DATE, TIME, PLACE OF MEETING

The Calcasieu Parish School Board meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on November 1, 2016, at 5:00 p.m.

The meeting was called to order by John Duhon, President. The prayer was led by Wayne Williams. The Pledge of Allegiance was led by Ciara Joseph, a student at Washington-Marion High School.

ROLL CALL

The roll was called by Superintendent Bruchhaus and the following members were present: Aaron Natali, Alvin Smith, Dean Roberts, Chad Guidry, Billy Breaux, Mack DellaFosse, John Duhon, Fredman Hardy, Glenda Gay, Annette Ballard, Ron Hayes, Eric Tarver, Damon Hardesty, and Wayne Williams.

APPROVAL OF MINUTES

Mr. DellaFosse, with a second by Mr. Guidry, offered a motion to approve the Minutes of October 11, 2016. The motion carried.

Mrs. Gay offered a motion, seconded by Mr. Williams, to amend the agenda to allow Mrs. Elizabeth Long to speak to the Board regarding an issue with her son at Moss Bluff Elementary School. Mr. Duhon asked if there were any public comments and Mrs. Long spoke, regarding being allowed to be on the agenda. A unanimous vote was required; the motion did not pass.

SUPERINTENDENT’S REPORT

Mr. Bruchhaus gave the following report:

All board members have received their October, 2016, Head Start report:

**Program Governance**
Policy Council Members were selected and trained on Program Governance

**Program Operations**
Enrollment – 455

Read for the Record Day was held at centers. The book, *The Bear Ate Your Sandwich,*
November 1, 2016
was read to students and classrooms received a book for the library center.

Family engagement activities have been held on literacy and science

Staff presented at the Louisiana Early Childhood Association (LAECA) Conference in Alexandria

Financial and Administrative Requirements

Submitted official notification to the Head Start Office regarding the hiring of the new Head Start Director

All board members have received their October school population report.

Since our meeting is November 1, sales tax information for October is not yet available. We will send information when prepared.

Life Touch has offered to take a new group picture of the Board, since we have not had one since January of 2015. We have set this up for the December meeting on the 13th and we are asking that everyone be here no later than 4:15 that day.

Congratulations to Bobby Jack Thompson, Principal of S.J. Welsh Middle School, for being named as the 2016 Louisiana Music Educator’s Association Outstanding School Administrator. He will be honored at their event on November 21 in Baton Rouge.

On a motion by Mr. Hayes and second by Mr. Smith, Items 8 C & D were moved up on the agenda. The motion carried.

8. C. Approval of Adoption of Resolution Declaring a Vacancy in and Appointing an Interim Board Member for School Board District 12

RESOLUTION

WHEREAS, Mr. Charles Hansen was elected to a four (4) year term on the Calcasieu Parish School Board representing School Board District Twelve (12) of Calcasieu Parish, Louisiana, and took office in January 2015; and

WHEREAS, Mr. Hansen resigned BY LETTER DATED on October 11, 2016, thereby creating a vacancy in the District Twelve (12) seat of the Calcasieu Parish School Board; and
WHEREAS, more than twelve (12) months remain on the term of office of the School Board member for District Twelve (12) of the Calcasieu Parish School Board; and

WHEREAS, pursuant to Louisiana law, the Calcasieu Parish School Board is required to timely fill this vacancy for the interim period until an election can be held and a new School Board member takes office in accordance with law.

NOW, THEREFORE,

BE IT RESOLVED BY THE CALCASIEU PARISH SCHOOL BOARD convened in regular session on the 1st day of November, 2016, that it does hereby appoint Carl Vincent, effective as of this date, to fill the vacancy that has occurred because of the resignation of Mr. Charles Hansen, as a member of the Calcasieu Parish School Board representing District Twelve (12) of the Calcasieu Parish School Board, said appointment to expire at such time as the vacancy is filled by a District Twelve (12) member taking office pursuant to an election held in accordance with law.

PASSED AND ADOPTED by the Calcasieu Parish School Board, convened in regular session on this 1st day of November, 2016.

On a motion by Mr. Breaux and a second by Mr. Guidry, the motion carried.

Andrew Monceaux, Carl Vincent, and Renee Williams came before the Board, offering their resumes to fill the District 12 open position. After two rounds of multi-voting, Mr. Vincent was named as the District 12 Board Member on a vote of 8 to 6. Mr. Belfour conducted the swearing ceremony for the Oath of Office and Mr. Vincent took his seat with the other members.

Mr. Monceaux was eliminated in the first round on a 10-4 vote.

Roll Call Vote, Final Round, for Renee Williams:
Glenda Gay
John Duhon
Ron Hayes
Aaron Natali
Alvin Smith
Wayne Williams

Roll Call Vote, Final Round, for Carl Vincent:
Annette Ballard
Billy Breaux
Mack Dellafosse
November 1, 2016

Chad Guidry
Damon Hardesty
Fred Hardy
Eric Tarver
Dean Roberts

8.D. Approval of a Proclamation Ordering a Special Election to Fill the Vacancy in District 12 Board Membership

PROCLAMATION

BE IT PROCLAIMED by the Calcasieu Parish School Board, Calcasieu Parish, Louisiana, convened in regular session on the 1st day of November, 2016, in accordance with La. R.S. 18:602 that:

SECTION 1. On October 11, 2016, Mr. Charles Hansen, the duly elected School Board member for Calcasieu Parish School Board District Twelve (12) of Calcasieu Parish, Louisiana resigned, thereby creating a vacancy in the District Twelve (12) seat of the Calcasieu Parish School Board.

SECTION 2. On November 1, 2016, in regular session the members of the Calcasieu Parish School Board appointed Carl Vincent to replace Mr. Hansen as the School Board member of District Twelve (12) of the Calcasieu Parish School Board until such time as an election is held and a new School Board member for District Twelve (12) takes office.

SECTION 3. It is hereby ordered that a special election to fill the vacated Calcasieu Parish School Board District Twelve (12) seat be held as follows:

(a) Primary Election – March 25, 2017, and

(b) General Election – April 29, 2017.

SECTION 4. All persons seeking to be elected to the office of School Board member for District Twelve (12), Calcasieu Parish School Board, Calcasieu Parish, Louisiana, must qualify as provided by law as candidates for the vacated seat on one of the following dates and during hours provided by law (qualifying period):

January 11, 2017;

January 12, 2017; or

The qualifying period shall close at 4:30 p.m. on January 13, 2017.

SECTION 5. This proclamation shall be published in the official journal of the Calcasieu
Parish School Board, and copies of the proclamation shall be sent by certified or registered mail to the clerk of the District Court, Parish of Calcasieu, State of Louisiana, and to the Secretary of State of the State of Louisiana.

PASSED AND ADOPTED by the Calcasieu Parish School Board, convened in regular session on this 1st day of November, 2016.

On a motion to approve by Mr. Dellafosse and a second by Mr. Breaux, the motion carried.

COMMITEE REPORTS

A. C&I Committee, October 25, 2016, Annette Ballard, Chair

Mrs. Ballard gave the following report:

The Calcasieu Parish School Board Curriculum and Instruction Committee met Tuesday, October 25th, 2016 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana.

Committee Members Present: Annette Ballard; Chair, Alvin Smith; Vice Chair, Fred Hardy, Ron Hayes, Eric Tarver. Absent: Dean Roberts  Other Board Members Present: Damon Hardesty, Mack Dellafosse, Glenda Gay, Aaron Natali, Wayne Williams, Chad Guidry.

The C&I Committee Meeting was called to order by Annette Ballard, Chairman. A quorum was present. The prayer was led by Eric Tarver and Damon Hardesty led the pledge of allegiance.

Mr. Campbell introduced Loree Smith, the District Family Involvement Coordinator, who gave a presentation on “Parenting Partners” Facilitator Team Training. The training is a new comprehensive approach to getting families involved in their children’s academic success by providing eight workshops that combine parenting and leadership skills, allowing parents to become vital contributors to their children’s success at school. Promising Partnership Practices highlight parent, faculty, community, and student activities in the Title I schools such as Mardi Gras Mathness, A Day with Dad, ACT Boot Camp or Academic Egg Hunt. Federal Programs is currently piloting the Parenting Partners Program in eight of our district elementary schools. This was for informational purposes only and questions were fielded by staff.

Mr. Campbell then introduced Beth Fraser; Principal LCB Academy who reported on the opportunities provided by our district for new credit, Grade Recovery, Credit Recovery, Seat Time, and Second Chance school through the use of Plato Virtual Learning Courses. The use of virtual courses was also discussed in other alternative programs such as CPAS East/West, Boys Village,
and the Simon Youth Program. Future growth through Plato will include high school Jump Start courses and credentialing as well as current middle school assistance in special education classes. This was for informational purposes only and questions were fielded by staff.

The final item that Mr. Campbell presented was the Math Essential, Financial Math and Foreign Language Textbook Adoption Committees.

A motion was made by Ron Hayes and seconded by Wayne Williams to accept the Textbook Adoption Committees recommended by staff and that motion passed unanimously.

**On behalf of the committee, Mrs. Ballard offered a motion to approve the recommendation; a second was not necessary. The motion carried on a vote.**

There being no further business to discuss, Mrs. Ballard requested a motion to adjourn at 5:55 p.m. which was made by Eric Tarver and seconded by Aaron Natali.

Tommy Campbell

Secretary

**B. A&P Committee, October 25, 2016, Eric Tarver, Chair**

**Mr. Tarver gave the following report:**

The Calcasieu Parish School Board Administration and Personnel Committee met Tuesday, October 25, 2016 in the Board room at 3310 Broad Street, Lake Charles, Louisiana following the Curriculum and Instruction Committee meeting. A quorum was present.

Present: Eric Tarver, Chair, Committee members Fred Hardy, Annette Ballard, Damon Hardesty, Glenda Gay, Chad Guidry, Ron Hayes, Aaron Natali, Alvin Smith, Wayne Williams and Shannon LaFargue, Secretary. Board Member Mack DellaFosse was also present.

Absent: Dean Roberts

Mr. Tarver called the meeting to order. Dr. LaFargue introduced Ms. Hosemann who gave an update on when CPSB could expect Smoothies to be served in CPSB Middle and High schools. According to MS. Hosemann; the USDA is still reviewing the nutritional content of the smoothies to ensure the calorie requirements will meet the governmental standards for lunches.
The next item discussed was absence incentives. In the past, we had an absence incentive program that paid classroom teachers an attendance supplement at year end. History has shown that generally the same teachers received the supplements each year. Staff would like to change the structure and pay the supplement based on a semester by semester basis with perfect attendance only. We feel that this modification would reduce teacher absences. Each semester teachers with perfect attendance would receive a $100 supplement. By using the semester by semester breakdown, the teacher who missed a day during the first semester will still have an opportunity to receive the incentive at the end of the second semester if they do not miss any days during the second semester.

A motion was made by Mr. DellaFosse, seconded by Mr. Hayes to restructure the classroom teacher attendance supplement program with a $100 supplement given to teachers who have perfect attendance per semester.

An amendment to the motion was made by Mr. Natali, seconded by Mrs. Gay, to raise the supplement amount to $200 per semester. The motion passed unanimously.

Then, original motion as amended was voted on and passed unanimously.

**On behalf of the committee, Mr. Tarver offered a motion to approve the recommendation; a second was not necessary. The motion carried on a vote.**

Dr. LaFargue then presented Policy JGCD update regarding changes that were the result of legislative action. The policy of Administration of Medication language was revised for clarity per Health and Safety Bulletin 135, Louisiana Department of Education.

On motion by Mr. Hayes, seconded by Mr. Smith, it was recommended to approve Policy JGCD as presented.

**On behalf of the committee, Mr. Tarver offered a motion to approve the recommendation; a second was not necessary. The motion carried on a vote.**
It is the policy of the Calcasieu Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term medication must shall include all prescription and non-prescription drugs.

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

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

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

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

1) name of pharmacy
2) address and telephone number of pharmacy
3) prescription number
4) date dispensed
5) name of student
6) clear directions for use, including the route, frequency, and other as indicated
7) drug name and strength
8) last name and initial of pharmacist
9) cautionary auxiliary labels, if applicable
10) physician's/dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:
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1) drug name
2) dosage form
3) strength
4) quantity
5) name of manufacturer and/or distributor
6) manufacturer's lot or batch number

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.

B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.

C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed but trained, school personnel may not administer injectable medications.

D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.

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

F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.

G. School medication orders shall be limited to medications which cannot be administered during before or after school hours or school activities.

H. Any employee shall have the right to request that another school board employee be present while he is administering the medication to a student to serve as a witness.

3. PRINCIPAL
The principal shall designate at least two (2) employees to receive training and administer medications in each school. In addition, two (2) employees are recommended per grade for field trip purposes.

4. TEACHER

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

5. SCHOOL NURSE

A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.

B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:

1) Proper procedures for administration of medications including controlled substances
2) Storage and disposal of medications
3) Appropriate and correct record keeping including documentation of the color, shape and imprint of a tablet/pill on the medication log.
4) Appropriate actions when unusual circumstances or medication reactions occur
5) Appropriate use or resources

6. PARENT/LEGAL GUARDIAN

A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:

1) A letter of request and authorization that contains the following information:
   a. the student's name;
   b. clear instructions for school administration;
   c. RX number, if any;
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d. current date;
e. student's diagnosis;
f. name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication;
g. physician's/dentist's/other authorized prescriber's name;
h. the parent's/legal guardian's printed name and signature;
i. parent's/legal guardian's emergency phone number;
j. statement granting or withholding release of medical information;

2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's Medication Order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/other authorized prescriber's stamp shall not be accepted. Electronic signatures are accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.

3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. Only the physician/dentist/other authorized prescriber or his/her staff may write on the Medication Order form. This form must be signed by the physician/dentist/other authorized prescriber.

4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.

5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.

6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

B. All aerosol medications shall be delivered to the school in pre-measured dosage.

C. Provide no more than a twenty (20) thirty five (35) school day supply of medication in a properly labeled container to be kept at school.
D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.

E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:

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

2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.

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

4) Comply with written and verbal communication regarding school policies.

5) Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.

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

7. STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

If a child has a known problem that is potentially serious and there is a method of helping the child and the school is denied an opportunity to help the child because the necessary materials are not made available, then the school cannot be held responsible to assist the child. Therefore, if the presence of the child at school without necessary materials presents a risk to the safety or health of the child, the child may should be temporarily excluded from the school. until said materials are made available.

Asthma or the Use of Auto-Injectable Epinephrine

Self-administration of medications by a student with asthma or the use of auto-
injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student’s parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

A. Written authorization for the student to carry and self-administer such prescribed medications.

B. Written certification from a licensed medical physician or other authorized prescriber that the student:

1) has asthma or is at risk of having anaphylaxis

2) has received instruction in the proper method of self-administration of the student’s prescribed medications to treat asthma or anaphylaxis

C. A written treatment plan from the student’s licensed physician or authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan shall be signed by the student, the student’s parent or other legal guardian, and the student’s physician or other authorized prescriber. The treatment plan shall contain the following information:

1) The name, purpose, and prescribed dosage of the medications to be self-administered.

2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.

3) The length of time for which the medications are prescribed.

D. Any other documentation required by the School Board.

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

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

A student who has been granted permission to self-administer medication by the School
Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto-injectable epinephrine, or both, at all times.

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

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

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

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

**Other Permitted Medications**

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

A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.

B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.

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

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

E. The school principal and the school employed registered nurse determine a safe place for storing the medication.
The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.

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

G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's Individual Administration Plan).

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

8. ACCEPTABLE SCHOOL MEDICATIONS

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

Medications which may be considered as acceptable under this policy:

A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)

B. Severe allergic reactions - must have specific written instructions from a physician.

C. Anticonvulsive medication.

D. Medication for asthma.

E. Medication given in extenuating circumstances.

F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.

G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.

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

9. DIABETES

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

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

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

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

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

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

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

Upon receipt of the student’s diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student’s condition and develop an Individualized Healthcare Plan (IHP). The school nurse shall be given not less than five (5) school days to develop the IHP and shall implement the IHP within ten (10) school days of receipt of the diabetes treatment plan. The school nurse must assess the stability of the student’s diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.
The parent or legal guardian shall be responsible for all care related to the student’s diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The school nurse or a trained, unlicensed diabetes care assistant shall provide care to a student with diabetes, or assist a student with his/her self care of diabetes, in accordance with the student’s diabetes management and treatment plan. The principal shall be responsible for having adequate school staff to provide appropriate diabetes care in accordance with the student’s diabetes management and treatment plan. A trained, unlicensed diabetes care assistant may only provide diabetes care if the student’s parent or legal guardian has signed an agreement authorizing such care and the agreement is on file with the school. An unlicensed diabetes care assistant means a school employee who volunteers to be trained in accordance with state law.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student’s diabetes management and treatment plan, the student’s IHP, and regulations contained in Health and Safety, Bulletin 135. An unlicensed diabetes care assistant is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes.

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

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

10. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

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

In the event that a trained, unlicensed School Board employee, the parent/legal guardian, a non School Board employee designated by the parent/legal guardian, or a child-specific school nurse is not available to attend the field trip, the school nurse shall be contacted for other possible alternatives.

The Protocol on Field Trips for Students with Diabetes shall be followed for students with diabetes.

11. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/other authorized prescriber before any administration of medication may be administered by properly trained personnel.

12. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the Authorization for Release of Confidential Information form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

Revised: December, 1995
Revised: February, 1996
Revised: August, 1997
Revised: September, 2001
Revised: June, 2008
Revised: September, 2009
Revised: December, 2012
Revised: May, 2013

The next items presented were revisions to Calcasieu Parish School Board policies. Dr. LaFargue presented Policies JGC-AP, JGCB-AP, and JGCC-AP-Student Health Services. Language was revised regarding health issues for children.

On motion by Mr. Hayes, and seconded by Mr. Dellafosse, and approved to accept Policies JGC-AP, JGCB-AP, and JGCC-AP- Student Health Services as presented.

On behalf of the committee, Mr. Tarver offered a motion to approve the recommendation; a second was not necessary. The motion carried on a vote.

Cf: JGC-AP

STUDENT HEALTH SERVICES

HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the Calcasieu Parish School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations, immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the required standardized school health forms as outlined in Health and Safety, Bulletin 135 have been signed, returned to school, and have been filed in the clinic.

HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.
A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent or tutor of every pupil found to have any defect of sight or hearing.

EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them. The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

Testing for Dyslexia

Upon the request of a parent, student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia and related disorders, that student shall be referred to the school building level committee for additional testing. The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, dyslexia shall be defined as difficulty with the alphabet, reading, reading comprehension, writing, and spelling in spite of adequate intelligence, exposure, and cultural opportunity.

OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make
recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.

2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.

3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.

4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

Definitions

*Psychotropic drug* shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

*Teacher*, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

**ADMINISTERING CATHETERS**

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions
have been met:

1. A registered nurse or licensed medical physician, employed by the Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.

2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.

3. Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.

5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term noncomplex health procedure shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:
1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.

2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.

3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.

2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.

3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.

5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.

6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, employee means any appropriate member of the education staff, and appropriate licensed health professional shall include a licensed practical nurse.

SCOLIOSIS SCREENING

Scoliosis screening is done to detect early spinal deviations in children. This screening is done on all sixth, seventh, and eighth grade students. Rescreening is done by the school nurse in conjunction with local orthopedic physicians/family practitioner. If the student should be referred for further examination, the parents are notified.

BREAST SELF-EXAMINATION

All girls in public junior and senior high schools shall be taught the proper procedure for breast self-examination and the need for an annual pap test for cervical cancer, in accordance with state law.

The following guidelines will govern instructions regarding breast self-examination and the pap test for cervical cancer:

1. A letter explaining the procedures to parents will be given to girls to take to their parents. A rejection slip allowing the parents to reject the instruction will be included. The girls will sign a roster stipulating receipt of the letter and will be
responsible for returning any rejection slips to the schools where the slips will be filed with the roster. Girls with rejection slips will not receive the instruction. All girls without rejection slips on file shall be instructed provided that they receive the original letter. The school nurse will provide the letters for the parents and the class roster sheets to the schools.

2. Only a female school nurse will teach breast self-examination and the need for an annual pap test for cervical cancer.

3. Where practical, the class will be taught as a part of the health and physical education class. When this is not feasible, other arrangements will be made with the principal.

4. The classes will be taught to all girls in eighth and tenth grades.

5. A film showing the procedure for breast self-examination and the cervical pap test will be shown. The nurses will not use a live model. The film used in teaching does show exposed female breasts. A "Breast Self-Examination Model" will be used to demonstrate examinations procedures. Girls will not expose themselves for purposes of this class.

6. The nurse will emphasize that this is precautionary and that girls should see their doctors immediately if they notice anything unusual.

7. The nurses will not examine any girl requesting an examination, but will direct her to see her doctor.

8. A pamphlet on "Breast Self-Examination" will be given to each girl after the class is completed.

KNOWN HEALTH PROBLEMS

If a child has a known problem that is potentially serious and there is a method of helping the child and the school is denied an opportunity to help the child because the necessary materials are not made available, then the school cannot be held responsible to assist the child. Therefore, if the presence of the child at school without necessary materials presents a risk to the safety or health of the child, the child may should be temporarily excluded from the school until said materials are made available.

Revised: December, 1990
Revised: December, 1995
Revised: December, 1997
Revised: March, 1999
Revised: August, 2003

Revised: September, 2006
Revised: June, 2008
Revised: July 16, 2013
Revised: October 8, 2013
Immunizations (Further explanation of JGCB)

The following are guidelines used to monitor and update students’ immunization records.

1. Immunization monitoring will be done by the school nurse assigned to the respective schools to determine if they comply with state and local requirements.

2. The school nurse will discuss those students who are out of compliance with the principal.

3. The parent(s)/legal guardian(s) of said students will be notified via letter given to the student and allotted (ten) 10 days to obtain the required immunization(s). This letter shall indicate why the student is out of compliance, and a deadline date shall be given.

4. In the event that the school nurse is not present, the principal or designated person shall be responsible for monitoring the follow-up.

5. After the deadline date has expired, If the required immunizations have not been obtained within the allotted (ten) 10 days, the parent(s)/legal guardian(s) of said students who remain out of compliance, will be notified via letter from the principal and allotted (five) 5 days to
obtain the required immunization(s), and continue to attend school shall be referred to the respective coordinators by the school nurse.

6. If the required immunizations have not been obtained within the allotted (five) 5 days, the student shall be excluded from school until the required immunizations have been obtained. Upon receiving the out-of-compliance list, the respective coordinator shall notify the appropriate Assistant Superintendent, the Associate Superintendent, and the Superintendent.

7. Upon receiving the out of compliance list, the Nursing Coordinator shall notify the Superintendent and Department Heads. The school nurse coordinators shall monitor immunization records randomly in selected schools during December and January.

8. A representative from the Louisiana Department of Health and Hospitals will also do random auditing of selected schools toward the end of the school year. Schools being audited will be notified prior to the date of audit.

Calcasieu Parish School Board

FILE: JGCC-AP
Cf: JGCC

CALCASIEU PARISH SCHOOLS
ADMINISTRATIVE PROCEDURES

DATE ISSUED: 8-1-91

SUBJECT: STUDENT HEALTH SERVICES (COMMUNICABLE DISEASE CONTROL)

Communicable Disease Control (Further explanation, JGCC part I)

The following requirements are what is acceptable for valid records for school entrance.

LOUISIANA IMMUNIZATION REQUIREMENTS FOR STUDENTS IN
ACCORDANCE TO R.S. 17:170
STUDENT IMMUNIZATIONS – SCOPE OF REQUIREMENTS

Middle School Requirement:
Beginning with the 2009-2010 school year and continuing thereafter, a student shall provide satisfactory evidence of current immunizations against meningococcal disease, and any other age appropriate vaccines, as a condition of entry into the sixth grade. Further, any student who has attained the age of eleven years or who is entering grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccines as a condition of entry into that grade.

At the time of registration, students must show proof of immunization of the following vaccines: Tetanus Diphtheria Acellular Pertussis vaccine (TdaP); two (2) doses of Varicella vaccine; two (2) Measles, Mumps, Rubella (MMR) vaccines; three (3) Hepatitis B (HBV) vaccines; and one (1) Meningococcal Vaccine (MCV4).

Kindergarten / First Time Enterers:
Beginning in school year 2009-2010, two (2) doses of Varicella vaccine shall be required in Louisiana schools for entry into kindergarten or first time enterers into school. In addition, prior to school entry, these students must have documented proof of immunizations for: two (2) doses of Measles, Mumps, Rubella (MMR) vaccine; three (3) doses of Hepatitis B (HBV) vaccine; and booster doses of Diphtheria Tetanus Acellular Pertussis (DTaP) and Poliovirus (Polio) vaccines administered on or after their 4\textsuperscript{th} birthday \textit{and} prior to school entry. If a student is not complete (up-to-date for age), he/she must present a record indicating the student is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

Pre-Kindergarten / Daycare / HeadStart:
Beginning school year 2009-2010, two (2) doses of Varicella vaccine will be required in Louisiana schools for entry into Pre-K, Kindergarten, Daycare, and HeadStart programs for children aged 4 years and older. If a second dose of Varicella vaccine has been received at least 30 days after the first dose, no additional doses are required. This is in addition to the regular age appropriate vaccines required depending on the child’s age. Prior to entry, these students must have documented proof of immunizations for: two (2) doses of Measles-Mumps-Rubella vaccine; three (3) doses of Hepatitis B vaccine; and booster doses of DTaP and Polio vaccines administered on or after their 4\textsuperscript{th} birthday and prior to school entry.

Beginning the Fall 1999, Spring 1992 school year, the school booster will include a DPT, a polio, and a second MMR after the child’s fourth birthday. The records that will not be seen are the MCH 14A (“white card”) and personal immunization records. Note: State School Law 17:170 states records and booster will be given before entrance to school.
November 1, 2016

1. The MCH 14A may be filled out by the health unit or private doctor. It should be completely filled out name, address of child when issued, parent’s name, telephone, etc. If this is incomplete, especially from a health unit, reject the card unless the parent will fill it in. As of 03 15 91 the Calcasieu Parish Health Unit has been instructed to enter identifying data.

   a. A good complete card should be checked complete and have two MMR dates showing, and show where and when it was issued.

   b. A problem card is one not showing a second MMR date. This indicates that part of all the school booster was not given. It is not to be accepted for entrance.

   c. In progress card should have in progress marked, which vaccines are needed and how many are still to be given.

   In the remarks section, it should show when the child is to return for the next series. Note: MMR can be given 30-60 days between doses to comply with school entrance. If the in progress card does not show this information, do not accept it for entrance.

2. Personal immunization records. There is a simple rule to follow, if the child has a DPT, a polio, and a second MMR date after the fourth birthday, the child is in compliance.

   a. Complete personal record—this child has five DPT’s (last one after age 4), four polio (last after age 4), and second MMR (last after age 4). Also acceptable record would be a child with four DPT’s (last after age 4) three polios (last after age 4), and second MMR after age 4.

   b. Incomplete personal record—the child has not had DPT, polio, or MMR after the age of 4. In this case the record is unacceptable for school entrance.

Communicable Disease Control (Further explanation, JGCC part II)

A decision concerning notification of parents in regards to a students' illness requires judgment based on the student's statement of his/her complaints and observation of his/her appearance and behavior. As guides for dealing with sick students, the following principles are suggested:

1. Give careful consideration to the student's statement of his/her
complaints. It is not always possible to secure objective evidence of sickness.

2. A child with temperature of 100.5 degrees Fahrenheit or higher shall not be permitted to remain in school.

3. A child may return to school after a febrile illness under the following condition:
   a. following a mild illness (no physician involved) the child's temperature must have remained below 100.5 degrees Fahrenheit (oral or rectal) for at least one full day, or
   b. following a more severe illness (a physician was involved) the child's temperature must have remained below 100.5 degrees Fahrenheit (oral or rectal) for at least one day, and a written note from the physician states (1) that it is safe for the child to return to school and (2) that he or she is not a health threat to others.

4. A child vomiting or with loose stools may be excluded from school.

5. Students with severe colds, sore throats, or productive coughs should not stay at school.

6. Presence of abdominal discomfort, not definitely explained as menstrual cramps, may signify appendicitis. The parent/legal guardian should be notified and urged to secure a medical opinion. No food or medication shall be given at school.

7. Purulent nasal discharge, purulent conjunctivitis (pink eye), severe headache, and skin eruptions may be indications of acute communicable disease. Students with these conditions should be considered contagious unless facts or expressed medical opinion indicates otherwise.

8. Scabies (itch), ringworm, impetigo (Indian fire); children with these skin diseases are considered to be contagious unless facts or expressed medical opinion indicates otherwise.

9. Lice -- the following shall be adhered to:
- LICE/NITS PROTOCOL FOR SCHOOLS
  - If live Lice or Nits (eggs) are suspected, (lice visible, scratching scalp) student is to be referred to the Principals office and privately checked by trained school personnel, designated by the Principal and/or school nurse.
  - If head lice are found in the hair, the parent(s)/legal guardian(s) is to be notified and the student should be excluded from his/her class immediately. A letter of explanation is to be sent home with the child.
  - It is recommended that other siblings in the immediate school be checked.
  - If the student has other siblings not in the immediate school building, notify the parent/legal guardian of the advisability of checking family members and taking precautionary measures to avoid family infestation.
  - If nits (eggs) are found in the hair, the parent/legal guardian is to be notified and the student should be excluded from school effective at the end of the school day. A letter of explanation is to be sent home with the child.
  - The student shall be excluded from school until he/she has been treated with a medication that kills lice and eggs and until all nits have been removed from the hair.
  - The student may return to school, once accompanied by the parent(s)/legal guardian(s) and verification of proof of treatment.
  - Trained school personnel shall be responsible for checking the student to be sure he/she is free of nits before the student may return to the classroom.
  - If a nurse is present at the time of return, she may assist trained school personnel in rechecking the student and counseling/educating the parent(s)/legal guardian(s) on lice treatment and prevention.
  - If the student is not free of nits and lice, he/she shall be returned home by the adult who brought him/her back to school.
  - A record shall be kept on all students excluded from school for lice and/or nits. This information shall include the following:
    1. Name of student
    2. Date of exclusion
    3. Documentation of parental notification
    4. A copy of letter(s) sent home to parent(s)/guardian(s) regarding lice and/or nits
5. **Readmission date along with name of treatment**
   - Any student excluded from school for lice infestation shall have an excused absence for a limited time, not to exceed four (4) calendar days, and shall be allowed to make up classwork on that basis. The principal may extend this time if circumstances warrant.
   - The School Nurse can offer extra help to families of children who are repeatedly or chronically infested. It may be necessary to meet with the parent(s)/legal guardian(s) for a face to face in order to counsel/educate on lice treatment and prevention.
   - If above protocol has been followed and student is still missing excessive days due to lice/nits, please contact TASK at the Office of Juvenile Justice (337-721-3981) and ask Hope to assist.

a. The student is to be referred to the principal’s office.

b. The student is to be privately checked for head lice. This is to be done by a person designated by the principal and/or the school nurse if available. Anonymous calls should be investigated before the school nurse is contacted.

c. If head lice are found in the hair, the parent/legal guardian is to be notified and the student should be excluded from his/her class immediately. A letter of explanation is to be sent home with the child.

d. If eggs (nits) are found in the hair, the parent/legal guardian is to be notified and the student should be excluded from school effective at the end of the school day. A letter of explanation is to be sent home with the child.

e. The student shall be excluded from school until he/she has been treated with a medication that kills lice and eggs and until all nits have been removed from the hair. Before being readmitted to school, verification of treatment and/or a statement from a physician must be presented by
the parent or legal guardian. School personnel shall be responsible for checking the student to be sure he/she is free of nits before the child may return to the classroom. If the student is not free of nits and lice, he/she shall be returned home by the adult who brought him/her back to school.

f. A record shall be kept on all students excluded from school for lice and/or nits. This information shall include the following:
   1) Name of child
   2) Date of exclusion
   3) Documentation of parental notification
   4) A copy of letter/s sent home to parent/legal guardian regarding lice and/or nits
   5) Readmission date

g. Any student excluded from school for lice infestation shall have an excused absence for a limited time, not to exceed four (4) calendar days, and shall be allowed to make up classwork on that basis. The principal may extend this time if circumstances warrant.

10 No child is to be sent or left at home alone when dismissed for medical reasons.

Communicable Disease Control—(Further explanation JGCC part III) Guidelines for handling bodily fluids in schools

Hepatitis B Vaccine

The hepatitis B vaccine is available to those employees who are reasonably anticipated, as the result of performing their job duties, to face contact with blood and other potentially infectious materials.

The following positions have been identified as those where it is reasonably anticipated that occupational exposure to blood or other body fluids may occur: School nurses, those
special education employees who come in contact daily with body fluids through such means as needles, catheters, diapers, etc.; those athletic department employees who regularly administer first aid; any other employee who regularly administers first aid.

Those above identified employees who choose to receive the vaccine should be advised to contact the C.P.S.B. Nursing Department at 217-4260 491-1605 to make arrangements to do so.

Employees who do not regularly come into contact with body fluids, but who may administer first aid as a collateral duty to their routine work, not as primary job function, will not be offered the immunization until after they have performed first aid involving blood or other potentially infectious materials. Post incident immunizations should take place within 24 hours after the exposure. Employees should be advised accordingly and should contact C.P.S.B. Nursing Department at 217-4260 491-1605 to make arrangements for the immunization.

What Should Be Done To Avoid Contact With Body Fluids?

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in at least the office of the custodian, nurse, or principal. Gloves are recommended when direct contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). If contact is made with body fluids, hands should be washed afterwards. If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate as soon as feasible, following contact. Disposable gloves are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or then their ability to function as a barrier is compromised. Upon contamination, disposable gloves should be deposited in the hazardous material receptacle designated specifically for such use. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured or exhibit other signs of deterioration or when their ability to function as a barrier is compromised. Decontamination of utility gloves will be accomplished by utilizing the proper disinfectant. See the "disinfectant" section of this procedure.

What Should Be Done If Direct Skin Contact Occurs?

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g. when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water. Items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic after direct
contact has ceased. Clothing and other non-disposable bags: If pre-soaking is required to remove stains, (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers. It is recommended that should an item be visibly contaminated with blood or other body fluids that the object be individually cleaned with a fresh bleach solution made for immediate use as follows: See the "Laundry Instructions" section of this procedure. Contaminated disposable items (e.g., tissues, paper towels, diapers), should be handled as with the disposable gloves.

How Should Spilled Body Fluids Be Removed From the Environment?

Most schools have standard procedures already in place for removing body fluids (e.g., vomitus). These procedures should be reviewed to determine whether appropriate cleaning and disinfection steps have been included. Disposable gloves should be worn when removing body fluids and deposited in the hazardous materials receptacle immediately following use. Many schools stock sanitary absorbent agents specifically intended for cleaning body fluid spills (e.g., ZGIIO*, Parson Mfg. Co. Philadelphia, PA). Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweeping should be dispensed of in the hazardous material receptacle. Any specimens which could puncture a primary container (For example: broken glass containing blood) should be placed in a "sharps" container if available or within a secondary container which has been lined with a red "hazmat" liner and is puncture resistant and then placed in the primary hazardous materials receptacle. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

Needles

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. Contaminated sharps are to be placed immediately, or as soon as possible, after use into appropriate sharps containers.

Handwashing Procedures

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands. If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as soon as feasible following contact.
Disinfectants

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tuberele bacillus and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals. Various classes of disinfectants are listed below. Hypochlorite solution (bleach is preferred for objects that may be put in the mouth.)

1. Ethyl or isopropyl alcohol (70)

2. Phenolic germicidal detergent in a 1 percent aqueous solution (e.g., Lysol*)

3. Sodium Hypochlorite with at least 100 ppm available chlorine (1/2 cup household bleach in 1 gallon water, needs to be freshly prepared each time it is used).

4. *Quaternary* ammonium germicidal detergent in 2 percent aqueous solution (e.g., Tri-quat*, Mytar* or Sage*).

5. Iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne*).

Disinfection of Hard Surfaces and Care of Equipment

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dustpans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves, discard in appropriate hazardous material waste receptacles and wash hands as indicated above.

Disinfection of Rugs

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dust pan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of nonreusable cleaning equipment as noted above.

Laundry Instructions for Clothing Soiled With Body Fluids
The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by use of a fresh bleach solution made for immediate use as follows: 1/2 cup household bleach per gallon of water. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, use household bleach. If material is not colorfast, add nonchlorine bleach (e.g., Chorox II*, Borateem*) to the wash cycle.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

Post-Exposure

When an employee who for whatever reason, has not received the hepatitis B vaccine incurs an exposure, it should be reported to the appropriate supervisor who at that time should offer the hepatitis B vaccine and instruct the employee to contact the C.P.S.B. Risk Management Department to make arrangements. Employees who opt not to receive the hepatitis B vaccine should sign the "declination" form. These forms are on file in the administrator's office; a copy should be forwarded to C.P.S.B. Risk Management.

* Brand names used only for examples of each type of germicidal solution and should not be considered an endorsement of a specific product.

Revised: 11-1-93 Revised: 5-7-02


Calcasieu Parish School Board

There being no further business to discuss, on motion by Mr. Smith, and seconded by Mr.
November 1, 2016

Hayes, the committee adjourned the meeting at 6:38 p.m.

Shannon LaFargue
Secretary

TAKE APPROPRIATE ACTION

Mr. Duhon read the following items:

A. Approval of Louisiana Compliance Questionnaire/Sales and Use Tax Department

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Government Agencies)

November 1, 2016

Postlethwaite & Netterville, APAC
8550 United Plaza Blvd., Suite 1001
Baton Rouge, Louisiana 70809

In connection with your audit of our financial statements as of June 30, 2016 and for the year then ended for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our system of internal control as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of June 30, 2016.

PART I. AGENCY PROFILE

1. Name and address of the organization.
   Calcasieu Parish School Board
   Sales & Use Tax Dept.
   2439 Sixth Street
   Lake Charles, LA 70601

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.
   Student count: 32,660
November 1, 2016

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

   A list of requested information is attached to this document.

4. Period of time covered by this questionnaire.

   July 1, 2015 - through June 30, 2016

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

   The Calcasieu Parish School Board’s Sales and Use Tax Department serves as the central tax collection agency through a series of duly executed agreements with local jurisdictions inclusive of all municipalities, law enforcement, police jury, and convention and visitors bureau.

6. Briefly describe the public services provided.

   The school board provides elementary and secondary education for all children attending public schools in the parish.

7. Expiration date of current elected/appointed officials' terms.

   12/31/2018

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

   A) All public works purchases exceeding $150,000 have been publicly bid.

   B) All material and supply purchases exceeding $30,000 have been publicly bid.

   Yes [ x ]  No [   ]

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

   Yes [ x ]  No [   ]

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

   Yes [ x ]  No [   ]

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:
A.  Local Budget Act
1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).
2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).
3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).
4. To the extent that proposed expenditures were greater than $500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).
5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.
6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).
7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).
8. To the extent that proposed expenditures were greater than $500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).
9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of $500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds - from the requirement to amend revenues.)

Yes [ x ]  No [   ]

B.  State Budget Requirements
1. The state agency has complied with the budgetary requirements of R.S. 39:33.
   Yes [ x ]  No [   ]

C.  Licensing Boards
1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.
   Yes [ ]  No [   ]

PART V.  ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.
   Yes [ x ]  No [   ]
13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36. 

   Yes [x] No [ ]

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable. 

   Yes [x] No [ ]

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513. 

   Yes [x] No [ ]

**PART VI. MEETINGS**

16. We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28. 

   Yes [x] No [ ]

**PART VII. ASSET MANAGEMENT LAWS**

17. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable. 

   Yes [x] No [ ]

**PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS**

18. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable. 

   Yes [x] No [ ]

**PART IX. DEBT RESTRICTION LAWS**

19. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65. 

   Yes [x] No [ ]

20. We have complied with the debt limitation requirements of state law (R.S. 39:562). 

   Yes [x] No [ ]

21. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62). 

   Yes [x] No [ ]

**PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS**

22. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances. 

   Yes [x] No [ ]

23. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729. 

   Yes [x] No [ ]

24. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution. 

   Yes [x] No [ ]

**PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS**
November 1, 2016

Tax Collectors
25. We have complied with the general statutory requirements of R.S. 47. Yes [ x ] No [ ]

The previous responses have been made to the best of our belief and knowledge.

_______________________________________________ Secretary _______________________
Date

_______________________________________________ Treasurer _______________________
Date

_______________________________________________ President _______________________
Date

On a motion to approve by Mr. Guidry and a second by Mr. Guidry, the motion carried.

B. Approval of Louisiana Compliance Questionnaire/CPSB

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Government Agencies)
November 1, 2016

Postlethwaite & Netterville, APAC
8550 United Plaza Blvd., Suite 1001
Baton Rouge, Louisiana 70809

In connection with your audit of our financial statements as of June 30, 2016 and for the year then ended for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our system of internal control as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of June 30, 2016.

PART I. AGENCY PROFILE

1. Name and address of the organization.

   Calcasieu Parish School Board
   P.O. Box 800, Lake Charles, LA 70602
November 1, 2016

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

   Student count: 32,660

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

   A list of requested information is attached to this document.

4. Period of time covered by this questionnaire.

   July 1, 2015- through June 30, 2016

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

6. Briefly describe the public services provided.

   The school board provides elementary and secondary education for all children attending public schools in the parish.

7. Expiration date of current elected/appointed officials' terms.

   12/31/2018

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

9. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

   A) All public works purchases exceeding $150,000 have been publicly bid.

   C) All material and supply purchases exceeding $30,000 have been publicly bid.

   Yes [x]  No [ ]

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

   Yes [x]  No [ ]

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

   Yes [x]  No [ ]
PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:

A. Local Budget Act
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3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).
4. To the extent that proposed expenditures were greater than $500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).
5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.
6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).
7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).
8. To the extent that proposed expenditures were greater than $500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).
9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of $500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

B. State Budget Requirements
1. The state agency has complied with the budgetary requirements of R.S. 39:33.

C. Licensing Boards
1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS
12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463. Yes [ x ] No [ ]

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36. Yes [ x ] No [ ]

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable. Yes [ x ] No [ ]

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513. Yes [ x ] No [ ]

PART VI. MEETINGS
16. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28. Yes [ x ] No [ ]

PART VII. ASSET MANAGEMENT LAWS
17. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable. Yes [ x ] No [ ]

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS
18. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable. Yes [ x ] No [ ]

PART IX. DEBT RESTRICTION LAWS
19. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65. Yes [ x ] No [ ]

20. We have complied with the debt limitation requirements of state law (R.S. 39:562). Yes [ x ] No [ ]

21. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62). Yes [ x ] No [ ]

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS
22. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances. Yes [ x ] No [ ]

23. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729. Yes [ x ] No [ ]
24. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.  Yes [x] No [ ]

PART XI.  QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

School Boards

25. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-401.  Yes [x] No [ ]

26. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.  Yes [x] No [ ]

27. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:
Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:
- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Education Levels of Public School Staff
- Schedule 3, Number and Type of Public Schools
- Schedule 4, Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Schedule 5, Public School Staff Data: Average Salaries
- Schedule 6, Class Size Characteristics
- Schedule 7, Louisiana Educational Assessment Program (LEAP)
- Schedule 8, Graduation Exit Examination (GEE)
- Schedule 9, iLEAP Tests

Yes [x] No [ ]

The previous responses have been made to the best of our belief and knowledge.

_______________________________________________  Secretary_____________________
Date

_______________________________________________  Treasurer_____________________
Date

_______________________________________________  President_____________________
Date

On a motion to approve by Mr. Dellafosse and a second by Mr. Guidry, the motion carried.

C. & D. Moved to earlier in agenda

E. Approval of Resolution Approving One-Time Sales Tax Supplement for Active Employees
Memorandum

To: Board Members

From: Karl Bruchhaus, Superintendent

Date: October 26, 2016

Re: Possible One-Time Supplement

Staff is recommending approval of the attached resolution for a one-time pay supplement for employees with active status at the end-of-day on Friday, November 11, 2016, to be paid in the November paychecks:

- $1,450 – Employees based on the Teachers’ Salary Schedule
- $1,000 – All other employees
- 1/2 – All part-time regular employees (4 hours or less)
- Combined with regular paycheck on November 30, 2016

The total cost of the supplement is $8,064,026 including associated benefit costs for 4,841 employees. The bulk of the supplement will be paid from General Fund Reserves using restricted accumulated amounts from the 2015 sales tax and grant funds will be used where possible to pay supplements for grant employees. There are 3,111 employees based on the teachers’ salary schedule and 1,730 employees not based on the teachers’ salary schedule.

KB:pc

RESOLUTION

WHEREAS, the Calcasieu Parish School Board has specific sales taxes dedicated to employee salaries and benefits,

AND WHEREAS, it is the desire of the Calcasieu Parish School Board to use the excess sales taxes dedicated and accumulated in the General Fund to provide a salary supplement to active employees of the Calcasieu Parish School Board for services rendered in the fiscal year 2016-2017 and is to be paid in November of 2016 on the regularly scheduled pay date,

AND WHEREAS, an employee is defined as an individual actively working full-time or part-time in their respective position and employed by the Calcasieu Parish School Board on November 11, 2016, (excludes board members and substitute labor),

AND WHEREAS, this supplement is being provided conditioned on employees completing their respective scheduled days to be worked for the 2016-2017 fiscal year and any employee not fulfilling this requirement is subject to having the supplement prorated by the Superintendent and surrendering any portion not earned,

THEREFORE BE IT RESOLVED, that all employees based on the teachers’ salary
schedule shall be paid a gross supplement of $1,450 and all other personnel shall be paid a
gross supplement of $1,000 with one-half of the appropriate supplement paid to employees
that work part-time four hours or less, and that any exceptions to the preceding definitions
and rules will be resolved by the Superintendent and that said supplement is to be paid on
the November 30, 2016 regularly scheduled pay date,

Mr. Dellafosse offered a motion to approve, with a second by Mr. Guidry. Mr. Williams
amended the motion, with a second by Mrs. Gay, to give the teachers a $2500 supplement.
The amended motion did not pass.

Blue Cards to address the Board:
Richard Vail
Vicky Johnston
Elizabeth Long

After much discussion, the original motion passed.

F. Approval of ESSA Resolution

RESOLUTION

WHEREAS the Calcasieu Parish School Board believes our Nation relies on a high-quality public
education system that prepares all students for college, careers, and lifelong learning; and

WHEREAS major decisions affecting our Nation’s school systems should have the benefit of the
voices and expertise of educators, those who are routinely involved in student education; and

WHEREAS standardized testing has required expenditures of time, money, and energy; and

WHEREAS student performance on standardized tests has been used to make major decisions
affecting individual students, educators, and schools; and

WHEREAS overreliance on high-stakes and standardized testing in state accountability systems
can affect educational quality and opportunity in public schools by hampering educator’s efforts to
focus on creativity, problem solving, collaboration, communication, critical thinking, and deep
subject-matter knowledge which allow students to thrive in our Nation and abroad; and

WHEREAS the President of the United States signed the Every Student Succeeds Act on
December 10, 2015, based at least in part on calls to end No Child Left Behind’s misguided federal
mandates.

NOW THEREFORE BE IT RESOLVED that the Calcasieu Parish School Board supports the
collaborative efforts of parents, students, and community members to ensure the opportunities for
a well-rounded education presented by the Every Student Succeeds Act are realized by including
stakeholders in decision-making; and
BE IT FURTHER RESOLVED that the Calcasieu Parish School Board calls on the Governor, State Legislature, Superintendent White, and BESE to examine closely public school accountability and finance systems in this State to ensure that accountability for district, school, and student success is based on multiple forms of evidence that feature indicators of school and student supports and success.

ADOPTED AND APPROVED on this 1st day of November, 2016.

On a motion to approve by Mr. Hayes and a second by Mr. Dellafosse, the motion carried.

**BID REPORTS**

Mr. Duhon read the following items:

A. Bid #2017-38 Small Wares for Food Service Department/Food Service Funds

**BID 2017-38 – SMALL WARES FOR FOOD SERVICE DEPT** was opened on October 7, 2016 @ 10:00 a.m.

BIDS WERE SENT TO THE FOLLOWING:
- Associated Food
- Calico Industries
- Economical Janitorial
- Lafayette Restaurant
- Nola Restaurant
- Pon Foods
- SW Bar Needs
- Sysco Foods

BID RESULTS AS FOLLOWS:
- Buckelews $368.70
- Calico Industries $1,963.86
- Economical Janitorial $3,894.99
- Nola Restaurant $552.00
- Sam Tell $12,667.27
- SW Bar Needs $4,600.27
- Sysco $152.44
- TOTAL $24,199.53

THE STAFF RECOMMENDS AWARDING AS INDICATED ABOVE AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDERS.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hayes, the motion carried.

B. Canopy for Prien Lake Elementary/General Funds
The Committee to receive bids met on the date herein indicated and reviewed bids on the following project.

**DATE:** October 26, 2016

**DESCRIPTION:** Canopy For Prien Lake Elementary

**FUNDS:** General Funds

**BID NUMBER:** 2017-03PC

**DESIGNER:** C.R. Fugatt A.I.A.

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>BASE BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kraus Construction</td>
<td>No Bid</td>
</tr>
<tr>
<td>Seth Priola Construction LLC</td>
<td>$157,000.00</td>
</tr>
<tr>
<td>Sam J. Istre Construction</td>
<td>No Bid</td>
</tr>
<tr>
<td>Gunter Construction</td>
<td>$138,000.00</td>
</tr>
<tr>
<td>Pat Williams Construction</td>
<td>$155,000.00</td>
</tr>
<tr>
<td>Keiland Construction</td>
<td>$188,000.00</td>
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<tr>
<td>Construction Services Of SWLA</td>
<td>No Bid</td>
</tr>
<tr>
<td>Central Auction House (Acadian’ Renovations LTD)</td>
<td>$208,600.00</td>
</tr>
</tbody>
</table>

The Committee recommends award of the contract to:

Gunter Construction
The Committee recommends award of the contract to:

One Hundred and Thirty Eight Thousand and No/100 Dollars

as the lowest qualified bidder meeting specifications.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hayes, the motion carried.

Vicky Johnston, representing CAE, submitted a blue card to question construction timelines.

C. Access Road for Prien Lake Elementary/General Funds
The Committee to receive bids met on the date herein indicated and reviewed bids on the following project.

DATE: October 26, 2016

DESCRIPTION:
Access Road For Prien Lake Elementary

FUNDS: General Funds

BID NUMBER: 2017-04PC

DESIGNER: Conner Engineering LLC

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>BASE BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>McManus Construction</td>
<td>$343,830.00</td>
</tr>
<tr>
<td>Keiland Construction</td>
<td>$298,000.00</td>
</tr>
<tr>
<td>Pat Williams Construction</td>
<td>$251,000.00</td>
</tr>
<tr>
<td>Central Auction House</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

The Committee recommends award of the contract to:

Pat Williams Construction

(Base Bid) in the amount of:

Two Hundred Fifty - One Thousand and no/100
On a motion to approve by Mr. Dellafosse and a second by Mr. Hayes, the motion carried.

**EXECUTIVE SESSION**

On motions by Mr. Hayes and Mr. Dellafosse, the Board adjourned into Executive Session at 6:54 to discuss the Superintendent’s evaluation for contract year ending December 31, 2016 and recommendation on termination of para-professional; Regular Session resumed at 7:46 on the same motions.

Mr. Hayes commented that Mr. Bruchhaus was highly effective in his evaluation and the Board looks forward to further progress going forward.

Mr. Breaux made a motion, seconded by Mr. Dellafosse, on the termination of the para-professional. The motion carried.

**CONDOLENCE/RECOGNITION**

Mr. Williams announced that four students from LaGrange were selected to go to New York to perform at Carnegie Hall, members of the LaGrange Choir, under the direction of Mrs. Janie Williams.

Mr. Hayes asked for a letter of condolence to the family of Nancy Keating.

Mr. Hardy asked for a letter of condolence to Mrs. Delores Hicks at the loss of her sister, Mrs. Helen Barrett.

Mr. Breaux welcomed Mr. Vincent.

Mrs. Gay asked for a letter of condolence to the family of Mark Dronet. She announced that her son was named the Principal of the Year of the National Alliance of Black School Educators.

**SCHEDULE COMMITTEES**

Insurance Committee…………………………………………November 15, 2016, 5:00 p.m.
Budget Committee…………………………………………January 24, 2017, 5:00 p.m.
November 1, 2016

**ADJOURN MEETING**

On a motion to adjourn by Mr. Dellafosse and a second by Mr. Guidry, the meeting was adjourned at 7:51 p.m.

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John Duhon, President                                 Karl Bruchhaus, Secretary