

# St. Mary Parish School Board

Board Policy Manual

## **Draft Policies for Section 00, 100, and 200**

- **Policies have been reviewed by the Policy Committee on May 21, 2025.**
- **Final Board approval is requested for the June 12, 2025 meeting.**

## **Board Policy Manual**

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**Policy 01.00: Policy disclaimer**

**Status:** DRAFT

**Original Adopted Date:** Pending

The policies in this policy manual are designed to effectuate the actions of the St. Mary Parish School Board. The board reserves the right to alter the policies, regulations, and procedures of the district pursuant to the requirements of federal and state law, rule, and regulation, or board action.

*LSBA disclaimer: The model policy manual and the individual policies within it which are provided by the Louisiana School Boards Association are not intended to serve as legal advice. Each school board should consult its own legal advisor when adopting a policy. Each board should have an active policy development and adoption process and should adhere to that process when adopting, repealing, or amending a policy of the board.*

**State**

LA R.S. 17: 81

**Description**

[General powers of local school boards](#)

**Policy 02.00: Policy definitions**

**Status:** DRAFT

**Original Adopted Date:** Pending

The following words shall have the following meanings within this policy manual:

- **"BESE"**- the State Board of Elementary and Secondary Education.
- **"Board"**- the elected school board for the St. Mary Parish School Board.
- **"Day"**- unless specified in policy or law, a period of less than seven days shall be deemed to mean business days. A period of seven or more days shall be deemed to mean calendar days.
- **"IEP"**- Individual Education Program pursuant to LA R.S. 17:24.4.
- **"LDOE"**- the Louisiana Department of Education.
- **"LSBA"**- the Louisiana School Boards Association.
- **"Parent"**- the parent or legal guardian of a student.
- **"PPP"**- Pupil progression plan pursuant to LA R.S. 17:24.4.
- **"State Superintendent"**- the superintendent hired by BESE to oversee the LDOE.
- **"Superintendent"**- the superintendent hired by the board to oversee the activities of the St. Mary Parish School Board and the schools under the board's jurisdiction.
- **"System"**- the schools, departments, and entities under the board's jurisdiction.

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State	Description
LA CCP 5050	<a href="#">Computation of time</a>
LA R.S. 9: 601, et seq.	<a href="#">CODE TITLE VIII--OF MINORS, OF THEIR TUTORSHIP AND EMANCIPATION</a>
LA R.S. 17: 100. 6	<a href="#">School property; jurisdiction</a>

**Policy 03.00: Policy manual and policy protocol**

**Status:** DRAFT

**Original Adopted Date:** Pending

This policy manual reflects the decisions of the board on matters over which the board has authority. Board policies are not intended to recite or supersede federal or state laws, rules, or regulations. In the event two or more policies conflict, the most recently adopted policy shall supersede.

No policy shall be adopted that is in opposition to federal or state law or rule.

The board shall ensure district employees and students and their parents are provided information relative to the policy manual and how to access the manual. The superintendent shall ensure policy changes are communicated to impacted employees and students in a timely fashion.

Pursuant to state law, the policies of the board shall prioritize student achievement, financial efficiency, and workforce development on a local, regional, and statewide basis.

**State**

LA R.S. 9:2792.4

LA R.S. 17: 81

LA R.S. 17: 108

LA R.S. 17:2123

**Description**

[Limitation of liability of members of boards](#)

[General powers of local school boards](#)

[Findings and actions of board as final; appeals](#)

Given Name Act

**Louisiana Administrative Code**

Title 28, Bulletin 741, Part CXV

**Description**

[Louisiana Handbook for School Administrators](#)

**Policy 04.00: Policy adoption and revision**

**Status:** DRAFT

**Original Adopted Date:** Pending

Addition, repeal, or amendment of a policy shall require a majority vote of the members present and voting at a duly noticed meeting of the board.

No policy shall be considered for final action by the board at the same meeting at which it is originally proposed, except upon a unanimous vote of the members of the board present and voting.

The superintendent, or their designee, shall periodically review the district's policy manual and annually review the actions of or guidance from the U.S. Department of Education, Louisiana legislature, BESE, and LSBA to determine policy recommendations.

At the discretion of the president, proposed policy recommendations shall be submitted to the policy committee for action as provided for in Policy 104.

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**State**

LA R.S. 17: 81

**Description**

[General powers of local school boards](#)

**Policy 05.00: Policy suspension**

**Status:** DRAFT

**Original Adopted Date:** Pending

A policy may be suspended upon majority vote of the board. A policy suspension shall not exceed one calendar year after which the policy becomes effective again, unless otherwise repealed or revised. The same policy shall not be subject to a subsequent suspension within sixty days of the expiration of a previous suspension.

No policy mandated by federal or state law or rule may be suspended.

**State**

LA R.S. 17: 81

**Description**

[General powers of local school boards](#)

**Policy 06.00: Policy dissemination**

**Status:** DRAFT

**Original Adopted Date:** Pending

This policy manual shall be posted on the board’s website and shall be available for review in the board's office.

The superintendent, or their designee, shall provide appropriate notification of employees, students, and parents regarding revision, repeal, or adoption of policies.

**State**

LA R.S. 17: 81

**Description**

[General powers of local school boards](#)

**Policy 07.00: District regulations**

**Status:** DRAFT

**Original Adopted Date:** Pending

The superintendent shall formulate regulations to provide directives relative to the superintendent's authority provided in state law or rule.

The superintendent shall formulate administrative regulations to provide directives relative to the superintendent's authority provided in state law or rule.

In addition, the superintendent may formulate regulations to:

- further define board policy to ensure all personnel and students of the system adhere to and comply with requirements set by board policy; and,
- provide directives on issues where there is an absence of board policy or controlling federal or state law, rule, or regulation.

**State**

LA R.S. 17: 81

**Description**

[General powers of local school boards](#)

**Policy 08.00: School procedures**

**Status:** DRAFT

**Original Adopted Date:** Pending

As administrative head of the school to which they are assigned, each school principal may formulate and communicate school procedures to ensure teachers, other employees, and students of the school adhere to:

- the requirements established by board policy and the superintendent's regulations; and,
- the principal's direction and supervision.

The superintendent shall approve the procedures established by a principal.

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State	Description
LA R.S. 17: 81	<a href="#">General powers of local school boards</a>
LA R.S. 17: 414. 1	<a href="#">Public elementary and secondary school principals; duties</a>
LA R.S. 17: 414. 3	<a href="#">School fund; management, expenditure, and accounting; duties of school principal; accounts for certain closed schools; committees; creation and authority; policies</a>

**Policy 101.00: Members**

**Status:** DRAFT

**Original Adopted Date:** Pending

The board shall consist of 11 members elected from single-member districts. The members shall meet the qualifications provided for in the state constitution and in state law.

The single-member district shall be established following each federal decennial census in accordance with federal and state law.

<b>State</b>	<b>Description</b>
LA Const. Art. VIII, Sec. 9	<a href="#">Parish School Boards; Parish Superintendents</a>
LA R.S. 9:2792.4	<a href="#">Limitation of liability of members of boards</a>
LA R.S. 17: 51, et seq.	<a href="#">PARISH SCHOOL BOARDS, ESTABLISHMENT AND ORGANIZATION</a>
LA R.S. 17: 52	<a href="#">Election and qualification of members; term of office</a>
LA R.S. 17: 52.1	<a href="#">Appointment of new members upon increase in membership</a>
LA R.S. 17: 54	<a href="#">Officers of boards, election; superintendents, qualifications, appointment and removal</a>
LA R.S. 17: 57	<a href="#">Representation of municipalities on parish boards</a>
LA R.S. 17: 60.4	<a href="#">School board members; term limits; local election</a>
LA R.S. 17: 71.1, et seq.	<a href="#">Reapportionment and Reorganization</a>
LA R.S. 17: 428	<a href="#">Supervisors, principals, teachers, and other employees prohibited from serving on school boards</a>
LA R.S. 18: 402	<a href="#">Dates of primary and general elections</a>
LA R.S. 42: 61, et seq.	<a href="#">Dual officeholding and dual employment</a>
LA R.S. 42:1411, et seq.	<a href="#">Removal of public officers by suit</a>

**Policy 101.10: Filling vacancies**

**Status:** DRAFT

**Original Adopted Date:** Pending

The board shall call a special election for any vacancy for which there is more than one year of an unexpired term.

The board shall, within twenty days, fill a vacancy for which there is one year or less remaining of an unexpired term by allowing the outgoing board member to recommend a successor and by advertising the vacancy and the process for qualified applicants to apply in the official journal.

In the event of a vacancy due to death, the board shall first offer the opportunity to fill the vacancy to the spouse of the former member.

During the meeting in which filling the vacancy is considered, a board member may nominate any person from a list of persons qualified to fill the vacancy. After nominations are closed by action of the board, the board shall conduct an election to fill the vacancy from among the nominees. A nominee who receives a majority of the votes shall be appointed to fill the vacancy. If no nominee receives a majority of the votes, the two nominees with the highest vote counts shall be placed into a run-off election where members will cast votes only for one of the two nominees. If the vote results in a tie, an additional vote shall be taken on the two nominees. If a tie still exists after the second run-off vote, there shall be no further votes and the vacancy shall be filled by the governor as provided by law.

State	Description
LA Const. Art. VI, Sec. 13	<a href="#">Vacancies</a>
LA R.S. 17: 51, et seq.	<a href="#">PARISH SCHOOL BOARDS, ESTABLISHMENT AND ORGANIZATION</a>
LA R.S. 17: 428	<a href="#">Supervisors, principals, teachers, and other employees prohibited from serving on school boards</a>
LA R.S. 18: 402	<a href="#">Dates of primary and general elections</a>
LA R.S. 18: 581, et seq.	<a href="#">Filling of Vacancies</a>
LA R.S. 18: 602	<a href="#">Vacancies in certain local and municipal offices; exceptions</a>
LA R.S. 18: 651, et seq.	<a href="#">Resignation of elected public officer</a>
LA R.S. 18:1300.1, et seq.	<a href="#">Recall elections</a>
LA R.S. 42: 141, et seq.	<a href="#">Qualification by taking oath and giving bond</a>
LA R.S. 42:1101, et seq.	<a href="#">Code of governmental ethics</a>
LA R.S. 42:1411, et seq.	<a href="#">Removal of public officers by suit</a>

**Policy 101.20: New member training and orientation**

**Status:** DRAFT

**Original Adopted Date:** Pending

Each new member shall complete:

- training on governmental ethics within the first ninety days of taking office; and,
- additional training pursuant to state law and rule.

The superintendent shall ensure members are:

- advised of other training required by state law and the documentation and publication requirements of each training; and,
- provided opportunities to complete the training.

If the training is not sponsored by the LSBA, the superintendent, or their designee, shall provide the LSBA documentation of the member's completion of training.

**State**

LA R.S. 17: 53

LA R.S. 42: 11, et seq.

LA R.S. 42: 341, et seq.

LA R.S. 42:1101, et seq.

LA R.S. 42:1170

LA R.S. 42:1267

LA R.S. 44: 1, et seq.

**Description**

[School board members; training required](#)

[Open Meetings Law](#)

[Prevention of Sexual Harassment](#)

[Code of governmental ethics](#)

[Ethics education; mandatory requirements; ethics designee](#)

[Required training; cybersecurity](#)

[Public records](#)

**Louisiana Administrative Code**

Title 28, Bulletin 741, Part CXV

**Description**

[Louisiana Handbook for School Administrators](#)

**Policy 101.30: Annual member training**

**Status:** DRAFT

**Original Adopted Date:** Pending

Each board member shall receive at least six hours of training and instruction each year.

Each board member shall be required to receive a minimum of one hour of education and training on the Louisiana Code of Governmental Ethics during each year of office.

Training and instruction shall be reported to the LSBA.

By November 30 of each year, the superintendent shall review LSBA's website relative to the training and instruction completed by each member. The superintendent shall notify each member of any training hours they are lacking or of any deficiencies in the training for which they participated and the requirement that the training be completed by December 31.

Annually, the superintendent shall develop and transmit a press release to the official journal detailing the information on the LSBA's website concerning the required training and the designation of "distinguished school board member".

**State**

LA R.S. 17: 53

LA R.S. 42: 341, et seq.

LA R.S. 42:1170

**Description**

[School board members; training required](#)

[Prevention of Sexual Harassment](#)

[Ethics education; mandatory requirements; ethics designee](#)

**Louisiana Administrative Code**

Title 28, Bulletin 741, Part CXV

**Description**

[Louisiana Handbook for School Administrators](#)

**Policy 102.00: Member compensation and expenses**

**Status:** DRAFT

**Original Adopted Date:** Pending

COMPENSATION

Board members shall be compensated by a monthly expense allowance of \$800. The president shall be provided a monthly expense allowance of \$900.

A member who is absent from a regular or special meeting or a committee meeting of the board shall not have their monthly expense allowance decreased.

Note: If the compensation rate is considered for an increase, the meeting where the increase is to be considered shall be advertised in the journal at least two separate days within 15 days preceding the meeting. Only increases approved by at least 2/3 of the total membership shall become effective.

EXPENDITURE REIMBURSEMENT

Board members shall be reimbursed for mileage incurred while traveling to and from board meetings at the rate authorized for state elected officials.

Board members shall also be reimbursed for expenses incurred while conducting official board business, provided those expenses fall within budgetary limitations. Reimbursement is limited to expenses that are necessary for the performance of official responsibilities, and must align with the budget allocated for that specific type of expense. All travel and related reimbursements must comply with the district's travel guidelines and procedures.

Any board member wishing to travel out of state on official board business must submit a request to the executive committee for prior approval.

Submitting a false or fraudulent travel claim may result in disciplinary action, and the board shall have the right to seek full restitution in accordance with state law.

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**State**

LA R.S. 17: 56

**Description**

[Compensation of board members and executive committee members](#)

**Policy 103.00: Selection and duties of officers**

**Status:** DRAFT

**Original Adopted Date:** Pending

At the first meeting in January of each calendar year, the board shall elect and/or recognize a president and vice president.

The president and vice president shall serve for a term of two years.

No member shall be allowed to serve as an officer in the same position for more than 4 consecutive terms.

The duties of the president, in addition to those set forth in law, shall include:

- serving as or designating a spokesperson for the board;
- appointing the membership and chairpersons for all board committees; and,
- approval of the agenda of the regular and special meetings of the board.

The duties of the vice president shall include:

- serving in the place of the president at all board meetings and committee meetings of the board when the president is absent;
- approval of the agenda of a meeting in the absence of the president or upon request of the president.

Pursuant to state law, the superintendent shall serve as the board's secretary and treasurer.

<b>State</b>	<b>Description</b>
LA R.S. 17: 54	<a href="#">Officers of boards, election; superintendents, qualifications, appointment and removal</a>
LA R.S. 17: 83	<a href="#">Presidents of boards; duties; contracts with teachers, superintendents' duty to sign</a>
LA R.S. 17: 91	<a href="#">City, parish, and other local public school superintendents; supervisory duties</a>
LA R.S. 17: 95	<a href="#">Superintendents as treasurers of school funds, et seq.</a>
LA R.S. 17: 414. 2	<a href="#">Influence by superintendent, principals, and others on student grades; board's duty</a>
LA R.S. 42:1120	<a href="#">Recusal from voting</a>

**Policy 104.00: Board committees**

**Status:** DRAFT

**Original Adopted Date:** Pending

The board president shall appoint membership and assign chairmanship to standing committees which may be created by the board. The superintendent shall serve each committee as its secretary. The meeting days of these committees shall be set by the board or, as may be called, by its chair.

Standing Committees

Standing committees shall have deliberative and recommending powers only, unless the School Board, by formal action, grants the committee the right and responsibility to act on a specified matter. Committees shall report their recommendations to the board through a report on the committee meeting. The board shall hold a vote on recommendations made by the committee. The minutes of the committee meeting shall become a part of the official minutes of the board meeting at which they are read.

Some of the standing committees that have been established by the board are:

1. Executive Committee: Shall be responsible for matters pertaining to the operations of the board, or as otherwise determined by the president. The membership of the committee shall consist of the president, the vice president, and a third member selected from the current board membership. The president shall serve as the chair of the committee.
2. Finance Committee
3. Policy Review Committee
4. District Maintenance Committee
5. Insurance Committee

• Select Committees

The president may direct the creation of select committees to hear matters of specific concern and provide a report on the matter to the full board. In forming a select committee, the purpose of the committee, the manner for appointing members and the chair of the committee, and duration of the committee shall be provided. The membership of any special committees need not be restricted to members of the board but shall include such persons who may have knowledge or interest in the subject studied. Upon conclusion of their assignment and report or recommendation to the School Board, such committees shall cease to function. The committee may also be terminated upon approval by the board.

Committees of the Whole

A committee of the whole may be created by the president. The committee of the whole shall include the entire membership of the board, with the president serving as its presiding officer. Action on items by the committee of the whole shall not be considered as action by the board.

The board president and the superintendent shall be ex-officio members of all committees.

Committee meetings shall adhere to state laws and rules on open meetings.

**State**

LA R.S. 17: 55

LA R.S. 42: 11, et seq.

**Description**

[Executive committees; appointment](#)

[Open Meetings Law](#)

**Policy 104.10: Advisory groups**

**Status:** DRAFT

**Original Adopted Date:** Pending

The board shall have advisory groups as mandated by state law, including a:

- special education advisory council; and,
- discipline policy review committee.

Additional advisory groups may be created by the president, with approval of the board.

Unless otherwise specifically provided in law, all advisory groups shall operate under the Open Meetings Law and in accordance with the rules and procedures adopted by the board.

State	Description
LA R.S. 14: 403.1	<a href="#">Substance abuse in schools; definitions; confidential reports; immunity; penalty</a>
LA R.S. 17: 17, et seq.	<a href="#">Physical fitness and required physical activity in schools</a>
LA R.S. 17: 351.1	<a href="#">Textbooks and other instructional materials; review; adoption; procurement; distribution</a>
LA R.S. 17: 416. 8	<a href="#">Discipline policy review committees; school option</a>
LA R.S. 17:1944.1	<a href="#">Local special education advisory councils; creation; purpose</a>
LA R.S. 42: 11, et seq.	<a href="#">Open Meetings Law</a>
<b>Louisiana Administrative Code</b>	<b>Description</b>
Title 28, Bulletin 741, Part CXV	<a href="#">Louisiana Handbook for School Administrators</a>

**Policy 105.00: Board attorney**

**Status:** DRAFT

**Original Adopted Date:** Pending

The board shall engage, on contract, a Louisiana licensed attorney or law firm to serve as the board's general counsel.

The board may engage special counsel when necessitated. The engagement shall be pursuant to state law.

State	Description
LA Const. Art. XII, Sec. 10	<a href="#">Suits against the state and political subdivisions</a>
LA R.S. 16: 2	<a href="#">Certain parish and city school boards; employment of general attorney</a>
LA R.S. 17: 41	<a href="#">Attorney general and superintendent; opinions and advice</a>
LA R.S. 17: 51, et seq.	<a href="#">PARISH SCHOOL BOARDS, ESTABLISHMENT AND ORGANIZATION</a>
LA R.S. 17: 108	<a href="#">Findings and actions of board as final; appeals</a>
LA R.S. 17: 109	<a href="#">Appearance of attorney general; costs</a>
LA R.S. 17: 110	<a href="#">Immunity of school boards</a>
LA R.S. 42: 261, et seq.	<a href="#">District attorneys; counsel for boards and commissions</a>

**Policy 106.00: State association membership**

**Status:** DRAFT

**Original Adopted Date:** Pending

The board shall maintain membership in the Louisiana School Boards Association (LSBA). The board's annual budget shall include LSBA's organizational dues and the costs for members to travel to LSBA's state meetings.

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**Policy 201.00: Regularly scheduled meetings**

**Status:** DRAFT

**Original Adopted Date:** Pending

The board shall meet in regular session at least once monthly.

The time, date, and location of all regular meetings shall be scheduled for the entire calendar year. The schedule shall be adopted by the board by the first regular school board meeting in January of each year. The adopted schedule shall be published in the official journal and prominently posted on the board's website.

The time, date, and location of a scheduled regular meeting may be changed upon a majority vote of the board. Any change shall be properly noticed in accordance with state law.

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State	Description
LA R.S. 17: 81	<a href="#">General powers of local school boards</a>
LA R.S. 17: 91	<a href="#">City, parish, and other local public school superintendents; supervisory duties</a>
LA R.S. 42: 11, et seq.	<a href="#">Open Meetings Law</a>
LA R.S. 43: 140, et seq.	<a href="#">Official Journals of Parishes, Municipalities, and School Boards</a>
<b>Louisiana Administrative Code</b>	<b>Description</b>
Title 28, Bulletin 741, Part CXV	<a href="#">Louisiana Handbook for School Administrators</a>

**Policy 201.10: Special meetings**

**Status:** DRAFT

**Original Adopted Date:** Pending

The board may hold one or more special meetings in a month. A special meeting may be called by:

- the president;
- by the vice president in the absence of the president; or,
- upon the written request of a majority of the members of the board.

A special meeting shall be noticed in accordance with state law.

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State	Description
LA R.S. 42: 11, et seq.	<a href="#">Open Meetings Law</a>

**Policy 201.20: Meeting by electronic means during a declared disaster or emergency**

**Status:** DRAFT

**Original Adopted Date:** Pending

A board meeting may be conducted via electronic means during a gubernatorially declared disaster or emergency pursuant to state law.

For each such meeting, the board shall:

- provide a mechanism to receive public comment electronically both prior to and during the meeting;
- properly identify and acknowledge all public comments during the meeting, and maintain those comments in the record of the meeting;
- ensure that each person participating in the meeting is properly identified; and,
- ensure that all parts of the meeting, excluding any matter discussed in executive session, are clear and audible to all participants and the public.

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State	Description
LA R.S. 42: 11, et seq.	<a href="#">Open Meetings Law</a>
LA R.S. 42: 17.1	<a href="#">Exception for meetings during a gubernatorially declared disaster or emergency</a>

**Policy 202.00: Notification of meetings**

**Status:** DRAFT

**Original Adopted Date:** Pending

Notification and posting of the agenda for all board meetings shall be pursuant to state law and rule and board policy.

The superintendent, or their designee, shall ensure proper notification is provided and that the agenda is posted for all board meetings. In cases of extraordinary emergency, when state law does not require notice, the superintendent shall provide appropriate notice as circumstances permit.

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State	Description
LA R.S. 17: 56	<a href="#">Compensation of board members and executive committee members</a>
LA R.S. 42: 11, et seq.	<a href="#">Open Meetings Law</a>
LA R.S. 42: 17	<a href="#">Exceptions to open meetings</a>
LA R.S. 42: 19	<a href="#">Notice of meetings</a>

**Policy 203.00: Meeting agendas**

**Status:** DRAFT

**Original Adopted Date:** Pending

The content of the agenda of each board meeting shall be determined by the superintendent, with the approval of the president.

A board member may have an item added to the agenda by providing a written request, including via email, to the superintendent or designee not less than 72 hours before a scheduled meeting. The agenda shall notate any matter requested by a member. Once requested, the item may be removed from the agenda only if the member who requested the inclusion of the item makes a written request for such item to be removed from the agenda prior to posting.

The superintendent shall ensure the agenda of each board meeting is prepared and posted pursuant to state law and rule and board policy.

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State	Description
LA R.S. 42: 11, et seq.	<a href="#">Open Meetings Law</a>
LA R.S. 42: 19	<a href="#">Notice of meetings</a>

**Policy 204.00: Meeting procedures**

**Status:** DRAFT

**Original Adopted Date:** Pending

**OPEN MEETINGS**

The board shall comply with the requirements of the Open Meetings Law, unless state law provides otherwise. The presence of a simple majority of the board members shall be required to conduct a meeting of the board.

**EXECUTIVE SESSION**

An executive session of the board may be held pursuant to state law. Executive sessions shall be attended only by members of the board, the superintendent, and any other persons designated by the board. All matters discussed in any closed meeting shall be regarded as confidential by all persons in attendance and shall not be divulged to the public.

**MEMBER PARTICIPATION**

A member of a public body who has a disability recognized by the Americans with Disabilities Act (ADA) shall be allowed to participate and vote in a meeting via electronic means. A member with an ADA-recognized disability shall request to participate electronically at least 7 days prior to the first meeting for which they are requesting the accommodation. The electronic means utilized shall provide the member the capability to fully and openly participate in discussions, make motions, and vote.

**RULES OF ORDER**

The board shall utilize the latest edition of Robert's Rules of Order.

Voting shall be conducted by voice or electronic means. All votes shall be recorded in the board's minutes.

All proceedings open to the public may be recorded, filmed, or broadcast live. The superintendent shall develop regulations relative to the use of lighting, recording, or broadcasting equipment to ensure proper decorum.

**MINUTES**

Written minutes of all open meetings shall be kept and published in accordance with state law.

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<b>State</b>	<b>Description</b>
LA R.S. 17: 81	<a href="#">General powers of local school boards</a>
LA R.S. 17: 91	<a href="#">City, parish, and other local public school superintendents; supervisory duties</a>
LA R.S. 42: 11, et seq.	<a href="#">Open Meetings Law</a>
LA R.S. 42:1120	<a href="#">Recusal from voting</a>

**Policy 204.10: Public participation and public comment**

**Status:** DRAFT

**Original Adopted Date:** Pending

In Person Public Comment:

In accordance with state law, the public shall be allowed to comment on any action item on the agenda prior to the board considering the item.

Public comments will be limited to no more than three minutes unless otherwise allowed by the board president.

***PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS***

It is the policy of the St. Mary Parish School Board to conduct all meetings in full view of and with welcomed participation by the public. However, the School Board reserves the right to recess into or call executive sessions for discussing private matters as provided by state law. At no time shall actions be taken or resolutions made during executive sessions.

All delegations or individuals who wish to appear before the School Board shall submit their requests to the Superintendent, in writing, at least seven (7) days prior to the meeting date, stating what matters they wish to take up with the School Board and the approximate time length of their presentation. Each delegation appearing before the School Board shall select one (1) person in advance as its spokesperson.

The President of the School Board may recognize persons at the School Board meetings for the purpose of introducing such persons. However, a person is not entitled to take up business before the School Board unless the item in which he/she is interested has been placed on the agenda of that meeting. The President shall have the authority to remove any person disrupting or interfering in any manner with the conduction of a meeting of the School Board.

**GUIDELINES FOR PUBLIC PARTICIPATION**

A public comment period shall be held before any vote is taken on an agenda item. The comment period shall precede each agenda item. The following guidelines are designed to facilitate and support the public use of proper channels of communication and allow orderly public access to participation at School Board meetings. The President of the School Board can limit discussion on any issue.

1. Any individual desiring to speak shall give his/her name, address, and the group, if any, that is being represented.
2. Comments are to be directly related to the agenda item and should be as brief as possible.
3. Anyone addressing the School Board must come to the podium to speak or they will not be recognized.

In the event that the School Board should add an item to its agenda after the School Board meeting begins, the School Board President shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given an opportunity to address the School Board on each agenda item added. The School Board shall delay deliberations on that agenda item until such time as all interested members of the public have had an opportunity to speak.

**REMOTE PARTICIPATION BY MEMBERS OF THE PUBLIC WITH DISABILITIES**

The School Board shall allow any member of the public with a disability recognized by the *Americans with Disabilities Act*, or a designated caregiver of such a person, to participate in its meetings via teleconference or video conference if such person requests that accommodation prior to the meeting. Members of the public who desire to participate in this fashion, or their designated caretakers, shall certify that they meet the definition of a person with a disability recognized under the *Americans with Disabilities Act* when they submit their requests to comment on agenda items and shall comply with the same rules and regulations on speaking applicable to those participating in person at such meetings. The Superintendent shall promulgate such rules, regulations, and procedures as necessary to regulate and facilitate such participation.



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**State**

LA R.S. 42: 11, et seq.

LA R.S. 42: 15

**Description**

[Open Meetings Law](#)

[School board meetings; public comment](#)

**Policy 205.00: Official journal**

**Status:** DRAFT

**Original Adopted Date:** Pending

By the month of May of each year, the superintendent shall solicit bids from all newspapers that meet the qualifications set forth in state law to serve as the board's official journal for the upcoming fiscal year. The superintendent shall submit all bids received to the board.

At the board's first meeting in June, the board shall select the official journal.

The superintendent shall ensure, that within twenty days from any meeting where official proceedings are held, that a copy of the minutes and other statutorily required documents are sent to the official journal for publication.

<b>State</b>	<b>Description</b>
LA R.S. 17: 91	<a href="#">City, parish, and other local public school superintendents; supervisory duties</a>
LA R.S. 42: 11, et seq.	<a href="#">Open Meetings Law</a>
LA R.S. 42: 20	<a href="#">Written minutes</a>
LA R.S. 43: 140, et seq.	<a href="#">Official Journals of Parishes, Municipalities, and School Boards</a>
LA R.S. 43: 142	<a href="#">Qualifications of newspaper</a>
LA R.S. 43: 144	<a href="#">Penalty for failure to have proceedings published</a>
LA R.S. 43: 146	<a href="#">Designation of other newspaper when no newspaper published in the parish</a>
LA R.S. 43: 150	<a href="#">Official journal; notification of secretary of state</a>