2020 shall choose one of the irrevocable options found in La. Rev. Stat. Ann. §11:710.1, as summarized below:

Option 1

Return to work with an allowable employment earnings cap of 25% of his/her final average compensation with a reduction in the retirement benefit if the cap is exceeded.

Option 2

Suspend his/her benefit, return to work with no employment earnings cap, and begin to accrue a supplemental benefit for the duration of service after reemployment.

The choice shall be made in writing and filed with the School Board.

Retired Member Not Considered a Retired Teacher

A retired member not considered a *retired teacher*, who returns to active service with the School Board, shall have his/her retirement benefits suspended for the duration of reemployment, even if such employment is based on a contract, and shall make no contributions to the TRSL and shall receive no additional service credit nor accrue any additional retirement benefits.

Notification to TRSL

Whenever a retiree returns to active service, the School Board shall, within thirty (30) days thereafter, notify the TRSL in writing of such employment, the date of reemployment, and a determination as to whether the person is a *retired teacher*.

Upon termination, the School Board shall provide the same notice. In addition, the School Board shall also report to the retirement system within forty-five (45) days after June thirtieth of each year, the names of all persons being paid by the employing agency and all persons having received a benefit pursuant to the provisions of state law, along with such individuals' social security numbers, their positions, their designations as part-time or full-time, and the amount of their earnings during the previous fiscal year ending on June thirtieth of the reporting year. Additionally, the employing agency shall transmit a monthly contributions report pursuant to La. Rev. Stat. Ann. §11:888(A). Such monthly reports shall be transmitted within thirty (30) days of the last day of each month and shall include the salary paid to each individual retiree identified as a "retired teacher" pursuant to this policy. Should failure to give notice of return to active service or failure to report any other information required by state law result in any payment being made in violation of state law, the School Board shall be liable to the system for the repayment of such amounts.

Updated**FILE: GBDA
Cf: GBA, GBD**

The failure of the School Board to submit the report required for any retiree who returns to active service with the School Board on or after July 1, 2020 shall result in the retiree being considered as returning to active service under the provisions of Option 1 of La. Rev. Stat. Ann. §11:710.1.

BUS OPERATORS

A bus operator who has retired from service may be reemployed and return to service as a full-time bus operator. If a retired bus operator is reemployed, the Superintendent shall certify to the BESE that a shortage of qualified bus operators exists in the school district.

Whenever a retired bus operator is reemployed, the School Board shall notify the *Louisiana School Employees Retirement System* (LSERS) in writing within ten (10) days of such employment and the date employment began. In addition, the School Board shall submit to LSERS before September 1 of each school year of reemployment of a bus operator a declaration stating the School Board's intent to reemploy the bus operator. The declaration shall be signed by the Superintendent or his/her designee and the employee. If such declaration is not received by September 1, the reemployed bus operator shall be subject to retirement benefits and other conditions in accordance with La. Rev. Stat. Ann. §11:1006. Upon the bus operator's termination, the School Board shall provide LSERS in writing information and notice of the termination.

The School Board shall be required to report to LSERS within forty-five (45) days after June 30th of each year the names of all retired bus operators being paid by the School Board, their social security numbers, and the amounts of their earnings during the previous year.

Actuarial Cost

If a retired bus operator is reemployed, the School Board shall pay LSERS the actuarial cost for the operator that is in excess of the cost that would have been incurred if the School Board had reemployed the bus operator pursuant to the provisions of La. Rev. Stat. Ann. §11:1006.

Revised: November, 2020

Ref: La. Rev. Stat. Ann. §§11:710, 11:710.1, 11:1006, 11:1007, 17:81.

St. Bernard Parish School Board

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With a recommendation from the Committee, Mrs. White moved to approve the Revised Policy IDFAB – Sports Injury Management and Concussions. Seconded by Mr. Smith, the motion passed unanimously by a voice vote of the members present. The revised policy is shown below.

Updated**FILE: IDFAB
Cf: IDE, IDFA, IDFAA****SPORTS INJURY MANAGEMENT AND CONCUSSIONS****COMPREHENSIVE SPORTS INJURY MANAGEMENT PROGRAM**

Each school that sponsors or sanctions any athletic activity and which requires a participating student to regularly practice, train, and compete shall implement a sports injury management program. The injury management program shall:

1. Establish a comprehensive emergency action plan for each sport located on the school's campus.
 - A. The emergency action plan shall be reviewed annually prior to each sport season with all appropriate personnel who are designated by the athletic director's office.
 - B. The comprehensive emergency action plan shall follow the best practices of the American College of Sports Medicine and the National Athletic Trainers' Association.
2. Require that any coach, game official, on-field licensed health care provider, or licensed athletic trainer remove a student from practice, training, or competition if any of the following circumstances occur: the student reports any defined sign or symptom of a serious sports injury; the coach or licensed athletic trainer determines that the student exhibits any defined sign or symptom of a serious sports injury; or, the coach is notified that the student has reported or exhibited any defined sign or symptom of a serious sports injury by a licensed medical practitioner operating within their respective scope of practice, a licensed athletic trainer; any other licensed individual whose scope of practice includes the recognition of symptoms associated with serious sports injuries, or an official responsible for judging or supervising the athletic competition.
3. Ensure that any student who, in accordance with statutory provisions is safely removed from practice, training, or competition shall, as soon as practicable after reporting or exhibiting any sign or symptom of a serious sports injury, be examined by a licensed health professional and be allowed to return to practice, training, or competition only after the student provides to the coach and a licensed athletic trainer written authorization to return from that licensed health professional.
4. Require that for the purpose of serving the students, school, community, and protecting public safety, each coach certified by the Coaches Education and Certification Program receive annual documented training regarding the nature and risks of serious sports injuries in accordance with the National High School Coaches Association and the Louisiana High School Coaches Association.

Updated**FILE: IDFAB**
Cf: IDE, IDFA, IDFAA

5. Subject to availability of financial resources and supply of the necessary workforce, rely to the greatest possible extent on athletic trainers licensed by the *Louisiana State Board of Medical Examiners* to provide athletic health care at high school athletic competitions.
6. Require that each school participating in interscholastic athletics, follow best practices for any activity that does not occur in a climate-controlled facility. These practices shall follow the modified guidelines of the American College of Sports Medicine and the National Athletic Trainers' Association regarding the heat acclimatization and wet bulb globe temperature policy. These policies shall occur on all school campuses where summer conditioning, pre-season practices or games, or fall or spring sports take place, or when a coach is present.

Heat acclimatization means a series of changes or adaptations that occur in response to heat stress in a controlled environment over the course of seven to fourteen days. These adaptations are beneficial to exercise in the heat and allow the body to cope with heat stress.

Wet bulb temperature globe means a measure of the heat stress in direct sunlight which takes into account temperature, humidity, wind speed, sun angle, and solar radiation.

7. Include a protocol for licensed athletic trainers, if utilized by the school or school system, to be available for practices or games to assist in the management of emergency and nonemergency care for participants.

The school shall ensure that before a student participates in any school-sponsored or school-sanctioned athletic activity, the student and the parent/legal guardian of the student shall document that they have viewed information, provided in written or verifiable electronic form by the school, regarding risks of serious sports injuries.

The sports injury protocols outlined above do not apply to concussions, the protocols of which are outlined below, in accordance with the *Louisiana Youth Concussion Act of 2011*, La. Rev. Stat. Ann. §§40:1089.1-40:1089.5.

CONCUSSIONS

Prior to beginning of each athletic season, the School Board shall provide pertinent information to all coaches, officials, volunteers, youth athletes, and their parents/legal guardians regarding the nature and risk of concussion and head injury, including the risks associated with continuing play after a concussion or head injury. Each youth athlete and his or her parents/legal guardians shall be required to sign a concussion and head injury information sheet which provides notice of the statutory requirements which must be satisfied for an athlete who has or is suspected to have suffered a concussion or head injury to return to play. Each coach, whether employed or a volunteer, and every official

Updated

FILE: IDFAB
Cf: IDE, IDFA, IDFAA

which must be satisfied for an athlete who has or is suspected to have suffered a concussion or head injury to return to play. Each coach, whether employed or a volunteer, and every official shall be required to complete an annual concussion recognition education course.

A coach who is required to complete concussion recognition education shall immediately remove any athlete from a game, competition, or practice if any of the following occurs: the athlete reports any sign or symptom of a concussion and is reasonably suspected of having sustained a concussion; the coach, trainer, or official determines that the athlete exhibits any sign or symptom of a concussion, and he/she reasonably suspects that the athlete has sustained a concussion; or the coach or official is notified that the athlete has reported or exhibited any sign or symptom of a concussion and is reasonably suspected of sustaining a concussion by a licensed medical health care provider operating within their respective scope of practice, a volunteer medical health care provider performing an evaluation upon an athlete suspected of sustaining a concussion or brain injury, or any other licensed, registered, or certified individual whose scope of practice includes the recognition of concussion symptoms.

If an athlete is removed from play and the signs and symptoms cannot be readily explained by a condition other than concussion, the coach shall notify the athlete's parent/ legal guardian and shall not permit him/her to return to participate in any supervised team activities involving physical exertion, including games, competitions, or practices, until the youth athlete is evaluated by a health care provider and receives written clearance for a full or graduated return to play. A school may allow a licensed athletic trainer to manage an athlete's graduated return to play.

Revised: November, 2020

With a recommendation from the Committee, Mr. Warner moved to approve the Revised Policy JBH – Attendance Reports for Student Drivers. Seconded by Ms. Jackson, the motion passed unanimously by a voice vote of the members present. The revised policy is shown below.

Updated

FILE: JBH

Cf: JB, JBD, JBE

ATTENDANCE REPORTS FOR STUDENT DRIVERS

In accordance with state law, students are obligated to attend school regularly, and be in attendance a minimum number of days during the school year. In order for a minor to obtain or renew a driver's license or learner's permit for the operation of a motor vehicle, the minor shall present evidence to the *Office of Motor Vehicles* that the minor is enrolled and is attending school or a recognized program or has completed the required minimum units of credit for graduation. Upon request of any minor who is enrolled and attending a school and who is eligible to apply for a driver's license, the Superintendent, principal, or appropriate designee shall provide to him/her documentation of his/her meeting the required attendance requirements.

A student who does not meet the required minimum school attendance provisions may be subject to denial or suspension of his/her driver's license or learner's permit. It is the policy of the School Board to provide written notification of a minor student who has been determined by the principal to be a dropout or habitually absent or tardy to the Louisiana Office of Motor Vehicles for denial or suspension of driving privileges.

In addition, a minor student's driver's license or permit may also be suspended when written notification is received by the Office of Motor Vehicles from the principal that the student has been expelled or suspended or assigned to an alternative educational setting for ten (10) or more consecutive school days. Such action shall be limited to expulsions, suspensions, or alternative educational assignments for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery of a member of the school faculty or staff.

The principal shall provide written notification to any minor whom he/she has determined to be a dropout or habitually absent or tardy and to his/her parent or guardian that the he/she intends to recommend driver's license denial or suspension. The notification shall advise the minor of his/her right to seek a hearing of the School Board of such determination or to make a request for a hardship waiver within fifteen (15) days of notification.

If the School Board receives a request for a hearing or a hardship license, a hearing shall be held to act upon such request. If no such request is received or if it determines after a hearing that such student is a dropout or is habitually absent or tardy and is not entitled to a hardship waiver, then the School Board shall provide written notification to the Office of Motor Vehicles that the minor's license should be suspended or denied.

The School Board may waive attendance requirements for any minor for whom a personal, family, or economic hardship requires the minor to have a license for his/her own, or his/her family's employment or medical care. The minor or his/her parent or legal guardian may present other evidence that indicates compliance with attendance requirements at the hearing. The School Board shall notify the Office of Motor Vehicles

Updated 10/15/20

FILE: JBH
Cf: JB, JBD, JBE

of the outcome within twenty-four (24) hours after conducting the hearing.

Revised: November, 2020

St. Bernard Parish School Board

With a recommendation from the Committee, Mr. Englande moved to approve the Revised Policy JGCE – Child Abuse. Seconded by Mrs. Lemoine, the motion passed unanimously by a voice vote of the members present. The revised policy is shown below.

Updated

FILE: JGCE
Cf: GAMC, JDA, JG**CHILD ABUSE**

The School Board shall require that all instances of suspected child abuse and/or neglect be reported in accordance with appropriate state and local laws and procedures. Therefore, the School Board directs that all employees be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

Any employee who suspects child abuse or neglect is to bring those allegations to the Department of Children and Family Services and local law enforcement. It is suggested that the employee immediately notify the principal or designee and make the call in conjunction with him/her. The principal shall also notify the Supervisor of Child Welfare and Attendance of the circumstances of the call.

Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health of the child:

1. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
2. The exploitation or overwork of a child by a parent or any other person, including but not limited to commercial sexual exploitation of the child.
3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent, caretaker or any other person of the child's sexual involvement with any other person or of the child's involvement in any sexual act with any person, pornographic displays, any sexual activity constituting a crime under Louisiana law, or a coerced abortion conducted upon a child.

Neglect means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition and, as a result, the child's physical, mental, or emotional health is substantially threatened or impaired.

PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT

A mandatory reporter shall make a report through the designated state child protection reporting hotline phone number or in person at any child welfare office of the state. Any mandatory reporter, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect or that abuse or neglect was a contributing factor in a child's death shall report immediately suspected abuse/neglect to the Department of Children and Family Services through the designated state child protection reporting hotline

Updated**FILE: JGCE
Cf: GAMC, JDA, JG**

telephone number and to local enforcement.

If the initial report was in oral form, it shall be followed by a written report made within five (5) days via delivery to or the online Reporter Portal of the Department of Children and Family Services, or the local law enforcement agency to whom the initial report was made.

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

ALLEGATION AGAINST SCHOOL EMPLOYEES OR VOLUNTEERS

When an employee is accused of the use of impermissible corporal punishment or moral offenses involving students, the principal shall initiate immediately an investigation of such allegation in accordance with Policy *GAMC, Investigations*. If the offender is a central office employee or principal, the immediate supervisor will initiate an investigation.

Upon any school employee receiving a report of, or information about, child abuse, against another school employee or volunteer, and the employee receiving said information has cause to believe the truthfulness thereof, the reporting procedure as outlined in this policy shall be followed. The employee shall also, as soon as reasonably possible, notify his/her immediate supervisor of the accused individual, and that supervisor, in turn, will notify, as soon as reasonably possible, the Superintendent or designee. The Superintendent and the School Board's attorney will determine what appropriate action the district may take over and above the investigation being conducted by the appropriate state agency. In any incident involving an employee or volunteer which is reported to the Superintendent or designee, the person shall be removed from all activities involving direct contact with students until the matter is resolved.

ALLEGATIONS OF SEXUAL OFFENSES

The Superintendent or his/her designee is required to notify local law enforcement of any allegation made by a student of the commission of a sex offense as defined by La. Rev. Stat. Ann. §15:541 by an employee. Such notification shall be made by the Superintendent or his/her designee within twenty-four (24) hours of the time notice was received from the student. Any employee who receives information from a student concerning the possible commission of a sexual offense shall immediately inform the Superintendent and/or his/her designee.

CONFIDENTIALITY

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than those persons or agencies designated by this policy or required by law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records.

Updated

FILE: JGCE
Cf: GAMC, JDA, JG

and accessible only by the principal/designee/supervisory employee or by court order.

INSERVICE TRAINING

Teaching or child care providers shall be required to complete an online training course provided by the Department of Children and Family Services between June first and August thirty-first annually. A record of completion of the course by the teaching or child care provider shall be provided to and retained by the School Board. The School Board shall retain a list of all teaching or child care providers who have not complied with the training requirements provided by State law.

IMMUNITY FROM LIABILITY

Any person who in good faith makes a report, cooperates in any investigation arising because of such report, or participates in judicial proceedings authorized under the Children's Code shall have immunity from civil or criminal liability that otherwise might be incurred or imposed. Immunity, however, does not extend to a person who participates in or conspires with a participant or an accessory to an offense involving the abuse or neglect of a child or any person who makes a report known to be false.

LIABILITY

The Children's Code and criminal law provide substantial penalties for persons who fail to report facts which would support a reasonable belief that child abuse or neglect has occurred. Additionally, employees who refuse to report child abuse/neglect may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

Revised: November, 2020

Ref: La. Rev. Stat. Ann. §§14:403, 15:539, 15:541, 17:81.6; La. Children's Code, Title VI, Art. 601, 603, 609, 610.

St. Bernard Parish School Board

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

Under Superintendent's Recommendations Ms. Voitier addressed rumors that schools are inundated with COVID cases and may cause future school closures. Ms. Voitier assured the public that significant numbers are not appearing within our schools and if it does happen, parents and staff and state agencies would be informed. Ms. Voitier also reminded everyone a special meeting will take place at 5:00 p.m. immediately before the December 8th General Committee Meeting for the Superintendent's Evaluation.

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

Diana Dysart/s
DIANA DYSART
PRESIDENT

Doris Voitier/s
DORIS VOITIER
SECRETARY