



TO: Members, Calcasieu Parish School Board

FROM: Shannon LaFargue, Chief Operations Officer
Human Resources/Auxiliary Services

DATE: June 26th, 2018

SUBJECT: Administrative and Personnel Committee Meeting

Mr. Eric Tarver, Chairman, has called an Administrative and Personnel Committee Meeting for **Tuesday, June 26, 2018**, at 5:00 p.m. in the Board Room at 3310 Broad Street, Lake Charles, Louisiana.

AGENDA

1. **Transportation - Purchase of Buses vs. Leasing of Fleet Recommendation**
2. **School Nutrition Program – Debt Collection Recommendation**
3. **Personnel – On-Boarding Update (on-line applications)**
4. **Maintenance Update**
5. **CPSB Policy Recommendations**
 - a. **Purchasing**
 - b. **Expense Reimbursement**
 - c. **GBDA – AP Bus Operator Hiring Procedures**
6. **Sulphur High School and Combre Fondel – Purchase of Property**
7. **Legislative Policy Updates –**
 - a. **School Board Meetings**
 - b. **Authorized Signatures**
 - c. **Family and Medical Leave Act**
 - d. **School Searches**
 - e. **Student Health Services**
8. **Salary Schedules**

SL/ab

Building Foundations for the Future

Administrative and Personnel Committee:

Eric Tarver, Chair
Chad Guidry, Vice Chair
Annette Ballard
John Duhon
Damon Hardesty
Fred Hardy
Dean Roberts
Alvin Smith
Wayne Williams

Other Board Members:

Billy Breaux
Russell Castille
Mack Dellafosse
Glenda Gay
Ron Hayes
Aaron Natali

Agenda Item #1

Transportation - Purchase of Buses vs. Leasing of Fleet Recommendation

At the November 14th, 2017, Board meeting, staff was given permission to look into outsourcing maintenance options for the transportation department. This request by staff and subsequent board approval followed an A to Z look at the Transportation Department which was presented at the October 27, 2017, A & P meeting. After examining current trends in the industry and other parishes utilizing leasing programs, staff presented a proposal for leasing 100 buses vs. purchasing buses at the November 28, 2018 A&P meeting. The staff recommendation at the November 28, 2018 A&P Meeting was to pursue whether or not leasing buses vs. purchasing is the best plan of action for CPSB. The board specifically wanted to emphasize a 5-7 year plan or in essence, a long-term plan of leasing the entire fleet.

After examining potential costs for leasing the entire fleet, the initial attractiveness of leasing a fraction of the fleet has been diminished by the costs of leasing the entire fleet. The below table illuminates the potential net costs of paying more than \$1.6 million for leasing the fleet vs. purchasing 20 buses per year on rotation.

Table One shows that the cost for purchasing buses each year combined with contracted repairs and maintenance of those buses cost an average of \$3,800,000 per year (based on 15-16 and 16-17 data). The eventual leasing of an entire fleet would cost approximately \$6,400,000 per year.

Staff feels that this total amount is fiscally troublesome. In summary, our current bus garage, contract services, ownership of the fleet, and leasing when needed are efficiently and functionally meeting the needs of our district logistically and fiscally. Based on this information, **staff recommends continuing the yearly purchase of buses on the proposed rotation – see Table Two.** In addition, Table Three shows the projected age of the regular ed fleet through 2024. Note that as the age of the fleet decreases, staff anticipates a decrease in the overall maintenance costs of the fleet. Table Four is a snapshot of the age of all route buses including SPED (cut-aways and lifts) at this time.

Tabel One

Year	Contracted Repairs and Parts (includes general maintenance, repairs, and bus accident repairs)	Yearly purchase of buses on rotation at average cost of \$80,000	Cost of Leasing 350 Buses meeting SPECS (A/C, Cameras, Student Tracking)	Total Cost for Repairs, Parts, and Purchasing Buses/Leasing Buses
15-16	\$2,175,987	\$1,840,000 (23 buses x \$80,000)		\$4,015,987 (purchased)
16-17	\$2,000,524	\$1,600,000 (20 buses x \$80,000)		\$3,600,524 (purchased)
Future of leasing entire fleet	\$173,000 or more (350 buses x \$495 per bus)		\$6,230,000 (based on \$17,800 per bus)	\$6,403,250 (leased)
18-19	\$2,100,000	\$2,644,390 (35 buses x \$75,554)		\$4,744,390 (purchase)
Purchasing buses on rotation every year – even at a high end of 35 buses per year – vs. leasing the entire fleet, would save over \$1.6 million (note: this estimate is utilizing current costs of purchasing buses and current cost estimates of leasing)				Savings per year Over \$1.6 million

Looking back to 2000, there were 6 years that no regular ed buses were purchased. In looking at an average and considering the number of buses that we did purchase, it averages to 11 buses per year. Due to not maintaining a replacement schedule, we now have 122 regular ed route buses that are 10 years old or older. Currently, we have 28 buses that are 15 years of age or older that are still on routes. In order to get caught up, we must escalate our purchasing schedule to at least 35. Staff recommends a 4 year proposal to address the 122 buses (10 years or older) by purchasing 35 buses in 2018, 35 buses in 2019, 35 buses in 2020, and 35 buses in 2021. Beginning in 2022, we could go back to a 20 bus purchase cycle per year.

THESE NUMBERS DO NOT INCLUDE ANY SPECIAL NEEDS BUSES OR ACTIVITY BUSES.

Table Two

Year	Purchase of Buses	Estimated Cost
2018-19	23 times \$76,554.72	\$1,760,758.56
19-20	35 times \$75,549.72	\$2,644,240.20
20-21	35 times \$75,549.72	\$2,644,240.20
21-22	35 times \$75,549.72	\$2,644,240.20
22-23	20 times \$76,554.72	\$1,760,758.56
23-24	20 times \$76,554.72	\$1,760,758.56

****Prices may vary****

Table Three

PROJECTION OF REGULAR ED FLEET WITH PURCHASE OF 35 OVER NEXT 5 YEARS

2018 YEAR	# IN FLEET	AGE	2019Y EAR	# IN FLEET	AGE	2020 YEAR	# IN FLEET	AGE	2021 YEAR	# IN FLEET	AGE	2022 YEAR	# IN FLEET	AGE	2023 YEAR	# IN FLEET	AGE
2000	0	18	2000	0	19	2000	0	20	2000	0	21	2000	0	22	2000	0	23
2001	11	17	2001	0	18	2001	0	19	2001	0	20	2001	0	21	2001	0	22
2002	16	16	2002	0	17	2002	0	18	2002	0	19	2002	0	20	2002	0	21
2003	1	15	2003	0	16	2003	0	17	2003	0	18	2003	0	19	2003	0	20
2004	15	14	2004	8	15	2004	0	16	2004	0	17	2004	0	18	2004	0	19
2005	28	13	2005	28	14	2005	1	15	2005	0	16	2005	0	17	2005	0	18
2006	4	12	2006	4	13	2006	4	14	2006	0	15	2006	0	16	2006	0	17
2007	8	11	2007	8	12	2007	8	13	2007	0	14	2007	0	15	2007	0	16
2008	39	10	2008	39	11	2008	39	12	2008	17	13	2008	0	14	2008	0	15
2009	0	9	2009	0	10	2009	0	11	2009	0	12	2009	0	13	2009	0	14
2010	0	8	2010	0	9	2010	0	10	2010	0	11	2010	0	12	2010	0	13
2011	18	7	2011	18	8	2011	18	9	2011	18	10	2011	0	11	2011	0	12
2012	0	6	2012	0	7	2012	0	8	2012	0	9	2012	0	10	2012	0	11
2013	27	5	2013	27	6	2013	27	7	2013	27	8	2013	27	9	2013	7	10
2014	0	4	2014	0	5	2014	0	6	2014	0	7	2014	0	8	2014	0	9
2015	12	3	2015	12	4	2015	12	5	2015	12	6	2015	12	7	2015	12	8
2016	23	2	2016	23	3	2016	23	4	2016	23	5	2016	23	6	2016	23	7
2017	13	1	2017	13	2	2017	13	3	2017	13	4	2017	13	5	2017	13	6
2018	0	0	2018	0	1	2018	0	2	2018	0	3	2018	0	4	2018	0	5
			2019	10-35	0	2019	45	1	2019	45	2	2019	45	3	2019	45	4
						2020	35	0	2020	35	1	2020	35	2	2020	35	3
									2021	35	0	2021	35	1	2021	35	2
												2022	35	0	2022	35	1
															2023	20	0

10 buses were purchased in 2018 but were actually 2019 Model Years - that is why it looks like we purchased 45 in 2019

BY 2023, WE WILL HAVE ONLY 7 BUSES THAT ARE 10 YEARS OLD

Table Four

YEAR	REGULAR	CUT AWAYS	LIFT BUSES	WALK ON SPECIAL	AGE
1999	0	3	0	3	19
2000	0	0	0	1	18
2001	11	0	0		17
2002	16	5	2		16
2003	1	2	0		15
2004	15	6	1		14
2005	28	9	4		13
2006	4	0	0		12
2007	8	1	0		11
2008	39	6	5		10
2009	0	2	1		9
2010	0	8	0		8
2011	18	0	9		7
2012	0	0	0		6
2013	27	0	0		5
2014	0	0	0		4
2015	12	6	4		3
2016	23	0	0		2
2017	13	0	4		1
2018	0	5	0		0
2019	10	0	0		0
	225	53	30	4	

TOTAL ROUTE BUSES IN FLEET=312

THIS DOES NOT INCLUDE SPARE BUSES OR ACTIVITY BUSES

Agenda #2

School Nutrition Program – Debt Collection Recommendation

In the summer of 2016, USDA issued a memo (SP 47-2016) addressing the important issue of meal charge policies and delinquent accounts. The memo clarified the definition of *delinquent debt* and the sub-categorical definition of *bad debt*. Unpaid meal charges are considered delinquent debt when payment is overdue and is considered collectable as efforts are being made to collect it. According to the USDA, “the debt remains on the accounting documents until it is either collected or is determined to be uncollectable and written off.” Furthermore, “when local officials determine that further collection efforts for delinquent debts are useless or too costly, the debt must be reclassified as *bad debt*. ” Once this delinquent debt is reclassified as bad debt it is, by definition, uncollectable; therefore, bad debt must be written off as operating losses. USDA Section 200.426 of Subpart E states that “Bad debts...arising from uncollectable accounts and other claims are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable.” Additionally, USDA mandates that bad debt may not be absorbed by NSFSA (non-profit school food service account).

The School Nutrition Program and schools have worked to address the current debt for meal charges. There are several hurdles to consider while examining how we collect the debt: 1) debt has rolled over from previous years, 2) USDA Section 200.426 of Subpart E states that “Bad debts...arising from uncollectable accounts and other claims are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable, 3) schools have had difficulty collecting the debt, and 4) there is not a year-end collection agency utilized to collect the debt from the ones who are causing this issue, the adults.

Current legislative discussion targeted debt-shaming. Although the legislative proposal did not pass, CPSB remains cognizant of situations in which students may be labeled and shamed. CPSB’s position is to serve ALL students a CPSB menu-meal whether they pay or not. Our current policy, EEA (Unpaid Meal Charges), has procedures in place to successfully collect most debt. If you will recall, these procedures were approved by the board in the fall of 2017. Staff believes that the procedures are practical and fair. Our goal is to emphasize these procedures at the beginning of the school year with our principals and declare that they will be supported by the Central Office and the Board. What is not addressed in the procedures, however, is that year-end debt be turned over to a collection agency. Staff believes that this procedure should be addressed in policy. The USDA memo and current CPSB policy provides a substantive rationale for declaring our current debt as *bad debt*, thus writing it off our ledger with non NSFSA funds. **Mrs. Richard** will provide more detail regarding these matters and answer questions specific to the recommendations.

SCHOOL MEAL DEBT - RECOMMENATION

JACQUELINE RICHARD
MS, RD, LDN
SCHOOL NUTRITION
PROGRAM DIRECTOR

USDA ADDRESSES NATIONAL ISSUE

- USDA provided Overcoming the Unpaid Meal Challenge in 2016 (revised in 2017)
 - Districts must develop a charge policy
 - Legal to refuse meals and/or provide alternate meals
 - Gives schools flexibility to determine free/reduced eligibility (30 days)
 - Use of SNAP lists and CEP to quickly identify all eligible students
 - Collection of debt shall not have a negative impact on children, but focus primarily on adults in the household responsible

GOAL: CAPTURING ALL ELIGIBLE STUDENTS

- Improved application process and encouraged online applications to prevent the loss of paper applications
- Obtaining SNAP lists monthly
- Application flexibility: eligible incomplete applications can be considered effective upon the date received instead of the date processed
- Community Eligibility Provision

Assistance with
completing
applications

Online
applications

Online payment
options

Pre-payment
options

Repayment plans

Payment
reminders via cell
phone calls or
texts

Matching students
with SNAP files
monthly

USDA ENCOURAGES

CPSB POLICY

- * Students are allowed to charge a reimbursable breakfast and/or lunch
- * Meal debt is earned over each year and follows students
- * Students are never refused a meal nor given an alternate meal
- * Collection efforts include notifying parents of negative balances and withholding extracurricular activities with principal discretion
- * Notification includes:
 - * Monthly school messenger calls
 - * Letters sent home with students monthly
 - * Letters from central office at a negative balance of \$50
 - * Certified letters at a negative balance of \$150

SNP CURRENT STUDENT DEBT

Year	Amount
SY 12-13	\$231,158.75
SY 16-17	\$202,863.95
SY 15-16	\$159,176.07
SY 14-15	\$123,739.71
SY 13-14	\$90,919.63
Borrowing	-\$5,000 per year

DELINQUENT DEBT VS BAD DEBT (USDA MEMO SP 47-2016)

- Unpaid meal charges may be carried over at the end of a school year as a delinquent debt and collection efforts may continue into the new SY to allow longer repayment plans and pursuing debt collection efforts.
- SNP must make reasonable effort to collect and the cost to collect is an allowable use of SNP funds
- When local officials determine debt collections are useless or too costly, the debt must be reclassified as "bad debt" and must be written off as operating losses
- Bad debts are unallowable and SNP funds may not be used to cover cost related to the bad debt, such as continued legal and collection costs

UNPAID MEAL POLICY COLLECTION PROTOCOL

- Continue to notify households regarding negative balances throughout the school year
 - Letters
 - Monthly phone calls
- Support principals withholding extracurricular activities
- Identify incomplete applications and notify households (new process)
- Identify students without applications and free the previous year (new process)
- At the end of each school year SNP will turn over negative balances to a debt collection agency (recommendation)

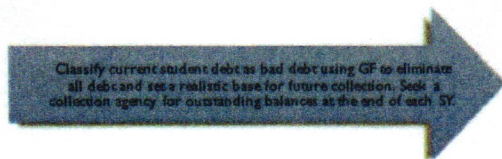
COMMUNICATING POLICY

- Send home with all students
- Posted on CPSB website
- Social media
- Include policy verbiage on negative balance letters sent home and school messenger calls
- Posted policy in cafeteria

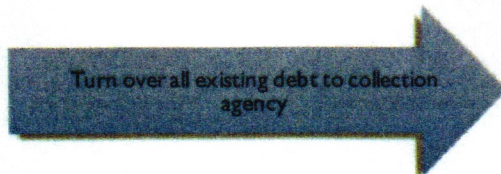
NEED FOR CHANGE

- * Current student debt of \$231,258.75 and growing ~35,000 per year
- * Student debt remaining on SNP budget is unacceptable per SY 17-18 State Administrative Review
- * Specific details prior to SY 13-14 can't be obtained (SNP software)
- * Extremely difficult to obtain "old" debt from households

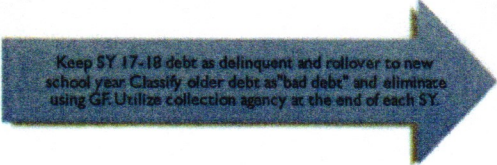
MOVING FORWARD: OPTION 1 * STAFF RECOMMENDATION



MOVING FORWARD: OPTION 2



MOVING FORWARD: OPTION 3



Keep SY 17-18 debt as delinquent and rollover to new school year. Classify older debt as "bad debt" and eliminate using GF. Utilize collection agency at the end of each SY.

UNPAID MEAL CHARGES

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

PROCEDURE

1. Students who qualify for free meals shall not be denied a reimbursable meal even if they have accrued a negative balance on their account.
2. Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the school food authority (SFA) shall not use the money to repay a negative balance or other unpaid meal charge debt.
3. Students without funds to pay for a reduced-price or full price meal may be allowed to charge their account for breakfast and/or lunch.
4. Students who charge a meal shall receive a reimbursable meal.
5. There shall not be a maximum amount or number of meals allowed to charge.
6. Adults shall only be allowed to charge meals up to \$25 and any additional meal or food item shall be refused.

COMMUNICATING THE POLICY

1. Policy *EEA, Unpaid Meal Charges*, shall be communicated to the household by posting on the Calcasieu Parish School Board (CPSB) website.
2. The policy shall be communicated to all School Nutrition Program (SNP) staff and the staff shall receive training as part of their professional development.

3. Documentation of the communication and training plan shall be maintained for the Federal Program Administrative Review.

NOTIFYING THE HOUSEHOLD OF LOW OR NEGATIVE BALANCES

1. The student's household shall be notified when a student's cafeteria account falls below three dollars (\$3.00).
2. The SFA shall notify households of low or negative balances by a variety of different methods:
 - A. School Messenger shall be utilized to send automated messages to parent's contact numbers. The messages shall be sent once monthly for low balances (less than \$3), any negative balance, and excessive negative balances. The messages shall differ depending on the situation.
 - B. The cafeteria manager shall provide students with printed documentation of negative balances.
 - C. A letter from the central office detailing the amount owed and procedure for payment shall be mailed to the parent's address at \$50 negative balance.
 - D. A certified letter shall be mailed from the central office detailing the amount owed and procedure for payment to the parent's address at \$150 negative balance.
 - E. The consequences of non-payment shall be determined on a case-by-case basis.
 - F. Students may be denied participation in extracurricular activities such as prom, homecoming dances, and field trips. The denial of participation shall be at the discretion of the principal.
 - G. The persons responsible for managing unpaid meal charges are:
 1. SNP school-based staff shall collect payment for meals at the POS
 2. SNP central office shall contact households
 3. SNP central office may collect payment

Delinquent debt is allowable in the School Nutrition Program and may be carried over to the next successive school year.

ASSISTANCE TO HOUSEHOLDS

Households with questions or needing assistance may contact the school office where their student attends or the School Nutrition Program office at 337-217-4360.

New policy: September 12, 2017


Ref: [Public Law 111-296](#) (*Healthy, Hunger-Free Kids Act of 2010*)
[2 CFR Part 200](#) (*Uniform Administrative Requirements, Cost Principles, and
Audit Requirements for Federal Awards*)
Board minutes, [9-12-17](#)

Calcasieu Parish School Board

Agenda #3
Personnel – Onboarding
(Process of integrating a new employee into the CPSB workforce)
(For informational purposes only)

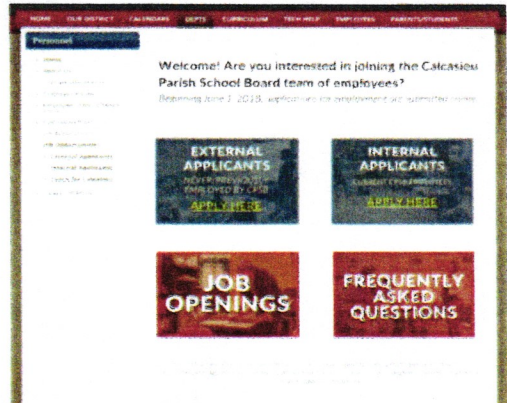
The Personnel Department, Payroll Department, Management Information Systems Department, Public Information Department, and the Technology Department have collaborated to upgrade CPSB's Onboarding systems to the 21st Century. This collaboration has produced a user-friendly, efficient, and professional process for applicants and administrators in the district.

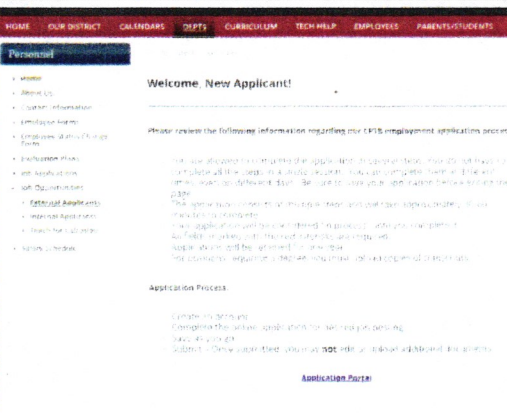
Pam Arseneault, the Elementary Personnel Supervisor will showcase the essential aspects of our new Onboarding process.

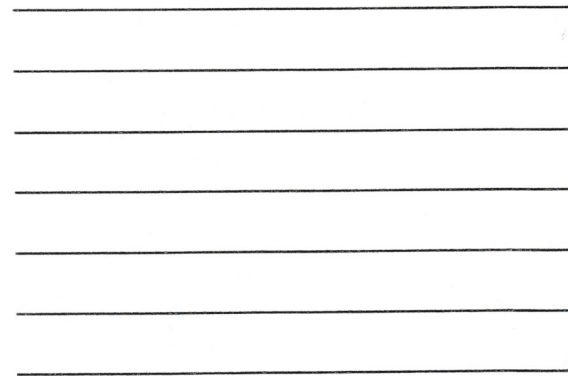
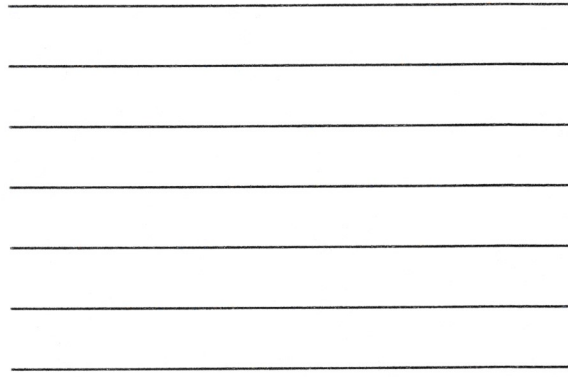


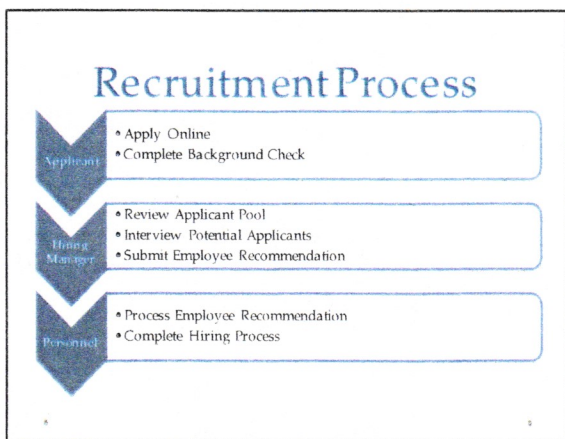
On-Boarding Update

Administrative and Personnel
Committee Meeting
June 26, 2018









Agenda #4
Maintenance – Data Update
(For informational purposes only)

This presentation is for informational purposes only. Through SchoolDude, our software that we utilize to coordinate maintenance requests, work orders, and completion of those requests, we have compiled yearly data to show trends and the number of work orders that our department processes in a year's time.

Mr. Kenny Brown will present this information.

Agenda #5

CPSB Policy Recommendations

#5a. Purchasing

Updating current policy due to statute changes

#5b. Expense Reimbursement

Updating policy to align with current CPSB procedures and practices and the modification of reimbursement amounts

#5c. GBDA – AP Bus Operator Hiring Procedure

Staff recommends decreasing the amount of time for new/vacant route consideration.

Bus Operators interested in being considered for the new/vacant route will have fourteen (14) ten (10) working days from the date of the announcement to submit in writing to the Personnel Department their intent to be considered for the new/vacant route.

EXPENSE REIMBURSEMENT

The Calcasieu Parish School Board shall reimburse employees and School Board members for expenses incurred while on official Board business within budgetary and policy limitations. Such reimbursement shall be in accordance with the following guidelines:

1. Definitions:

- A. Official Domicile - The official domicile for employees shall be the person's work place. For employees who work in more than one location, the official domicile shall be determined by the Superintendent or his/her designee. Every employee will be assigned an official domicile, and no travel or subsistence expenses shall be allowed at the place of official domicile except as authorized in section E 5, *Reimbursement for Transportation, Subsistence, and Other Expenses*, below.
- B. Travel Period - The travel period shall be a period of time between the time of departure and the time of return.
- C. In-Parish Travel - In-parish travel is all travel within the borders of Calcasieu Parish or travel through adjacent parishes between points within Calcasieu Parish when such is the most efficient route.
- D. Out-of-Parish Travel - Out-of-parish travel is all travel outside of Calcasieu Parish.
- E. Special Meals - Special meals are meals for persons who are considered guests of the Calcasieu Parish School system and for employees who are on official business with said guests. In parish meals are also considered special meals and must be authorized and include receipts as listed herein. All requests for reimbursement for special meals must be accompanied by a receipt as authorized by section E 5, *Reimbursement for Transportation, Subsistence, and Other Expenses*, and must be approved by the superintendent or his/her designee.

2. Eligibility for Reimbursement of Travel Expenses:

- A. Employees shall be eligible to receive reimbursement for travel when away from the official domicile or in accordance with section **E 5**, *Reimbursement for Transportation, Subsistence, and Other Expenses*.
- B. Employees shall be reimbursed on an actual expense basis for all reasonable travel expenses as outlined herein. The request for reimbursement (travel voucher) must be accompanied by a receipt or other supporting documentation for each item claimed, except for:
 - 1. taxicab or local public transportation of \$10.00 or less.
 - 2. tips for baggage handling, \$1.00 per bag in and \$1.00 per bag out of airport and hotel - 3 bag maximum.
 - 3. parking at self service lots when \$5.00 OR less per day.
 - 4. meals as per section **E 5**, *Reimbursement for Transportation, Subsistence, and Other Expenses*.
- C. No employee shall request travel reimbursement on behalf of any other employee. Only the traveling employee will be entitled to reimbursement so that travel of each employee can be tracked for auditing purposes.

3. Authority to Incur Traveling Expenses:

- A. All travel shall be authorized and approved by the appropriate department head. Such approval authority may be delegated as deemed appropriate by each department head.
- B. In-parish travel shall be limited to necessary trips, and requests for reimbursement for in-parish travel shall denote the date, destination, and mileage.
- C. Out-of-parish, but within the state, travel shall be electronically approved by the department head ~~upon prior submission of the "Application for Authorization of Professional Trip and/or Out-of-Parish/Out-of-State Travel" form~~ after creation of an absence in the Aesop online absence management system that includes answers to the following 7 questions in the "Notes to administrator" section: (1.Name of event, 2.Destination, 3.Date(s) of travel, 4.Fund to be charged, 5.Is sub needed, 6.If so, who's paying for that, 7.Benefit to school system).

- D. All out-of-state travel shall have prior approval of the Superintendent, and in the absence of the Superintendent, ~~an Associate/Assistant Superintendent~~ the Chief Academic Officer, Chief Operating Officer or the Chief Financial Officer shall render the decision. The ~~"Application for Authorization of Professional Trip and/or Out-of-Parish/Out-of-State Travel" form~~ creation of an absence in the Aesop online absence management system that includes answers to the following 7 questions in the "Notes to administrator" section: (1. Name of event, 2. Destination, 3. Date(s) of travel, 4. Fund to be charged, 5. Is sub needed, 6. If so, who's paying for that, 7. Benefit to school system) shall be completed and submitted prior to the date of the requested trip. Emergency situations may be approved by the Superintendent or his/her designee. Meeting/conference agendas shall be attached to request.
- E. Travel dates should encompass all dates that an employee will be traveling, including dates to and from, and not strictly conference dates listed on a brochure. Return from travel will be on last day of reason for travel unless prior approved via initial travel request by the appropriate department head.

4. Transportation:

- A. Travel routes should be the most direct and usually traveled route. All mileage shall be computed on the basis of odometer readings or from point of origin to point of return as computed on an online mapping program such as "google maps or mapquest" showing the shortest distance between the two locations. Any mileage reimbursement claimed must begin at an employee's official domicile for work purposes. (An employee's official domicile is not an employee's home.)
- B. Out-of-state travel shall be approved by the Superintendent considering the purpose of the travel, benefit to the System, number of personnel involved, and the frequency of travel. Among the factors to be considered should be the length of travel time, cost of operation of a vehicle, cost and availability of common carrier services, etc. In the event that an employee chooses to drive instead of traveling by air, the amount reimbursed should be approved by the system's Internal Auditing department.
- C. Calcasieu Parish School Board System-owned vehicles must comply with the following regulations:

1. All purchases made on Calcasieu Parish School Board gasoline credit cards must be signed for by the employee making the purchase, and the license number, the unit price, and the quantity of the commodity purchases must be noted on the delivery ticket by the vendor. Items incidental to the operation of the vehicle may be purchased via Calcasieu Parish School Board gasoline credit cards only when away from official domicile on travel status. In all instances where a credit card is used to purchase items or services which are incidental to the operation of a vehicle, ~~the tissue copy of the credit ticket~~ a receipt along with a written explanation of the reason for the purchase shall be attached to the travel voucher.
2. No employee shall carry unauthorized passengers in Calcasieu Parish School Board owned automobiles unless their presence is for purposes relating to official Calcasieu Parish School Board business.
3. Any personal use of vehicles owned by the Calcasieu Parish School Board is strictly prohibited. If the School Board allows an employee to take a vehicle home, the personal usage allowed is only to commute to and/or from work in the vehicle.
4. Each Department Head which authorizes Calcasieu Parish School vehicles to employees, shall notify the Payroll Supervisor of any changes in the status of miles driven per year, the type of vehicle driven, or a different employee who drives the vehicle as soon as the change is initiated.
5. Any employee who uses vehicles owned by the Calcasieu Parish School Board in a reckless or careless manner or for unauthorized personal use will be subject to disciplinary action.

D. Personally owned vehicles shall be subject to the following:

1. When two (2) or more persons travel in the same personally-owned vehicle, only the owner of the vehicle shall be reimbursed the expenses for use of the vehicle.
2. Employees with the rank of principal and above, as well as other designated employees, shall maintain vehicles for the purpose of conducting Calcasieu Parish School Board business pursuant to the job assignment.

E. Rented motor vehicles shall be subject to the following:

1. Written approval of the Superintendent or his designee prior to departure shall be required for rental of vehicles.
2. Only the cost of rental of subcompact or compact cars (models) shall be reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than two (2) persons or excessive amounts of baggage and equipment.
3. The rental cost of buses or other commercial carriers shall be reimbursable pursuant to the leasing agreement approved by the department head but should not include any ordinary passenger van with more than 10 seating positions as dictated by safety standards.
4. Physical damage and liability insurance are required and reimbursable when renting a vehicle.

5. Reimbursement for Transportation, Subsistence and Other Expenses:

A. Transportation:

1. Mileage driven by an employee in a privately-owned vehicle while in the conduct of official Calcasieu Parish School Board business shall be reimbursed on a per mile basis in accordance with the standard mileage rate as established by the Internal Revenue Service. When more than one employee is attending an out-of-parish meeting or function, the department head will make every effort to assure that the employees carpool to the greatest extent practical. Reasons for not doing so must be documented in writing to the department head 20 days prior to the trip. If reasons for not carpooling are inadequate or disapproved, the employee will be reimbursed ½ of the ~~20-day advanced airline ticket price~~ normal calculated mileage reimbursement.
2. Employees using motor vehicles on official Calcasieu Parish School Board business shall be reimbursed for storage and parking fees, ferry fares, road fares, and bridge tolls.
3. Calcasieu Parish School Board owned credit cards shall not be issued to employees for use in the operation of privately-owned vehicles.

4. The School Board is always interested in the lowest fare available for airfare travel.

Employees should make every effort to purchase the lowest priced ticket through on-line resources or a Board authorized travel agent.

Proof of trip taken at quoted airfare price will be required for reimbursement of airfare. Attachment of such proof should include a ticket receipt showing destination of trip.

5. When out-of-state travel is required, air travel will be the normal mode of transportation. However, occasions may arise where it is more economical or desirable to travel by motor vehicle. In such cases, the mileage reimbursement shall not exceed the cost of air travel which would have otherwise been incurred based on the lowest quoted airfare rates by airlines or travel agents based on coach class rates booked twenty (20) days in advance for flights between the hours of 6:00 a.m. and 6:00 p.m. The amount reimbursed must be pre-approved by the system's Internal Auditing Department to verify reasonableness. Additional meals/lodging costs incurred as a result of driving rather than flying shall not be reimbursed. If an employee uses a personal automobile to transport other employees to an out-of-state function, the employee should be eligible for reimbursement at the higher of airfare rate or actual mileage.

B. Meals:

1. Employees will be reimbursed for meals pursuant to the schedule herein, while traveling, as follows:

	<u>Regular Cost</u> <u>Travel Areas</u> Including Baton Rouge	<u>High Cost</u> <u>Travel Areas*</u>
Breakfast (if travel begins before 6:00 a.m.)	\$ 7.00 <u>9.00</u>	\$ 9.00 <u>11.00</u>
Lunch	11.00 <u>13.00</u>	13.00 <u>15.00</u>
Dinner (If travel extends beyond 6:00 p.m.)	17.00 <u>20.00</u>	23.00 <u>26.00</u>

Total per day ~~\$35.00~~ 42.00 ~~\$45.00~~ 52.00

* High Cost Travel Areas: ~~As listed and updated from time to time in IRS Circular E and Publication 1542.~~ New Orleans, Dallas/Fort Worth, Austin, Houston, San Antonio, Little Rock, Pensacola. High cost areas other than those listed will be determined by the Superintendent or Chief Financial Officer using the per diem rate on the U.S. General Services Administration website as a guide.

2. Employees will be reimbursed for special meals. Documentation must be provided on the travel voucher indicating the purpose of the special meal and why it is in the interest of the Calcasieu Parish School Board. Additionally, the names of all persons attending for which reimbursement is requested must be provided on the travel voucher.
3. Meals with set prices determined by approved conference, seminar, or other function registration brochures are reimbursable at the level identified in the brochure if approved by the appropriate administrator.
4. Employees will not be reimbursed for a meal if it has already been included in a conference registration fee as listed on the conference brochure.

C. Lodging:

1. Employees who have obtained prior approval to attend a convention or conference will be reimbursed for lodging expense at the single room convention or conference site rate provided that upon request for reimbursement the original hotel/motel receipts and convention or conference site verification are attached to the travel voucher. Documentation should be attached showing the conference approved single room rate. If the conference rate is no longer available at the time reservations are made, alternate accommodations or rates may be obtained but will be reimbursed a maximum of 105% of the conference rate.
2. Employees will be reimbursed, based upon original hotel/motel receipts (single room rate), for lodging cost while traveling not to exceed the limits presented herein, plus taxes.

<u>Regular Cost Travel Areas</u>	<u>Baton Rouge Travel Area</u>	<u>High Cost* Travel Areas</u>
\$100.00	\$110.00 <u>130.00</u>	\$140.00 <u>160.00</u>

* High Cost Travel Areas: As listed and updated from time to time ~~in IRS Circular E and Publication 1542~~ on the U.S. General Services Administration website at www.GSA.gov. High cost areas will be extended to include surrounding suburban areas associated with high cost metropolitan areas as listed by the ~~I.R.S. (Example: Kenner and Slidell included with New Orleans)~~ GSA.

If reasonable lodging cannot be obtained for these amounts, the Superintendent may authorize appropriate amounts after being provided adequate documentation of efforts to secure lodging within the stated amounts.

D. Other Expenses:

The following expenses incidental to travel may be reimbursed with required receipts attached:

1. communication expenses relative to official Calcasieu Parish School Board business
2. registration fees at conferences
3. charges for storage and handling
4. taxi or local public transportation fares - more than \$10.00
5. tips for baggage handling - more than ~~\$12.00~~ \$6.00
6. limousine services to and from terminals or stations
7. vehicle parking cost – more than \$5.00
8. vehicle rental, when documented and approved as required in Section ~~D~~ 4, *Transportation*
9. no mileage on a vehicle rented for official Calcasieu Parish School Board business is reimbursable

6. Requests for Reimbursement:

- A. All requests for reimbursement shall be submitted on the approved travel voucher form. A request for reimbursement must be completed for all travel for which any payment has been made or is due. ~~High cost areas will be extended to include surrounding suburban areas associated with high cost metropolitan areas as listed by the I.R.S. (Example: Kenner and Slidell included with New Orleans).~~
1. All travel vouchers shall be completed in full, signed by the person requesting reimbursement, approved and signed by the appropriate officer(s), and submitted to appropriate personnel prior to reimbursement. Travel reimbursement requests are to be submitted to the Accounts Payable Department by the end of the month following the month of travel (e.g., February travel submitted by March 31). Otherwise, late submissions must be approved by the C.F.O.
 2. Reimbursement for ~~the prior month's~~ submitted expenses shall be made ~~as close to the tenth (10th) of the month within 10 working days as normal check processing will allow when after~~ the travel voucher has been appropriately approved and submitted to the Accounts Payable Department on or before the third (3rd) working day of the month.
 3. Documentation including invoices for registration fees, airline tickets, hotel receipts, etc., must be attached to travel reimbursement request when submitted.
- B. Direct billing to the Calcasieu Parish School Board shall be approved by the Superintendent or his/her designee prior to the occurrence of the activity. When direct billing has been approved, the person receiving said approval shall complete a travel voucher noting the direct billing status and attach to the voucher copies pertinent thereto, such as airline tickets, hotel receipts, conference registration, etc.
- C. Out-of-parish travel, involving a significant amount, may be submitted anytime during the month; however, the person so requesting reimbursement should not expect reimbursement prior to ~~five (5)~~ ten (10) working days after ~~submission~~ receipt of the request by the accounts payable department.
- D. All requests for ~~cash~~ travel advances for out-of-parish travel shall be submitted on the appropriate form to the Superintendent or his designee for approval not less than ten (10) working days in advance. Only airfare; and hotel ~~and meals~~ are allowable advance

items with appropriate documentation. Mileage and meals will not be advanced. A travel reimbursement form must be completed after every trip in which a travel advance was obtained even if no money is owed an employee. This request should have all required receipts attached.

- E. Under extraordinary circumstances where the best interest of the Calcasieu Parish School Board requires that travel be undertaken not in compliance with this policy, approval after-the-fact may be given by the Superintendent if appropriate documentation is presented promptly.

Revised: October, 1996

Revised: July, 1998

Revised: January, 2000

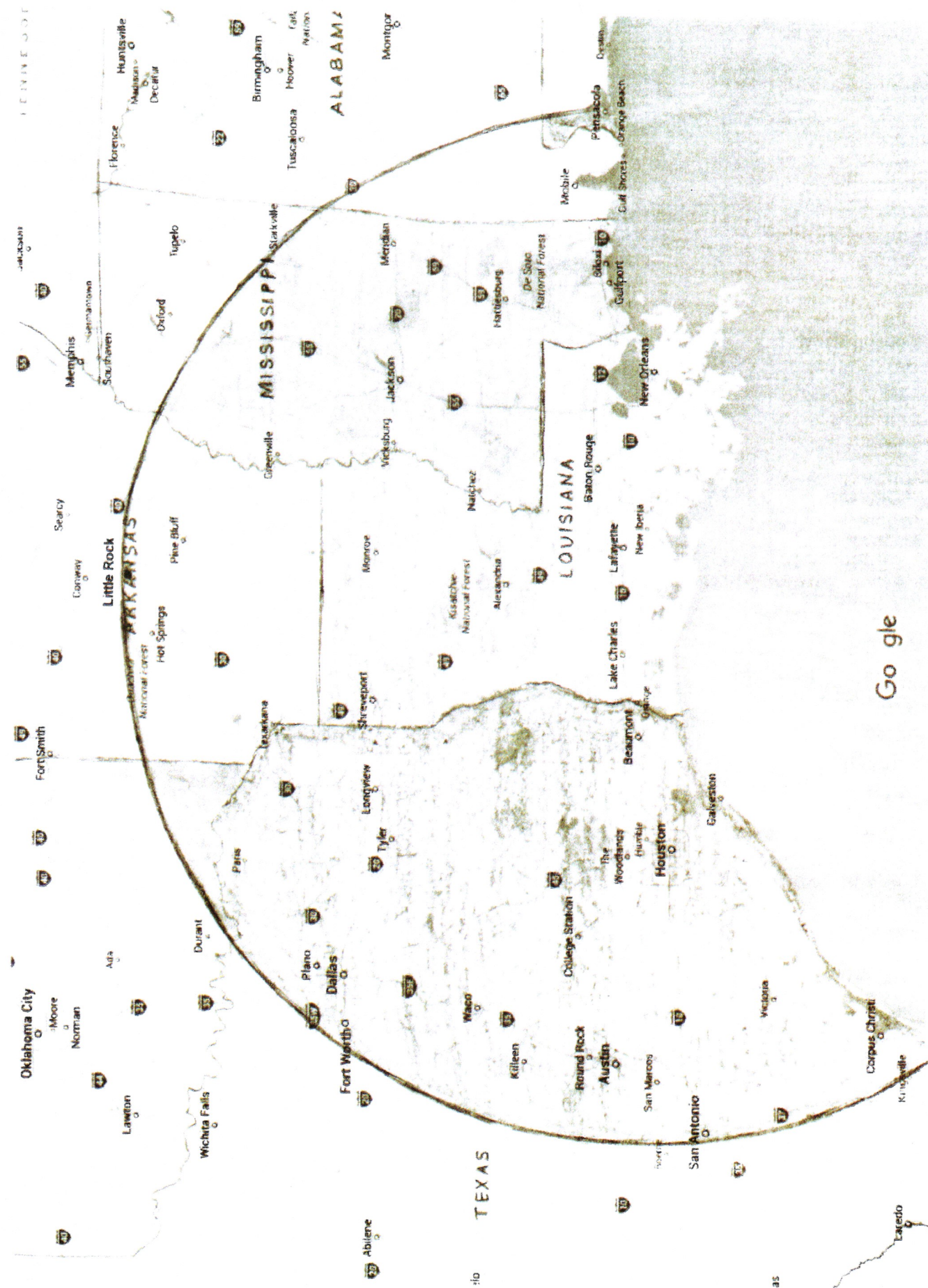
Revised: February, 2000

Revised: June, 2007

Revised: August, 2008

Ref:	La.	Rev.	Stat.	Ann.
	§§	17:56, 32:861, 32:862, 32:863, 32:863.1, 32:900		
	Board minutes, 5-7-85, 1-19-88, 5-1-90, 5-21-96, 6-2-98, 12-7-99, 2-1-00, 6-5-07, 8-5-08			

Calcasieu Parish School Board



Map data ©2015 Google, INEGI 50 mi

TRAVEL PERIMETER MAP

7/1/2015

**CALCASIEU PARISH SCHOOLS
ADMINISTRATIVE PROCEDURES**
07

DATE ISSUED: 4-3-

09

REVISED: 5-5-

SUBJECT: BUS OPERATOR HIRING PROCEDURES

**ADMINISTRATIVE PROCEDURE BUS OPERATOR HIRING
PROCEDURES**

The following procedures will be used whenever a new/vacant route becomes available within Calcasieu Parish.

1. The Supervisor of Transportation will notify the Personnel Department whenever a bus route is established or becomes available.
2. An announcement of the new/vacant route will be posted in the Department of Transportation and the Department of Personnel as well as sent to all schools.
3. Bus Operators interested in being considered for the new/vacant route will have ~~fourteen (14)~~ ten (10) working days from the date of the announcement to submit in writing to the Personnel Department their intent to be considered for the new/vacant route.
4. The new/vacant route will be offered to the tenured bus operator who has acquired the greatest seniority and has expressed written interest in the new/vacant route. In the event that two (2) or more tenured bus operators have the same seniority status, then the tenured bus operator living closest to the new/vacant route will be offered the new/vacant route.
5. The new/vacant route may be offered to a probationary operator when no tenured bus operator chooses the new/vacant route.
6. The selection of a probationary operator will be the same process used for selecting a tenured operator.
7. The existing bus will remain with the route when a vacancy occurs.

If there are no tenured or probationary operators that have submitted a letter of intent to be considered for a new/vacant route, then the following procedure will be used.

1. The route will be offered to the most senior active substitute with an acceptable driving record within the ward of the advertised route. An *active* substitute bus operator shall be classified as one who has driven sixty (60) days or more the previous year. A substitute bus operator who has driven less than sixty (60) days the previous year shall be classified as *inactive*.

Substitute bus operators would be hired using the listing of senior active substitute bus operators, in descending order, based on the number of days driven the previous school year, residing in the ward, and if a tie, based on the time and date of CDL certification.

2. If no senior active substitute school bus operator residing in the ward accepts the route, then the senior active substitute bus operator in the parish will be offered the route in descending order based on the number of days driven the previous school year, residing in the parish, and if a tie, based on the time and date of certification.
3. If no senior active substitute school bus operator in the ward or parish accepts the advertised route, then the route should be offered to the senior inactive substitute bus operator PARISH WIDE in descending order based on the number of days driven the previous school year, and in the event of a tie, based on the time and date of certification.

If a substitute operator is hired and lives outside of the ward and lives fifteen (15) or more miles from the first student pick up, they must park the bus within that fifteen (15) miles and drive their personal vehicle to the school bus for the AM/PM routes. This will not apply if the operator lives in the ward for which the route is advertised.

Calcasieu Parish School Board

Agenda #6
**Sulphur High School and Combre Fondel – Purchase
of Property**

Staff is requesting permission to get appraisals done on property adjacent to Sulphur High School and Combre Fondel respectively.

Agenda #7

Legislative Policy Updates

7a. School Board Meetings – CPSB Policy BC

Language was added to this policy that a quorum must be present for an official meeting of the School Board. This was a minor change.

7b. Authorized Signatures – CPSB Policy DJA

Language was added to enhance oversight by adding the clause “with the approval of the Superintendent” to the paragraph authorizing principals to open checking accounts.

7c. Family and Medical Leave Act – CPSB Policy GBRIBA

This policy has been updated with more detail. The updates include the local school boards ability to choose the method for identifying the 12-month period for taking Family Medical Leave Act leave. School Boards must give 60 days’ notice of this change. Staff’s recommended method for determining the 12-month period begins and is measured forward from the first date the employee takes FMLA leave.

7d. Student Searchers – CPSB Policy JCAB

This policy adds the language that students shall have no expectancy of privacy in their use of the lockers assigned to them.

7e. Student Health Services – CPSB Policy JGC

This policy removes the reference to Bulletin 741, Louisiana Handbook for School Administrators and replaces it with the appropriate reference to Bulletin 135, Health and Safety.

SCHOOL BOARD MEETINGS

The Calcasieu Parish School Board has the authority to hold as many School Board meetings per month as the School Board deems necessary. The School Board shall conduct at least one (1) regularly scheduled meeting per month. Special meetings may be held as the School Board determines or as occasion may require.

At any regular or special meeting of the School Board, no business may be transacted which does not come within the purpose or purposes set forth in the agenda for the meeting, except upon ***unanimous approval of the members of the School Board present*** at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

The public and news media shall be informed of the dates of all regular and special meetings. All meetings shall be open to the public except meetings that meet the criteria described in Louisiana law for being closed meetings.

Official actions or decisions shall be made only in official meetings of the School Board. No member of the School Board or any committee of the School Board shall have the power to act in the name of the School Board outside of official School Board meetings unless so designated by a majority of the School Board duly convened.

It is the desire of the School Board that meetings shall be formal enough for orderly procedure but informal enough to be natural, to encourage free discussion and to promote group thinking and action. In matters of procedures not covered by law, School Board policy, or the Louisiana Board of Elementary and Secondary Education (BESE), meetings of the School Board shall be governed by Robert's Rules of Order, Revised. The President shall be entitled to discuss and vote on all matters before the School Board.

The President may preclude discussion which does not apply to the motion last made. He may also minimize or halt discussion of a matter if the School Board has previously agreed to confine discussion to a definite period of time, and that period has been used up. Aside from such limitation, the President may limit debate only with the concurrence of two-thirds vote of the members present.

A simple majority of the School Board members present and voting may adopt any motion or any policy and/or regulation, otherwise a majority of the full membership or larger is needed when specifically required by law. (moved from below)

QUORUM

A quorum for the transaction of official business shall consist of a majority of the members of the School Board. When a quorum of the School Board has convened and neither the President nor the Vice-President is present, the members shall elect one of their number to serve as President for that meeting.

Official meetings of the School Board may only be held when a quorum is present.

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Revised: September, 2008

Revised: April, 2018

Ref: La. Rev. Stat. Ann. ' ' 17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19,

FILE: BC
Cf: AB, ABC
Cf: BCBG, BCBI, BCBK

42:20, 42:24, 42:25; Board minutes, 10-7-08.

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FILE: BC
Cf: AB, ABC
Cf: BCBG, BCBI, BCBK

42:20, 42:24, 42:25; Board minutes, 10-7-08.

AUTHORIZED SIGNATURES

CHECKS

The Calcasieu Parish School Board shall require, in accordance with state law, the President and Superintendent, as secretary-treasurer, or any two (2) officers or persons designated by the School Board, to review all expenditures and sign any and all checks issued in payment of said expenditures. The School Board authorizes the use of a facsimile signature device for those persons designated to sign checks. The Superintendent shall establish and maintain appropriate procedures for assuring the proper issuance of all checks.

GENERAL CONTRACTS

Contracts obligating the School Board or school district shall be countersigned by the President of the School Board, the treasurer, and/or appropriate personnel. Any person purporting to enter into any contract on behalf of the School Board, school district, or any school under the School Board's jurisdiction, including but not limited to contracts with vendors or contracts of membership in any private or quasi-public entity, shall do so in compliance with policies adopted by the School Board and administrative procedures in effect at the time the contract is executed.

BILLS, INVOICES, STATEMENTS

The School Board directs that only authorized school employees shall sign bills, invoices, or statements in accordance with pertinent accounting procedures.

TEACHER CONTRACTS

The Superintendent shall sign each teacher contract.

SCHOOL CHECKING ACCOUNTS

The School Board authorizes principals, with the approval of the Superintendent, to open bank accounts for their schools and related clubs and organizations. The use of checking accounts at schools shall be in accordance with appropriate accounting regulations and procedures maintained by the Superintendent or his/her designee.

The Superintendent shall be given authority to make changes on school checking accounts as each school principal or school administrator changes, or at any other time deemed necessary, without the necessity of any additional resolution being adopted by the School Board. School Board personnel shall monitor the appropriateness of each checking account and shall be authorized to recommend to the Superintendent the closure of any account deemed necessary.

Revised and recoded from DJAA: February 14, 2017
Revised: May, 2018

Ref: La. Rev. Stat. Ann. §§17:81, 17:83, 17:97; Board minutes, 2-14-17.

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Revised and recoded from DJAA: February 14, 2017
Revised: May, 2018

Ref: La. Rev. Stat. Ann. §§17:81, 17:83, 17:97; Board minutes, 2-14-17.

FAMILY AND MEDICAL LEAVE

~~The Calcasieu Parish School Board shall permit qualified employees to take up to twelve (12) workweeks of unpaid leave in a twelve (12) month period for family and medical reasons. Employees qualifying for family and temporary medical leave shall have been employed by the Board for the previous twelve (12) months prior to the date of the leave to be taken. For the purposes of this policy, the 12 month period shall be the same as the fiscal year, July 1 to June 30. Such unpaid leave may only be taken for the following reasons:~~

- ~~1. For the birth of the employee's child and subsequent care;~~
- ~~2. For the placement of a child with the employee for adoption or foster care;~~
- ~~3. In order to care for the spouse, child or parent of the employee who has a serious health condition; or~~
- ~~4. When the serious health condition of the employee renders the employee unable to work.~~

~~Leave may be taken for birth or placement of a child only within twelve (12) months of the birth or placement.~~

~~Generally, the time taken for family and medical leave shall be on a continuous basis. However, the employee shall be permitted to take leave on an intermittent or reduced basis to care for a seriously ill family member or the employee's own illness when medically necessary. An employee may take intermittent leave for the birth or adoption of a child only with the Board's approval.~~

~~If a teacher's period of absence on intermittent leave amounts to more than 20% of classroom time, the teacher may be required to take continuous leave throughout the treatment period or be placed in an equivalent position that would not be so disruptive to the classroom.~~

~~A teacher may be required to extend leave through the end of the semester if the intended date of return is within the last 2 or 3 weeks of the semester, depending on the date on which leave began and the length of the leave.~~

~~An employee shall be required to request leave by providing the Board at least thirty (30) days notice prior to any leave being taken for the birth or adoption of a child, or for any planned or foreseeable medical treatment. For emergency treatment, or circumstances where thirty (30) days notice cannot be provided, the employee shall notify the Board of the leave to be taken as soon as possible. Medical certification may be required by the Board at the time leave is requested.~~

~~The employee shall be permitted to substitute any accumulated sick leave and/or annual leave for any family and medical leave time requested. The Board may require an employee to first use any accumulated sick, personal and/or annual leave time for any part of the twelve (12) week period. If paid leave is used by an employee, the Board shall provide only enough unpaid family and medical leave time to total the allowed 12-week period.~~

~~Any employee taking family and medical leave shall have the right to return to their previous position or an equivalent position with no loss in benefits at the end of the leave period. An employee returning to service at the end of their leave period for personal medical reasons shall be required to present to the Board a letter from their doctor certifying that the employee is able to return to work.~~

The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for specified family and medical reasons.

ELIGIBILITY

Only eligible employees are entitled to take FMLA leave. To be eligible for FMLA benefits, an employee shall have been employed by the School Board for at least twelve (12) months and have worked at least 1250 hours during the 12-month period immediately preceding the date of the leave to be taken.

LEAVE ENTITLEMENT

Eligible employees may take up to twelve (12) workweeks of unpaid leave in a 12-month period for one or more of the following reasons:

1. For the birth of the employee's son or daughter or for the placement with the employee of a son or daughter for adoption or foster care, and to care for the newborn or newly placed child;
 - A. Leave shall be taken within the twelve (12) months immediately following the birth or placement;
 - B. In cases where both a husband and wife are employed by the School Board and both are eligible for FMLA leave, the husband and wife shall be limited to a combined total of twelve (12) weeks of FMLA leave for the birth or placement and subsequent care;
2. To care for the employee's spouse, son, daughter, or parent with a *serious health condition*;
3. Because of a *serious health condition* that makes the employee unable to perform one or more of the essential functions of his or her job; and

4. Military Caregiver Leave (maximum twenty-six (26) weeks total FMLA leave); and
5. Because of any "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty).

MILITARY CAREGIVER LEAVE

An eEligible employees who is are the spouse, child, parent, or next of kin of a covered service member is are also entitled to up to fourteen (14) workweeks of additional unpaid leave during a single 12-month period (for a total of twenty-six (26) weeks if combined with other FMLA leave) to care for a covered service member who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is on the temporary disability retired list, for a qualifying *serious injury or illness*. In cases where both a husband and wife are employed by the Calcasieu Parish School Board and both are eligible for FMLA leave, the husband and wife shall be limited to a combined total of twenty-six (26) weeks of FMLA military caregiver leave. An eligible employee is limited to a combined total of twenty-six (26) workweeks of Military Caregiver Leave and leave for any other FMLA-qualifying reasons during the twelve (12) month period.

IDENTIFYING THE 12-MONTH PERIOD

The 12-month period within which the employee may take his/her FMLA leave begins and is measured forward from the first date the employee takes FMLA leave. The next 12-month period would not begin until the next time FMLA leave is taken after completion of the prior 12-month period.

INTERMITTENT LEAVE OR REDUCED LEAVE SCHEDULE

Generally, the time taken for FMLA leave shall be on a continuous basis. Under some circumstances, however, employees may take FMLA leave on an intermittent or reduced basis. In such instances, the 12-month period begins on the first day leave is taken.

Employees may be permitted to take FMLA leave on an intermittent or reduced basis to care for a covered family member with a *serious health condition* or for the employee's own *serious health condition* when medically necessary. An employee may take intermittent leave for the birth or placement of a child only with School Board approval.

In any case in which an instructional employee requests intermittent FMLA leave that is foreseeable based on planned medical treatment and the employee would be on leave for more than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the employee may be required to take leave for periods not to exceed the particular duration of the planned medical treatment or to

temporarily transfer to an alternative position for which the employee is qualified and which would be less disruptive to the classroom.

ADVANCE NOTICE

Employees shall comply with the School Board's policies and pertinent administrative procedures for all leave requests and provide enough information for the School Board to reasonably determine whether the FMLA may apply to the leave request. In any case in which the need for leave is foreseeable, the employee shall provide the School Board with at least thirty (30) days notice before the date the leave is to begin. When the need for leave is foreseeable less than thirty (30) days in advance or is unforeseeable, employees shall provide notice as soon as possible.

When the need for leave is for the birth or placement of the employee's child and/or subsequent care and said need for leave is foreseeable based on the expected birth or placement, the employee shall provide the School Board with at least thirty (30) days notice before the date the leave is to begin. If the date of birth or placement requires the leave to begin in less than thirty (30) days, then notice shall be provided as soon as possible.

In any case in which FMLA leave is requested for planned medical treatment, the employee shall consult with the School Board and make a reasonable effort to schedule treatment so as not to unduly disrupt school operations.

SUBSTITUTION OF PAID LEAVE

Employees ~~are shall be~~ required to substitute any applicable, accumulated paid leave, such as sick and/or annual leave, to concurrently cover any part or all of the twelve (12) week period of FMLA leave time requested. Any leave granted an employee under extended sick leave, medical sabbatical leave or maternity leave shall also run concurrently with any FMLA leave available to an employee under this policy. If paid leave is used by an employee, the School Board shall provide only enough unpaid FMLA leave time to total the allowed twelve (12) week period. Absence of an employee because of an accident or injury covered under workers' compensation laws also runs concurrently with unpaid FMLA leave and counts toward an employee's FMLA leave entitlement, provided the absence is due to a qualifying "serious health condition" as defined in the FMLA and its implementing regulations.

CERTIFICATION

The School Board ~~may~~ requires that an employee ~~to~~ submit medical certification from a health care provider to support requests for FMLA leave to care for a covered family member with a *serious health condition* or for the employee's own *serious health condition*. The employee is responsible for providing a complete and sufficient medical certification within fifteen (15) calendar days of the School Board's request for same.

Information on the certification shall include, but not be limited to, the following:

1. Contact and practice/specialization information of the health care provider;
2. The approximate date on which the *serious health condition* commenced and its probable duration;
3. A statement or description of appropriate medical facts regarding the patient's health condition sufficient to support the need for FMLA leave;
4. For purposes of leave for the employee's own *serious health condition*, information sufficient to establish that the employee cannot perform the essential functions of the employee's job as well as the nature of any other work restrictions, and the likely duration of such inability;
5. For purposes of leave to care for a covered family member's *serious health condition*, information sufficient to establish that the family member is in need of care, that the employee is needed to care for the family member, and an estimate of the frequency and duration of the leave required to care for the family member;
6. For purposes of leave on an intermittent or reduced schedule basis for planned medical treatment of the employee's or a covered family member's *serious health condition*, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and duration of such treatments and any periods of recovery;
7. For purposes of leave on an intermittent or reduced schedule basis for the employee's *serious health condition*, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the frequency and duration of the episodes of incapacity; and
8. For purposes of leave on an intermittent or reduced schedule basis to care for a covered family member with a *serious health condition*, a statement that such leave is medically necessary to care for the family member, and an estimate of the frequency and duration of the required leave.

Consistent with School Board policies, employees on FMLA leave due to a *serious health condition* are ~~may be~~ expected to keep their supervisors notified of their progress and anticipated date of return. Employees shall be required to submit a recertification from their physician on the required form once every thirty (30) days, except under certain circumstances set forth in the FMLA.

The School Board may also require that an employee's request for "qualifying exigency"

leave or that leave requested to care for a covered service member be supported by appropriate certification.

FITNESS FOR DUTY AND RETURN TO WORK

An employee returning from FMLA leave due to a *serious health condition* shall be required to provide to the School Board certification from his/her health care provider that he/she is able to resume work and perform the essential functions of his/her job.

An employee returning from FMLA leave shall have the right to be restored to his/her previous position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, except that the School Board may not be obligated to restore certain “highly compensated” or “key” employees to their former positions under the conditions set out in the FMLA. The determination of how an employee is to be restored to an equivalent position will be made on the basis of established School Board policies and practices.

SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

Some special FMLA leave rules apply only to teachers (“instructional employees”) but not to paraprofessionals and counselors whose primary or principal function is not teaching or instructing. Listed below are the special rules pertaining to those instructional employees on leave:

1. When an instructional employee requests foreseeable intermittent or reduced leave for planned medical treatment for more than 20% of the total number of working days in the period during which the leave would be used, the School Board may require the employee to elect either to:

- take leave for periods of a particular duration of time, not to exceed the duration of the planned medical treatment, or
- transfer temporarily to an available alternative position offered by the School Board for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular employment position of the employee.

2. This rule focuses on situations in which an eligible instructional employee is requesting FMLA leave towards the end of a school term. Three aspects of this rule are listed below:

- Leave begins more than five (5) weeks prior to end of a term:

If an instructional employee begins leave more than five (5) weeks prior to the end of the academic term, the School Board may require the employee to

continue taking leave until the end of such term, if the leave will last at least three (3) weeks and the return to employment would occur during the three (3) week period before the end of such term.

- Leave begins during the five (5) week period prior to end of term:

If an instructional employee begins leave for a reason other than the employee's serious health condition during the period that commences five (5) weeks prior to the end of the academic term, the School Board may require the employee to continue taking leave until the end of such term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of such term.

- Leave begins during the three (3) week period prior to end of term:

If an instructional employee begins leave for a reason other than the employee's serious health condition during the period that commences three (3) weeks prior to the end of the academic term and the duration of the leave is greater than five (5) working days, the School Board may require the employee to take leave until the end of such term.

DEFINITIONS

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three (3) consecutive full calendar days from work, school, or other regular daily activities, and any subsequent treatment or incapacity related to the same condition, that also involves continuing treatment by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long term due to a condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal diseases, etc.); or,

- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three (3) consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

FEDERAL REGULATIONS

The U.S. Department of Labor has promulgated FMLA rules and definitions beginning at 29 C.F.R. 825.100. These rules and definitions should be consulted for further details regarding FMLA requirements and rights. Rights and responsibilities of an employee who is on FMLA leave are set forth in School Board FMLA notices which are available on the School Board's website and in the School Board's Personnel Department at 3310 Broad Street, Lake Charles, Louisiana.

Revised: May, 2018

Ref: ~~Public Law 103-3, The Family and Medical Leave Act of 1993.~~ 29 USCA 2601 et seq. (The Family and Medical Leave Act of 1993); 29 CFR 825 et seq. (The Family and Medical Leave Act of 1993–Federal Regulations).

FAMILY AND MEDICAL LEAVE

The *Family and Medical Leave Act* (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for specified family and medical reasons.

ELIGIBILITY

Only eligible employees are entitled to take FMLA leave. To be eligible for FMLA benefits, an employee shall have been employed by the School Board for at least twelve (12) months and have worked at least 1250 hours during the 12-month period immediately preceding the date of the leave to be taken.

LEAVE ENTITLEMENT

Eligible employees may take up to twelve (12) workweeks of unpaid leave in a 12-month period for one or more of the following reasons:

1. For the birth of the employee's son or daughter or for the placement with the employee of a son or daughter for adoption or foster care, and to care for the newborn or newly placed child;
 - A. Leave shall be taken within the twelve (12) months immediately following the birth or placement;
 - B. In cases where both a husband and wife are employed by the School Board and both are eligible for FMLA leave, the husband and wife shall be limited to a combined total of twelve (12) weeks of FMLA leave for the birth or placement and subsequent care;
2. To care for the employee's spouse, son, daughter, or parent with a *serious health condition*;
3. Because of a *serious health condition* that makes the employee unable to perform one or more of the essential functions of his or her job;
4. Military Caregiver Leave (maximum twenty-six (26) weeks total FMLA leave); and
5. Because of any "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty).

MILITARY CAREGIVER LEAVE

An eligible employees who is the spouse, child, parent, or next of kin of a covered service member is also entitled to up to fourteen (14) workweeks of additional unpaid leave during

a single 12-month period (for a total of twenty-six (26) weeks FMLA leave) to care for a covered service member who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is on the temporary disability retired list, for a qualifying *serious injury or illness*. In cases where both a husband and wife are employed by the Calcasieu Parish School Board and both are eligible for FMLA leave, the husband and wife shall be limited to a combined total of twenty-six (26) weeks of FMLA military caregiver leave. An eligible employee is limited to a combined total of twenty-six (26) workweeks of Military Caregiver Leave and leave for any other FMLA-qualifying reasons during the twelve (12) month period.

IDENTIFYING THE 12-MONTH PERIOD

The 12-month period within which the employee may take his/her FMLA leave begins and is measured forward from the first date the employee takes FMLA leave. The next 12-month period would not begin until the next time FMLA leave is taken after completion of the prior 12-month period.

INTERMITTENT LEAVE OR REDUCED LEAVE SCHEDULE

Generally, the time taken for FMLA leave shall be on a continuous basis. Under some circumstances, however, employees may take FMLA leave on an intermittent or reduced basis. In such instances, the 12-month period begins on the first day leave is taken.

Employees may be permitted to take FMLA leave on an intermittent or reduced basis to care for a covered family member with a *serious health condition* or for the employee's own *serious health condition* when medically necessary. An employee may take intermittent leave for the birth or placement of a child only with School Board approval.

ADVANCE NOTICE

Employees shall comply with the School Board's policies and pertinent administrative procedures for all leave requests and provide enough information for the School Board to reasonably determine whether the FMLA may apply to the leave request. In any case in which the need for leave is foreseeable, the employee shall provide the School Board with at least thirty (30) days notice before the date the leave is to begin. When the need for leave is foreseeable less than thirty (30) days in advance or is unforeseeable, employees shall provide notice as soon as possible.

In any case in which FMLA leave is requested for planned medical treatment, the employee shall consult with the School Board and make a reasonable effort to schedule treatment so as not to unduly disrupt school operations.

SUBSTITUTION OF PAID LEAVE

Employees are required to substitute any applicable, accumulated paid leave, such as

sick and/or annual leave, to concurrently cover any part or all of the twelve (12) week period of FMLA leave time requested. Any leave granted an employee under extended sick leave, medical sabbatical leave or maternity leave shall also run concurrently with any FMLA leave available to an employee under this policy. If paid leave is used by an employee, the School Board shall provide only enough unpaid FMLA leave time to total the allowed twelve (12) week period. Absence of an employee because of an accident or injury covered under workers' compensation laws also runs concurrently with unpaid FMLA leave and counts toward an employee's FMLA leave entitlement, provided the absence is due to a qualifying "serious health condition" as defined in the FMLA and its implementing regulations.

CERTIFICATION

The School Board requires that an employee submit medical certification from a health care provider to support requests for FMLA leave to care for a covered family member with a *serious health condition* or for the employee's own *serious health condition*. The employee is responsible for providing a complete and sufficient medical certification within fifteen (15) calendar days of the School Board's request for same. Information on the certification shall include, but not be limited to, the following:

1. Contact and practice/specialization information of the health care provider;
2. The approximate date on which the *serious health condition* commenced and its probable duration;
3. A statement or description of appropriate medical facts regarding the patient's health condition sufficient to support the need for FMLA leave;
4. For purposes of leave for the employee's own *serious health condition*, information sufficient to establish that the employee cannot perform the essential functions of the employee's job as well as the nature of any other work restrictions, and the likely duration of such inability;
5. For purposes of leave to care for a covered family member's *serious health condition*, information sufficient to establish that the family member is in need of care, that the employee is needed to care for the family member, and an estimate of the frequency and duration of the leave required to care for the family member;
6. For purposes of leave on an intermittent or reduced schedule basis for planned medical treatment of the employee's or a covered family member's *serious health condition*, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and duration of such treatments and any periods of recovery;
7. For purposes of leave on an intermittent or reduced schedule basis for the

employee's *serious health condition*, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the frequency and duration of the episodes of incapacity; and

8. For purposes of leave on an intermittent or reduced schedule basis to care for a covered family member with a *serious health condition*, a statement that such leave is medically necessary to care for the family member, and an estimate of the frequency and duration of the required leave.

Consistent with School Board policies, employees on FMLA leave due to a *serious health condition* are expected to keep their supervisors notified of their progress and anticipated date of return. Employees shall be required to submit a recertification from their physician on the required form once every thirty (30) days, except under certain circumstances set forth in the FMLA.

The School Board may also require that an employee's request for "qualifying exigency" leave or that leave requested to care for a covered service member be supported by appropriate certification.

FITNESS FOR DUTY AND RETURN TO WORK

An employee returning from FMLA leave due to a *serious health condition* shall be required to provide to the School Board certification from his/her health care provider that he/she is able to resume work and perform the essential functions of his/her job.

An employee returning from FMLA leave shall have the right to be restored to his/her previous position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, except that the School Board may not be obligated to restore certain "highly compensated" or "key" employees to their former positions under the conditions set out in the FMLA. The determination of how an employee is to be restored to an equivalent position will be made on the basis of established School Board policies and practices.

SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

Some special FMLA leave rules apply only to teachers ("instructional employees") but not to paraprofessionals and counselors whose primary or principal function is not teaching or instructing. Listed below are the special rules pertaining to those instructional employees on leave:

1. When an instructional employee requests foreseeable intermittent or reduced leave for planned medical treatment for more than 20% of the total number of working days in the period during which the leave would be used, the School Board may require the employee to elect either to:

- take leave for periods of a particular duration of time, not to exceed the duration of the planned medical treatment, or
 - transfer temporarily to an available alternative position offered by the School Board for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular employment position of the employee.
2. This rule focuses on situations in which an eligible instructional employee is requesting FMLA leave towards the end of a school term. Three aspects of this rule are listed below:
- Leave begins more than five (5) weeks prior to end of a term:

If an instructional employee begins leave more than five (5) weeks prior to the end of the academic term, the School Board may require the employee to continue taking leave until the end of such term, if the leave will last at least three (3) weeks and the return to employment would occur during the three (3) week period before the end of such term.
 - Leave begins during the five (5) week period prior to end of term:

If an instructional employee begins leave for a reason other than the employee's serious health condition during the period that commences five (5) weeks prior to the end of the academic term, the School Board may require the employee to continue taking leave until the end of such term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of such term.
 - Leave begins during the three (3) week period prior to end of term:

If an instructional employee begins leave for a reason other than the employee's serious health condition during the period that commences three (3) weeks prior to the end of the academic term and the duration of the leave is greater than five (5) working days, the School Board may require the employee to take leave until the end of such term.

DEFINITIONS

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or

- a period of incapacity requiring absence of more than three (3) consecutive full calendar days from work, school, or other regular daily activities, and any subsequent treatment or incapacity related to the same condition, that also involves continuing treatment by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long term due to a condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal diseases); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three (3) consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis).

FEDERAL REGULATIONS

The U.S. Department of Labor has promulgated FMLA rules and definitions beginning at 29 C.F.R. 825.100. These rules and definitions should be consulted for further details regarding FMLA requirements and rights. Rights and responsibilities of an employee who is on FMLA leave are set forth in School Board FMLA notices which are available on the School Board's website and in the School Board's Personnel Department at 3310 Broad Street, Lake Charles, Louisiana.

Revised: June, 2018

Ref: 29 USCA 2601 et seq. (*The Family and Medical Leave Act of 1993*); 29 CFR 825 et seq. (*The Family and Medical Leave Act of 1993—Federal Regulations*).

STUDENT SEARCHES

The Calcasieu Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search either physically or with the use of metal detectors such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. Students shall have no expectation of privacy in use of the lockers which have been assigned to them. ~~In addition,~~ The School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students, ~~for the purpose of enforcing compliance with any health, safety, or security policies, rules, or regulations.~~ Any student not present during the search shall be informed of the search immediately thereafter.

Students and parents shall be notified in writing at the beginning of each school year of the School Board's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on School Board property and at school sponsored events. Signs of high visibility informing the general public of the School Board's search authority shall be posted at entrances to all School Board buildings.

Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, as appropriate. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials.

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical a written record shall be made thereof by the school administrator/designee conducting the search and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Superintendent within five (5) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/ designee.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with

willful and deliberate intent to harass, embarrass or intimidate any student.

SEARCH OF STUDENT'S PERSON

The Calcasieu Parish School Board authorizes any teacher, principal, school security guard, or administrator under the employ of the School Board to search a student's person or his or her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

If a school administrator suspects the presence of firearms, weapons (defined as *dangerous instrumentalities*), illegal drugs, stolen goods, or other materials or objects the possession of which is a violation of School Board policy, random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

Any search of student's person, pat-down or otherwise, shall be done privately by one of the persons above authorized and of the same sex as the student to be searched. At least one (1) witness who is a school administrator or teacher, also of the same sex as the student, shall be present during the search. Detailed documentation shall be made of all searches. Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized. The school administrator/designee shall immediately contact the student's parent/guardian, appropriate law enforcement agency and the Superintendent. The Superintendent, upon further investigation, shall notify the School Board.

SEARCH OF VEHICLES

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with a *consent to search* of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the student whenever possible.

If the automobile is locked, the student shall unlock the automobile. If the student

refuses to unlock the automobile, proper law enforcement officials shall be summoned, and the student shall be subject to disciplinary action. Any student not present during the search shall be informed of the search immediately thereafter.

USE OF CANINES

The administration is authorized to utilize canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students. The canines must be accompanied by a qualified and authorized trained official of the local or parish law enforcement agency, who will be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

CONFISCATION

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or School Board.

INDEMNIFICATION

Indemnification of any School Board employee who is sued for damages based on any act or omission in the directing of and disciplining of school children shall be made by the Calcasieu Parish School Board to the extent required by state law.

Revised: October, 1994
Revised: January, 2005

Revised: May, 2018

Ref: US Constitution, Amend. IV; US Constitution, Amend. XIV, Sec. 1; La. Rev. Stat. Ann. ' ' 17:416, 17:416.3; Moore v. Student Affairs Committee of Troy State University, 284 F. Supp. 725 (M.D. Ala. 1970); State v. Stein, 203 Kan. 638 456 P.2d (1969); New Jersey v. T.L.O., 469 US 325, 105 S. Ct. 733; La. Rev. Stat. Ann. ' ' 17:416, 17:416.3; Board minutes, 9-14-04, 5-9-06.

STUDENT SEARCHES

The Calcasieu Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search either physically or with the use of metal detectors such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. Students shall have no expectation of privacy in use of the lockers which have been assigned to them. The School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students. Any student not present during the search shall be informed of the search immediately thereafter.

Students and parents shall be notified in writing at the beginning of each school year of the School Board's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on School Board property and at school sponsored events. Signs of high visibility informing the general public of the School Board's search authority shall be posted at entrances to all School Board buildings.

Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, as appropriate. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials.

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical a written record shall be made thereof by the school administrator/designee conducting the search and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Superintendent within five (5) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/ designee.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

SEARCH OF STUDENT'S PERSON

The Calcasieu Parish School Board authorizes any teacher, principal, school security guard, or administrator under the employ of the School Board to search a student's person or his or her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

If a school administrator suspects the presence of firearms, weapons (defined as *dangerous instrumentalities*), illegal drugs, stolen goods, or other materials or objects the possession of which is a violation of School Board policy, random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

Any search of student's person, pat-down or otherwise, shall be done privately by one of the persons above authorized and of the same sex as the student to be searched. At least one (1) witness who is a school administrator or teacher, also of the same sex as the student, shall be present during the search. Detailed documentation shall be made of all searches. Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized. The school administrator/designee shall immediately contact the student's parent/guardian, appropriate law enforcement agency and the Superintendent. The Superintendent, upon further investigation, shall notify the School Board.

SEARCH OF VEHICLES

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with a *consent to search* of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the student whenever possible.

If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned,

and the student shall be subject to disciplinary action. Any student not present during the search shall be informed of the search immediately thereafter.

USE OF CANINES

The administration is authorized to utilize canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students. The canines must be accompanied by a qualified and authorized trained official of the local or parish law enforcement agency, who will be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

CONFISCATION

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or School Board.

INDEMNIFICATION

Indemnification of any School Board employee who is sued for damages based on any act or omission in the directing of and disciplining of school children shall be made by the Calcasieu Parish School Board to the extent required by state law.

Revised: October, 1994
Revised: January, 2005

Revised: May, 2018

Ref: US Constitution, Amend. IV; US Constitution, Amend. XIV, Sec. 1; La. Rev. Stat. Ann. ' ' 17:416, 17:416.3; Moore v. Student Affairs Committee of Troy State University, 284 F. Supp. 725 (M.D. Ala. 1970); State v. Stein, 203 Kan. 638 456 P.2d (1969); New Jersey v. T.L.O., 469 US 325, 105 S. Ct. 733; Board minutes, 9-14-04, 5-9-06.

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 (100%) 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 School 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 be temporarily excluded from the school.

Revised: December, 1990
Revised: December, 1995
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Revised: March, 1999
Revised: August, 2003
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Revised: July 16, 2013
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Revised: November 1, 2016
Revised: May, 2018

Ref: Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984); La. Rev. Stat. Ann. §§14:403, 17:170, 17:392.1, 17:435, 17:436, 17:436.2, 17:2112, 40:31.3; Health and Safety, Bulletin 135, Louisiana Handbook for School

Administrators Bulletin 741. Louisiana Department of Education; Board minutes, 10-14-03, 2-6-07, 8-5-08, 7-16-13, 10-8-13, 11-1-16.

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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

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- education class. When this is not feasible, other arrangements will be made with the principal.
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40:31.3; Health and Safety, Bulletin 135, Louisiana Department of Education;
Board minutes, 10-14-03, 2-6-07, 8-5-08, 7-16-13, 10-8-13, 11-1-16.

Agenda #8
Salary Schedules

Calcasieu Parish School Board
FY 2018-19 Salary Schedule Changes/Updates
A&P Committee Meeting – June 26, 2018

Pages 1 – 182 Day Teacher

- Added \$100 to each COMPASS performance and demand stipend
- Removed multi-year COMPASS stipends

Page 3 – Middle School Coaching Supplements

- Changed Assistant Coach supplements from 1 supplement to 2 supplements

Page 5 – High School Coaching Supplements

- Added 1 Assistant Coach supplement to each classification

Page 7 – Nursing Coordinator

- Request change to add \$6,000 supplement for administrative duties supervising RNs and LPNs.

***Justification-**Previously, there were 2 nursing coordinators (10 month positions) running department and fewer nurses; one coordinator retired and remaining coordinator absorbed all duties. Summer camps, summer schools, medication administration trainings, caseload reviews, nurse evaluations, IEP consultations and other administrative duties warrant supplemental pay. Supervises 27 RNs and 18 LPNs.*

Page 26 – Bus Aides

- Changed singular amount to annual steps schedule.

***Implementation:** For 18-19, those with 4 years or greater YOE would be put on step 5, 3 YOE on step 4, 2 YOE on step 3, 1 YOE on step 2, 0 YOE on step 1, then advancing 1 step in future years.*

Page 29 – Interpreter

- Added new schedule previously approved by board.

Page 30 – Finance, Management, Internal Auditing, & Data Processing

- Deleted Supervisor of Payroll wording from schedule. (Position is paid according to Supervisor index schedule)

- Request to change Data Sharing Applications Programmer Analyst to Class C employee. This is a salary increase of \$6,000 making equal to SIS and PEP programmers.

***Rational:** Data sharing between our computer applications has increased and more customized automation is being required to be created and maintained. Newer testing software has requirements for custom imports to JCampus. Scheduling of automated nightly uploads of data is becoming more critical. The student ID hardware systems will now be maintained by this programmer. Programmer will setup and troubleshoot attendance scanner systems hardware being piloted and added in schools.*

182 DAY TEACHER

2018-2019

T1

Stipends Paid in October Paycheck Based on Previous Year Data
P=Performance D=Demand

STEP	BASE SALARY	Highly Effective		Effective Proficient		Effective Emerging		STEP	BASE SALARY	Highly Effective		Effective Proficient		Effective Emerging		STEP	BASE SALARY	Highly Effective		Effective Proficient		Effective Emerging	
		P	D	P	D	P	D			P	D	P	D	P	D			P	D	P	D	P	D
1	43,461	250	250	225	225	200	200	34	50,061	250	250	225	225	200	200	67	56,661	250	250	225	225	200	200
2	43,661	250	250	225	225	200	200	35	50,261	250	250	225	225	200	200	68	56,861	250	250	225	225	200	200
3	43,861	250	250	225	225	200	200	36	50,461	250	250	225	225	200	200	69	57,061	250	250	225	225	200	200
4	44,061	250	250	225	225	200	200	37	50,661	250	250	225	225	200	200	70	57,261	250	250	225	225	200	200
5	44,261	250	250	225	225	200	200	38	50,861	250	250	225	225	200	200	71	57,461	250	250	225	225	200	200
6	44,461	250	250	225	225	200	200	39	51,061	250	250	225	225	200	200	72	57,661	250	250	225	225	200	200
7	44,661	250	250	225	225	200	200	40	51,261	250	250	225	225	200	200	73	57,861	250	250	225	225	200	200
8	44,861	250	250	225	225	200	200	41	51,461	250	250	225	225	200	200	74	58,061	250	250	225	225	200	200
9	45,061	250	250	225	225	200	200	42	51,661	250	250	225	225	200	200	75	58,261	250	250	225	225	200	200
10	45,261	250	250	225	225	200	200	43	51,861	250	250	225	225	200	200	76	58,461	250	250	225	225	200	200
11	45,461	250	250	225	225	200	200	44	52,061	250	250	225	225	200	200	77	58,661	250	250	225	225	200	200
12	45,661	250	250	225	225	200	200	45	52,261	250	250	225	225	200	200	78	58,861	250	250	225	225	200	200
13	45,861	250	250	225	225	200	200	46	52,461	250	250	225	225	200	200	79	59,061	250	250	225	225	200	200
14	46,061	250	250	225	225	200	200	47	52,661	250	250	225	225	200	200	80	59,261	250	250	225	225	200	200
15	46,261	250	250	225	225	200	200	48	52,861	250	250	225	225	200	200	81	59,461	250	250	225	225	200	200
16	46,461	250	250	225	225	200	200	49	53,061	250	250	225	225	200	200	82	59,661	250	250	225	225	200	200
17	46,661	250	250	225	225	200	200	50	53,261	250	250	225	225	200	200	83	59,861	250	250	225	225	200	200
18	46,861	250	250	225	225	200	200	51	53,461	250	250	225	225	200	200	84	60,061	250	250	225	225	200	200
19	47,061	250	250	225	225	200	200	52	53,661	250	250	225	225	200	200	85	60,261	250	250	225	225	200	200
20	47,261	250	250	225	225	200	200	53	53,861	250	250	225	225	200	200	86	60,461	250	250	225	225	200	200
21	47,461	250	250	225	225	200	200	54	54,061	250	250	225	225	200	200	87	60,661	250	250	225	225	200	200
22	47,661	250	250	225	225	200	200	55	54,261	250	250	225	225	200	200	88	60,861	250	250	225	225	200	200
23	47,861	250	250	225	225	200	200	56	54,461	250	250	225	225	200	200	89	61,061	250	250	225	225	200	200
24	48,061	250	250	225	225	200	200	57	54,661	250	250	225	225	200	200	90	61,261	250	250	225	225	200	200
25	48,261	250	250	225	225	200	200	58	54,861	250	250	225	225	200	200	91	61,461	250	250	225	225	200	200
26	48,461	250	250	225	225	200	200	59	55,061	250	250	225	225	200	200	92	61,661	250	250	225	225	200	200
27	48,661	250	250	225	225	200	200	60	55,261	250	250	225	225	200	200	93	61,861	250	250	225	225	200	200
28	48,861	250	250	225	225	200	200	61	55,461	250	250	225	225	200	200	94	62,061	250	250	225	225	200	200
29	49,061	250	250	225	225	200	200	62	55,661	250	250	225	225	200	200	95	62,261	250	250	225	225	200	200
30	49,261	250	250	225	225	200	200	63	55,861	250	250	225	225	200	200	96	62,461	250	250	225	225	200	200
31	49,461	250	250	225	225	200	200	64	56,061	250	250	225	225	200	200	97	62,661	250	250	225	225	200	200
32	49,661	250	250	225	225	200	200	65	56,261	250	250	225	225	200	200	98	62,861	250	250	225	225	200	200
33	49,861	250	250	225	225	200	200	66	56,461	250	250	225	225	200	200								

SPRINGBOARD TEACHER SALARY for qualifying teachers who were certificated in 2016-2017 - \$37,000/17-18 SCHOOL YEAR

Includes \$200 Experience Adjustment if Rating Not Ineffective

BASE FOR ADMINISTRATIVE INDEXES

8 Step Adjustments: (Move Forward 8 Steps) - Each Advanced Degree Earned

4 Step Adjustments: (Move Forward 4 Steps) - Certificate Endorsement For Educational Leadership

Teachers New To CPSB With Experience Will Be Charted On 2012-2013 Permanent Reference Salary Schedule (Adjusted) and Placed On New Salary Schedule At Closest Applicable Step

PART-TIME TEACHERS - In limited situations where part-time teachers are utilized, salary will be divided by 7 periods times # of periods taught.

PIPS INCREMENTS

TO BE PAID ABOVE THE MINIMUM STATE TEACHER'S SALARY SCHEDULE

AS REVISED AUGUST 1981

<u>EXPERIENCE</u>	<u>BA</u>	<u>MA</u>	<u>M+30</u>	<u>SPEC</u>	<u>PHD</u>
3	1,129	1,155	1,155	1,193	1,257
4	1,155	1,180	1,180	1,219	1,297
5	1,180	1,219	1,225	1,266	1,337
6	1,206	1,257	1,270	1,310	1,377
7	1,231	1,297	1,317	1,357	1,417
8	1,257	1,337	1,364	1,404	1,457
9	1,297	1,377	1,411	1,451	1,497
10	1,337	1,417	1,457	1,497	1,538
11	1,437	1,457	1,504	1,544	1,578
12	1,505	1,529	1,551	1,591	1,618
13	1,738	1,749	1,861	1,909	1,941
14	1,738	1,894	2,016	2,068	2,103
15	1,872	2,040	2,171	2,227	2,265
16	1,872	2,040	2,171	2,227	2,265
17	1,872	2,040	2,171	2,227	2,265
18	2,273	2,477	2,637	2,705	2,750
19	2,273	2,477	2,637	2,705	2,750
20	2,273	2,477	2,637	2,705	2,750
21	2,674	2,915	3,102	3,182	3,235
22	2,674	2,915	3,102	3,182	3,235
23	2,674	2,915	3,102	3,182	3,235
24	2,674	2,915	3,102	3,182	3,235
25+	3,075	3,352	3,567	3,659	3,721

NOTE:

PIPS increments are paid based on degree and experience as of

September 1 of the fifth year of the program.

(PIPS salary does not increase with each step increase)

SALARY SUPPLEMENT FOR EXTRA-CURRICULAR SPONSORS & COACHES

ELEMENTARY SCHOOLS

Vocal Music

\$1,000 supplement

Must compete in LMEA District Festival and perform at two school activities per year.

MIDDLE SCHOOLS

Head Coach

\$2,000 supplement

Must coach 3 sports.

Assistant Coach (2 positions)

\$1,600 supplement

Must coach 3 sports.

A full time coach (middle school) will be paid for 192 days employment based on degree and experience plus the supplement listed above. A full time coach must have at least 3 coaching assignments and report 10 extra days before or after the normal school year.

Also, one \$480 supplement for one additional assistant football coach at each middle school.

Band Director

\$2,000 supplement

Must compete in LMEA District Festivals and have two concerts per year.

Vocal Music Instructor

\$2,000 supplement

Must compete in LMEA District Festival and perform at two school activities per year.

Cheerleader Sponsor

\$560 supplement

HIGH SCHOOLS**Head Coaches****Supplement**

Class AAAAA	\$5,500
Class AAAA	\$5,300
Class AAA	\$5,100
Class AA	\$4,900
Class B	\$4,500
Class C	\$4,300

Assistant Coaches**Supplement**

Class AAAAA	\$3,100
Class AAAA	\$2,900
Class AAA	\$2,700
Class AA	\$2,500
Class B	\$2,100
Class C	\$2,100

A full-time coach will be paid for 202 days employment based on degree and experience plus the supplement listed above. A full-time coach must have at least three coaching assignments and report to work August 1 to receive his/her full coaching supplement as head coach or an assistant coach.

Full supplement assistant coaches that are head coaches of another major sport (Boys' Track, Girls' Track, Baseball, Softball, Boys' Basketball, Girls' Basketball & Volleyball) will receive an additional supplement of \$600.00. Limited to seven (7) per school.

Additional Supplements:

Two \$550 coaching supplements, two for boys and two for girls, will be provided each school when additional coaches are needed for golf, gymnastics, tennis, wrestling, soccer, swimming or additional girls' sports above three being offered.

No full time coach can be paid this supplement.

One \$550 supplement per sport not to exceed two sports per school.

<u>Coaching Supplements</u>	<u>Head Coach</u>	<u>Assistants</u>
Class AAAAA	1	11
Class AAAA	1	10
Class AAA	1	9
Class AA	1	8
Class B-C	1	5

Schools that move to a higher classification will receive the additional supplement at that time.

Schools that move to a lower classification will retain their supplements in the higher classification for 2 years. The supplements will be reduced at the next reclassification.

<u>Head Band Director</u>	<u>Supplement</u>
(in schools with football teams)	
Class AAAAA	\$5,500
Class AAAA	\$5,300
Class AAA	\$5,100
Class AA	\$4,900

<u>Assistant Band Director</u>	<u>Supplement</u>
(in schools with football teams)	
Class AAAAA	\$3,100
Class AAAA	\$2,900
Class AAA	\$2,700
Class AA	\$2,500

Band Directors will be paid for 202 days employment based on degree and experience plus the supplement listed above.

Band Directors who teach at the High School and Middle School shall receive the appropriate High School stipend plus an additional \$600.00.

Schools that move to a higher classification will receive the additional supplement at that time.

Schools that move to a lower classification will retain their supplements in the higher classification for 2 years. The supplements will be reduced at the next re-classification.

Vocal Music Instructor**Supplement**

Class AAAAA	\$3,100
Class AAAA	\$2,900
Class AAA	\$2,700
Class AA	\$2,500
Class B	\$2,100
Class C	\$2,100

*Vocal Music Instructors who teach at the High School and Middle School shall receive the appropriate High School stipend plus an additional \$600.00.

*Schools that move to a higher classification will receive the additional supplement at that time.

*Schools that move to a lower classification will retain their supplements in the higher classification for 2 years. The supplements will be reduced at the next re-classification.

Debate Coaches**Supplement**

3-5 Tournaments/Plays	\$560
6-10 Tournaments/Plays	\$1,000
10+ Tournaments/Plays	\$1,500

Drill Squad & Cheerleader Sponsors**Supplement**

Football & Basketball	\$2,400
Football	\$1,200
Basketball	\$1,200
Attends all activities assigned by Principal	

Quiz Bowl**Supplement**

\$560

**2018-2019
LICENSED PRACTICAL
NURSE (L.P.N.)**

**REGISTERED
NURSES (R.N.)
NURSING COORDINATOR**

<u>STEP</u>	<u>SALARY</u>	<u>STEP</u>	<u>SALARY</u>
1	19,492	1	43,306
2	19,785	2	43,659
3	20,082	3	44,012
4	20,382	4	44,367
5	20,688	5	44,819
6	20,998	6	45,198
7	21,314	7	45,553
8	21,633	8	45,907
9	21,957	9	46,337
10	22,287	10	46,905
11	22,622	11	47,470
12	22,960	12	48,240
13	23,301	13	48,823
14	23,654	14	49,424
15	24,010	15	49,774
16	24,369	16	50,124
17	24,735	17	50,474
18	25,106	18	50,824
19	25,483	19	51,174
20	25,865	20	51,524
21	26,253	21	51,874
22+	26,646	22	52,224
		23	52,574
		24	52,924
		25	53,274
		26	53,624
		27	53,974
		28+	54,324

Nursing Coordinator will be employed for 202 days beginning on August 1st and paid an additional supplement of \$6,000 for supervisory and administrative duties. All nurses (including coordinator) will receive \$600.00 as per Act 12 of 1991 and \$750.00 per year for on call duties.

**INSTRUCTIONAL EMPLOYEES
(EMPLOYED FOR MORE THAN 182 DAYS PER SCHOOL YEAR)
2018-2019**

1/182 Local Teachers' Salary Schedule based on Degree and Experience X Days Employed = Salary.

Extended Day Employees

Educational Diagnostician, Social Worker, School Psychologist, Audiologist, Speech Evaluator, Counselor, Curriculum & Instructional Consultant, Program Facilitator, Resource Specialist, Substance Abuse Program Coordinator, Child Search Coordinator, CTTIE Instructor, Vocational Agriculture Teacher, Technology Consultant

NOTE: Effective July 1, 1996, days of employment will be extended (and pay adjusted accordingly) for counselors as follows:

Elementary - add 5 days

Middle School - add 15 days

High School - add 25 days

CTTIE INSTRUCTOR 2018-2019

CTTIE Instructors with a degree

Salary will be based on the Calcasieu Parish School Board salary schedule for teachers.

CTTIE Instructors without a degree

The salary schedule for a CTTIE Instructor (non-degreed) will be based on the Calcasieu Parish School Board salary schedule for a B.A. using steps 1-22.

CTTIE Department Head shall be paid a supplement of \$1,150.00.

CTTIE INSTRUCTORS NON-DEGREED 182 DAY

<u>STEP</u>	<u>SALARY</u>
1	43,461
2	43,661
3	43,861
4	44,061
5	44,261
6	44,461
7	44,661
8	44,861
9	45,061
10	45,261
11	45,461
12	45,661
13	45,861
14	46,061
15	46,261
16	46,461
17	46,661
18	46,861
19	47,061
20	47,261
21	47,461
22+	47,661

CTTIE INSTRUCTORS NON-DEGREED 222 DAY

<u>STEP</u>	<u>SALARY</u>
1	53,013
2	53,257
3	53,501
4	53,745
5	53,989
6	54,233
7	54,477
8	54,721
9	54,965
10	55,208
11	55,452
12	55,696
13	55,940
14	56,184
15	56,428
16	56,672
17	56,916
18	57,160
19	57,404
20	57,648
21	57,892
22+	58,136

CTTIE INSTRUCTORS NON-DEGREED 242 DAY

<u>STEP</u>	<u>SALARY</u>
1	57,789
2	58,055
3	58,321
4	58,587
5	58,853
6	59,118
7	59,384
8	59,650
9	59,916
10	60,182
11	60,448
12	60,714
13	60,980
14	61,246
15	61,512
16	61,778
17	62,044
18	62,310
19	62,576
20	62,842
21	63,107
22+	63,373

ASSISTANT PRINCIPAL **2018-2019**

AAP

Index based on Step 76 on the Calcasieu Teachers' Salary Schedule. (\$58,461.00)

	1	2	3
	AAP1	AAP2	AAP3
	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
<u>STEP</u>	<u>FACTOR</u>	<u>FACTOR</u>	<u>FACTOR</u>
1	1.0702	1.1021	1.2010
2	1.0793	1.1113	1.2101
3	1.0886	1.1206	1.2194
4	1.0977	1.1297	1.2285
5	1.1070	1.1389	1.2378
6	1.1162	1.1482	1.2470
7	1.1254	1.1573	1.2562
8	1.1346	1.1666	1.2654
9	1.1438	1.1757	1.2746
10	1.1530	1.1850	1.2834
11	1.1622	1.1941	1.2930
12	1.1714	1.2034	1.3022
13	1.1806	1.2126	1.3114
14	1.1898	1.2218	1.3206
15	1.1990	1.2310	1.3298
16	1.2082	1.2402	1.3390
17	1.2174	1.2494	1.3482
18	1.2260	1.2581	1.3576
19	1.2345	1.2669	1.3671
20	1.2432	1.2758	1.3767
21	1.2519	1.2847	1.3863
22+	1.2607	1.2937	1.3960

Teacher is defined as classroom teachers (regular instruction), special education teachers (resource and self-contained only), assistant principals, librarians and counselors.

STEP = Administrative Experience + Teaching Experience Component + Degree Component

Administrative Experience = 1 year per year of experience as an administrator.

Teaching Experience Component =

1 if teaching exp. = 5-9.9 years

2 if teaching exp. = 10-14.9 yrs.

3 if teaching exp. = 15-19.9 yrs.

4 if teaching exp. = 20-24.9 yrs.

5 if teaching exp. = 25+ yrs.

Degree Component = 1 if Degree is Masters + 30 or Specialist Degree; 2 if Degree is Doctorate; 0 if otherwise

ELEMENTARY SCHOOL PRINCIPAL**2018-2019**

AEP

Index based on Step 76 on the Calcasieu Teachers' Salary Schedule. (\$58,461.00)

STEP	¹ AEP1	² AEP2	³ AEP3
	0-17.9 TEACHERS	18-29.9 TEACHERS	30 TEACHERS
	<u>FACTOR</u>	<u>FACTOR</u>	<u>FACTOR</u>
1	1.1610	1.1817	1.1945
2	1.1702	1.1909	1.2037
3	1.1795	1.2000	1.2130
4	1.1886	1.2093	1.2221
5	1.1978	1.2184	1.2313
6	1.2070	1.2277	1.2405
7	1.2162	1.2369	1.2498
8	1.2255	1.2461	1.2589
9	1.2346	1.2553	1.2681
10	1.2439	1.2644	1.2773
11	1.2530	1.2737	1.2866
12	1.2623	1.2829	1.2958
13	1.2684	1.2891	1.3049
14	1.2745	1.2952	1.3142
15	1.2807	1.3013	1.3233
16	1.2868	1.3075	1.3326
17	1.2929	1.3136	1.3418
18	1.2991	1.3197	1.3510
19	1.3052	1.3258	1.3602
20	1.3113	1.3320	1.3693
21	1.3204	1.3411	1.3784
22	1.3295	1.3502	1.3875
23	1.3386	1.3593	1.3966
24	1.3477	1.3684	1.4057
25+	1.3568	1.3775	1.4148

Teacher is defined as classroom teachers (regular instruction), special education teachers (resource and self-contained only), assistant principals, librarians and counselors.

STEP = Administrative Experience + Teaching Experience Component + Degree Component

Administrative Experience = 1 year per year of experience as an administrator.

Teaching Experience Component =

1 if teaching exp. = 5-9.9 years

2 if teaching exp. = 10-14.9 yrs.

3 if teaching exp. = 15-19.9 yrs.

4 if teaching exp. = 20-24.9 yrs.

5 if teaching exp. = 25+ yrs.

Degree Component = 1 if Degree is Masters + 30 or Specialist Degree; 2 if Degree is Doctorate; 0 if otherwise

MIDDLE SCHOOL PRINCIPAL**2018-2019**

AMP

Index based on Step 76 on the Calcasieu Teachers' Salary Schedule. (\$58,461.00)

	1	2	3
	AMP1	AMP2	AMP3
	0-29.9 TEACHERS	30-69.9 TEACHERS	70+ TEACHERS
<u>STEP</u>	<u>FACTOR</u>	<u>FACTOR</u>	<u>FACTOR</u>
1	1.2022	1.2381	1.2740
2	1.2114	1.2473	1.2832
3	1.2206	1.2565	1.2924
4	1.2298	1.2657	1.3016
5	1.2390	1.2748	1.3106
6	1.2482	1.2841	1.3200
7	1.2574	1.2933	1.3292
8	1.2666	1.3025	1.3384
9	1.2758	1.3117	1.3476
10	1.2850	1.3209	1.3568
11	1.2943	1.3301	1.3659
12	1.3034	1.3393	1.3752
13	1.3127	1.3485	1.3843
14	1.3218	1.3577	1.3936
15	1.3310	1.3669	1.4028
16	1.3402	1.3761	1.4120
17	1.3495	1.3853	1.4211
18	1.3587	1.3945	1.4303
19	1.3678	1.4037	1.4396
20	1.3771	1.4129	1.4487
21	1.3862	1.4220	1.4578
22	1.3953	1.4311	1.4669
23	1.4044	1.4402	1.4760
24	1.4135	1.4493	1.4851
25+	1.4226	1.4584	1.4942

Teacher is defined as classroom teachers (regular instruction), special education teachers (resource and self-contained only), assistant principals, librarians and counselors.

STEP = Administrative Experience + Teaching Experience Component + Degree Component

Administrative Experience = 1 year per year of experience as an administrator.

Teaching Experience Component =

1 if teaching exp. = 5-9.9 years

2 if teaching exp. = 10-14.9 yrs.

3 if teaching exp. = 15-19.9 yrs.

4 if teaching exp. = 20-24.9 yrs.

5 if teaching exp. = 25+ yrs.

Degree Component = 1 if Degree is Masters + 30 or Specialist Degree; 2 if Degree is Doctorate; 0 if otherwise

HIGH SCHOOL PRINCIPAL**2018-2019**

AHP

Index based on Step 76 on the Calcasieu Teachers' Salary Schedule. (\$58,461.00)

	1	2	3
	AHP1	AHP2	AHP3
	0-29.9 TEACHERS	30-69.9 TEACHERS	70+ TEACHERS
STEP	FACTOR	FACTOR	FACTOR
1	1.2844	1.3257	1.3667
2	1.2937	1.3348	1.3759
3	1.3028	1.3441	1.3851
4	1.3121	1.3532	1.3943
5	1.3213	1.3624	1.4035
6	1.3305	1.3716	1.4127
7	1.3397	1.3809	1.4219
8	1.3488	1.3901	1.4311
9	1.3581	1.3992	1.4403
10	1.3672	1.4085	1.4495
11	1.3765	1.4176	1.4587
12	1.3857	1.4269	1.4679
13	1.3949	1.4360	1.4772
14	1.4041	1.4453	1.4863
15	1.4133	1.4545	1.4954
16	1.4225	1.4636	1.5044
17	1.4317	1.4729	1.5135
18	1.4409	1.4819	1.5225
19	1.4501	1.4910	1.5316
20	1.4593	1.5000	1.5407
21	1.4684	1.5091	1.5498
22	1.4775	1.5182	1.5589
23	1.4866	1.5273	1.5680
24	1.4957	1.5364	1.5771
25	1.5048	1.5455	1.5862

Teacher is defined as classroom teachers (regular instruction), special education teachers (resource and self-contained only), assistant principals, librarians and counselors.

STEP = Administrative Experience + Teaching Experience Component + Degree Component

Administrative Experience = 1 year per year of experience as an administrator.

Teaching Experience Component =

- 1 if teaching exp. = 5-9.9 years
- 2 if teaching exp. = 10-14.9 yrs.
- 3 if teaching exp. = 15-19.9 yrs.
- 4 if teaching exp. = 20-24.9 yrs.
- 5 if teaching exp. = 25+ yrs.

Degree Component = 1 if Degree is Masters + 30 or Specialist Degree; 2 if Degree is Doctorate; 0 if otherwise

TURNAROUND PRINCIPAL 2018-2019

Turnaround Principal Supplements

1. Level I Turnaround Principal

Part 1-Assignment Supplement (Added to annual salary)-\$10,000; continues each year if principal maintains "Effective" end of the year evaluations and is assigned to a school designated as Persistently Struggling.

Part 2-Performance Target Supplements (Paid as lump-sum at year end)-\$1,000 for each of 5 individual performance targets attained by end of school.

2. Level II Turnaround Principal

Part 1-Assignment Supplement (Added to annual salary)-\$5,000; continues each year if principal maintains "Effective" end of the year evaluations and is assigned to a school designated as Persistently Struggling.

Part 2-Performance Target Supplements (Paid as lump-sum at year end)-\$2,000 for each of 5 individual performance targets attained by end of school.

SUPERVISOR**2018-2019**

AD

Index based on Step 76 on the Calcasieu Teachers' Salary Schedule. (\$58,461.00)

	4 ADM	1 AD2
	12 MONTH	11 MONTH
<u>STEP</u>	<u>FACTOR</u>	<u>FACTOR</u>
1	1.1867	1.1203
2	1.2020	1.1343
3	1.2174	1.1484
4	1.2327	1.1624
5	1.2480	1.1764
6	1.2633	1.1905
7	1.2787	1.2082
8	1.2941	1.2187
9	1.3093	1.2327
10	1.3247	1.2467
11	1.3401	1.2608
12	1.3559	1.2753
13	1.3717	1.2898
14	1.3875	1.3043
15	1.4033	1.3188
16	1.4191	1.3333
17	1.4349	1.3477
18	1.4507	1.3622
19	1.4665	1.3767
20	1.4821	1.3911

Teacher is defined as classroom teachers (regular instruction), special education teachers (resource and self-contained only), assistant principals, librarians and counselors.

STEP = Administrative Experience + Teaching Experience Component + Degree Component

Administrative Experience = 1 year per year of experience as an administrator.

Teaching Experience Component =

1 if teaching exp. = 5-9.9 years

2 if teaching exp. = 10-14.9 yrs.

3 if teaching exp. = 15-19.9 yrs.

4 if teaching exp. = 20-24.9 yrs.

5 if teaching exp. = 25+ yrs.

Degree Component = 1 if Degree is Masters + 30 or Specialist Degree; 2 if Degree is Doctorate; 0 if otherwise

Hearing Officer in Child Welfare and Attendance will receive an additional supplement of \$1,200.

ADMINISTRATIVE STAFF

2018-2019

Superintendent Contract with Board

Chief Financial Officer Contract with Board

Index based on Step 76 on the Calcasieu Teachers' Salary Schedule. (\$58,461.00)

Chief Operating Officer/Chief Academic Officer 1.7196

Administrative Directors of Schools 1.6131

Chief Technology Officer 1.5587

Risk Manager 1.5587

Directors 1.5351

GRADE AND JOB TITLE TABLE FOR SCHOOL CLERK

Grade A	Part Time
Grade B	Assistant Principal's Library Counselor
Grade C	Principal's - for positions where there is more than one clerk at the school
Grade D	Principal's - for positions where there is only one clerk at the school

Supplements based on prior year October 1st counts:

	ENROLLMENT	
	<u>Below 500</u>	<u>Above 500</u>
Elementary School Bookkeepers	\$600	\$700
Middle School Bookkeepers	\$1,000	\$1,200
Calcasieu Career Center		\$1,200
Sulphur High 9th Grade Campus		\$1,200
High School Bookkeepers	\$2,000	\$2,400

NOTE: Effective July 1, 1996, the days of employment for school clerks was extended and pay adjusted accordingly based on a daily rate of pay, as follows:

Elementary Schools	An additional 5 days for each clerk
Middle Schools	An additional 10 days for 1 clerk at each school An additional 5 days for all other clerks
High Schools	An additional 20 days for 1 clerk at each school An additional 5 days for all other clerks Additional days do not apply to 12 month clerks

SCHOOL CLERK**2018-2019**

C

9.5/10/12 MONTH SCHEDULE

GRADE STEP	5C2 9.5 Months 190 Day		5C3 10 Months 200 Day		5C4 12 Months 260 Day	
	1	2	1	2	1	2
	<u>C</u>	<u>D</u>	<u>C</u>	<u>D</u>	<u>C</u>	<u>D</u>
1	16,847	17,098	17,410	17,676	20,279	20,644
2	17,050	17,318	17,621	17,907	20,571	20,963
3	17,270	17,542	17,856	18,141	20,896	21,287
4	17,501	17,773	18,099	18,384	21,228	21,618
5	17,720	18,007	18,327	18,631	21,544	21,958
6	17,954	18,240	18,577	18,877	21,886	22,300
7	18,217	18,484	18,851	19,136	22,264	22,655
8	18,446	18,734	19,094	19,396	22,595	23,011
9	18,685	18,987	19,344	19,664	22,938	23,378
10	18,906	19,236	19,576	19,956	23,261	23,749
11	19,188	19,510	19,889	20,262	23,667	24,131
12	19,472	19,785	20,220	20,571	24,078	24,519
13	19,711	20,083	20,496	20,889	24,426	24,914
14	20,040	20,392	20,841	21,210	24,856	25,319
15	20,373	20,704	21,171	21,541	25,265	25,731
16	20,631	21,021	21,464	21,876	25,633	26,148
17	20,985	21,357	21,838	22,230	26,101	26,590
18	21,308	21,681	22,178	22,571	26,527	27,017
19	21,610	22,021	22,497	22,927	26,924	27,462
20	21,936	22,364	22,838	23,286	27,353	27,915
21	22,326	22,716	23,251	23,678	27,866	28,379
22+	22,692	23,090	23,636	24,071	28,344	28,866

See note on page 17 regarding additional days.

SCHOOL CLERK
2018-2019

C1

9.25 MONTH SCHEDULE

185 DAY

	1	2	3	4
	B1-1	B1-2	B1-3	B1-4
	PART TIME 4 HOURS	7 HOURS/ 45 MIN	7 HOURS/45 MIN	7 HOURS/45 MIN
<u>STEP</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
1	9,031	16,319	16,563	16,811
2	9,163	16,498	16,763	17,025
3	9,268	16,698	16,977	17,239
4	9,387	16,922	17,202	17,467
5	9,510	17,136	17,414	17,692
6	9,611	17,314	17,643	17,921
7	9,753	17,586	17,897	18,161
8	9,875	17,810	18,121	18,402
9	9,977	18,041	18,354	18,648
10	10,140	18,274	18,586	18,896
11	10,300	18,531	18,843	19,155
12	10,442	18,776	19,122	19,417
13	10,589	19,006	19,351	19,681
14	10,772	19,296	19,643	19,980
15	10,934	19,608	19,941	20,285
16	11,080	19,832	20,213	20,593
17	11,256	20,143	20,560	20,976
18	11,436	20,477	20,875	21,236
19	11,595	20,770	21,170	21,567
20	11,766	21,069	21,486	21,901
21	12,004	21,394	21,866	22,244
22+	12,198	21,742	22,223	22,609

See note on page 17 regarding additional days.

CENTRAL OFFICE CLERK 2018-2019

CC

	1	2	3	4	5
	GRADE	GRADE	GRADE	GRADE	GRADE
<u>STEP</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1	19,083	20,106	20,644	21,534	22,414
2	19,371	20,413	20,963	21,871	22,765
3	19,664	20,727	21,287	22,212	23,126
4	19,963	21,047	21,618	22,560	23,492
5	20,266	21,374	21,958	22,916	23,866
6	20,579	21,706	22,300	23,279	24,247
7	20,896	22,046	22,655	23,661	24,637
8	21,220	22,393	23,011	24,027	25,034
9	21,550	22,746	23,378	24,415	25,440
10	21,885	23,107	23,749	24,807	25,852
11	22,228	23,474	24,131	25,209	26,274
12	22,579	23,848	24,519	25,618	26,704
13	22,935	24,232	24,914	26,036	27,143
14	23,300	24,622	25,319	26,463	27,591
15	23,672	25,021	25,731	26,893	28,043
16	24,050	25,425	26,148	27,337	28,510
17	24,438	25,839	26,590	27,792	28,986
18	24,833	26,264	27,017	28,250	29,468
19	25,235	26,693	27,462	28,703	29,943
20	25,644	27,133	27,915	29,151	30,413
21	26,062	27,580	28,379	29,640	30,927
22+	26,503	28,052	28,866	30,152	31,466

Grade A Mail Clerk and Print Shop Operator

Grade B All other clerical

Grade C Lead Clerk (designated); Secretary (designated) to: Directors and Supervisors

Grade D Secretary to: Chief Operating Officer, Administrative Directors, Risk Manager, and Chief Technology Officer

Grade E Secretary to: Chief Financial Officer, Chief Academic Officer and Chief Operating Officer (with committee duties)

Grade F Secretary to: Superintendent will be paid 1.27 X Step on Schedule E.

A supplement of \$300.00 will be paid to the designated lead clerk in each department if the lead clerk is required to function as department head in the absence of the supervisor/director. Step increases will be based on annual evaluations.

SCHOOL FOOD SERVICE

2018-2019

L1

LUNCHROOM TECHNICIANS

180 DAYS

STEP	HOURLY RATE	ANNUAL SALARY	
		1	7
		4 HOUR	7 HOUR
1	11.98	8,625	15,092
2	12.07	8,693	15,213
3	12.17	8,763	15,334
4	12.27	8,832	15,457
5	12.36	8,904	15,577
6	12.46	8,975	15,705
7	12.56	9,046	15,831
8	12.66	9,119	15,958
9	12.77	9,192	16,085
10	12.87	9,253	16,214
11	12.97	9,340	16,344
12	13.08	9,414	16,475
13	13.18	9,489	16,606
14	13.28	9,565	16,739
15	13.39	9,642	16,873
16	13.50	9,719	17,008
17	13.61	9,796	17,144
18	13.72	9,875	17,281
19	13.83	9,954	17,420
20	13.94	10,033	17,559
21	14.05	10,114	17,699
22+	14.16	10,195	17,841

State Certified Assistant Manager - \$1,500

Non-Certified Assistant Manager - \$500

SCHOOL FOOD SERVICE**2018-2019**

MR

LUNCHROOM MANAGER

MANAGER I	Serving 1-300 students	E1
MANAGER II	Serving 301-600 students	E2
MANAGER III	Serving 601-900 students	E3
MANAGER IV	Serving 901-1200 students	E4
MANAGER V	Serving over 1200 students	E5

12 MONTH LUNCHROOM FIELD SUPERVISOR

L4

ANNUAL SALARY

<u>STEP</u>	<u>E1</u>	<u>E2</u>	<u>E3</u>	<u>E4</u>	<u>E5</u>	<u>L4</u>
1	18,117	18,605	19,029	19,582	20,866	32,581
2	18,117	18,605	19,029	19,582	20,866	32,581
3	18,263	18,736	19,142	19,697	20,991	32,791
4	18,411	18,883	19,320	19,777	21,079	33,002
5	18,572	18,979	19,436	19,908	21,223	33,234
6	18,720	19,207	19,549	20,006	21,331	33,446
7	18,898	19,320	19,680	20,120	21,458	33,701
8	19,029	19,436	19,760	20,217	21,563	33,889
9	19,176	19,549	19,941	20,315	21,671	34,100
10	19,320	19,680	19,989	20,446	21,815	34,307
11	19,485	19,760	20,086	20,559	21,940	34,543
12	19,599	19,842	20,185	20,611	21,993	34,706
13	19,911	20,159	20,508	20,943	22,353	35,154
14	20,230	20,481	20,836	21,278	22,711	35,610
15	20,554	20,809	21,170	21,618	23,074	36,073
16	20,882	21,142	21,508	21,965	23,443	36,543
17	21,217	21,480	21,853	22,316	23,818	37,018
18	21,556	21,824	22,202	22,673	24,200	37,499
19	21,901	22,173	22,558	23,035	24,587	37,986
20	22,251	22,528	22,919	23,404	24,980	38,480
21	22,607	22,888	23,285	23,779	25,380	38,981
22+	22,969	23,254	23,658	24,159	25,786	39,488

Multi-Unit Manager - \$2,000/School

State Certified Manager - \$3,000

The above schedules are based on 8 hour workdays.

MAINTENANCE, WAREHOUSING & TRANSPORTATION**2018-2019**

MW

	1		2		3		4	
	CLASS A		CLASS B		CLASS C		PART TIME CLASS A	
STEP	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL
1	13.99	29,108	13.05	27,139	10.57	21,997	13.99	14,554
2	14.16	29,450	13.21	27,482	10.68	22,220	14.16	14,725
3	14.32	29,794	13.38	27,826	10.79	22,449	14.32	14,897
4	14.49	30,137	13.54	28,169	10.90	22,678	14.49	15,068
5	14.65	30,480	13.71	28,512	11.01	22,906	14.65	15,240
6	14.82	30,823	13.87	28,855	11.12	23,135	14.82	15,412
7	14.98	31,166	14.04	29,198	11.23	23,364	14.98	15,583
8	15.15	31,510	14.20	29,542	11.34	23,593	15.15	15,755
9	15.31	31,853	14.37	29,885	11.45	23,822	15.31	15,926
10	15.48	32,196	14.53	30,228	11.56	24,050	15.48	16,098
11	15.64	32,539	14.70	30,571	11.67	24,279	15.64	16,270
12	15.81	32,882	14.86	30,914	11.78	24,508	15.81	16,441
13	15.97	33,226	15.03	31,258	11.89	24,737	15.97	16,613
14	16.14	33,569	15.19	31,601	12.00	24,966	16.14	16,784
15	16.30	33,912	15.36	31,944	12.11	25,194	16.30	16,956
16	16.47	34,255	15.52	32,287	12.22	25,423	16.47	17,128
17	16.63	34,598	15.69	32,630	12.33	25,652	16.63	17,299
18	16.80	34,942	15.85	32,974	12.44	25,881	16.80	17,471
19	16.96	35,285	16.02	33,317	12.55	26,110	16.96	17,642
20	17.13	35,628	16.18	33,660	12.66	26,338	17.13	17,814
21	17.29	35,971	16.35	34,003	12.77	26,567	17.29	17,986
22+	17.46	36,314	16.51	34,346	12.88	26,796	17.46	18,157

- Maintenance Supervisors will receive a supplement of \$2,525
- Maintenance Planner will receive an additional \$3,500 above a supervisor's supplement
- One person in each of the electrical, plumbing, and HVAC departments will be paid a \$2,000 supplement for their license.
- All other persons having licenses will be paid a \$1,000 supplement
- The Transportation Shop Foreman will be paid an additional \$3,000 annual supplement. The Assistant Transportation Shop Foreman will be paid an additional \$1,500 annual supplement.
- Food Service Assistant Warehouse Supervisor will be paid an additional \$1,500 annual supplement.
- Part Time Class A Waste Water Technician having license will be paid an additional \$500 supplement.

Refer to Plan for Personnel Evaluation, Plan B, for Class Definitions

CUSTODIAL 2018-2019

J2

STEP	1 HEAD CUSTODIAN CLASS A HOURLY RATE		2 CUSTODIAN CLASS B HOURLY RATE	
	REGULAR	OVERTIME	REGULAR	OVERTIME
	1	11.33 17.00	10.64	15.96
	2	11.42 17.13	10.72	16.08
3	11.51	17.27	10.81	16.22
4	11.60	17.40	10.89	16.34
5	11.70	17.55	10.98	16.47
6	11.79	17.69	11.07	16.61
7	11.88	17.82	11.16	16.74
8	11.98	17.97	11.25	16.88
9	12.08	18.12	11.34	17.01
10	12.17	18.26	11.43	17.15
11	12.27	18.41	11.52	17.28
12	12.37	18.56	11.61	17.42
13	12.47	18.71	11.70	17.55
14	12.57	18.86	11.80	17.70
15	12.67	19.01	11.89	17.84
16	12.77	19.16	11.99	17.99
17	12.87	19.31	12.08	18.12
18	12.97	19.46	12.18	18.27
19	13.08	19.62	12.28	18.42
20	13.18	19.77	12.38	18.57
21	13.29	19.94	12.47	18.71
22+	13.39	20.09	12.57	18.86

Head Custodian based on 12 month position

Custodians Class B, C and D based on 9 and 12 month positions

**CUSTODIAL
2018-2019**

J2

STEP	3 CUSTODIAN CLASS C		4 CUSTODIAN CLASS D	
	<u>HOURLY RATE</u>		<u>HOURLY RATE</u>	
	<u>REGULAR</u>	<u>OVERTIME</u>	<u>REGULAR</u>	<u>OVERTIME</u>
1	9.97	14.96	9.81	14.72
2	10.05	15.08	9.89	14.84
3	10.13	15.20	9.97	14.96
4	10.21	15.32	10.05	15.08
5	10.29	15.44	10.13	15.20
6	10.37	15.56	10.21	15.32
7	10.45	15.68	10.29	15.44
8	10.54	15.81	10.37	15.56
9	10.62	15.93	10.46	15.69
10	10.71	16.07	10.54	15.81
11	10.79	16.19	10.63	15.95
12	10.88	16.32	10.71	16.07
13	10.97	16.46	10.80	16.20
14	11.05	16.58	10.88	16.32
15	11.14	16.71	10.97	16.46
16	11.23	16.85	11.06	16.59
17	11.32	16.98	11.15	16.73
18	11.41	17.12	11.24	16.86
19	11.50	17.25	11.33	17.00
20	11.59	17.39	11.42	17.13
21	11.69	17.54	11.51	17.27
22+	11.78	17.67	11.60	17.40

Custodians Class B, C and D based on 9 and 12 month positions

BUS DRIVER AND BUS AIDE

2018-2019

HS

STEP	1	3
	DRIV	AIDE
	<u>SALARY</u>	<u>SALARY</u>
1	14,172	11,931
2	14,361	12,026
3	14,552	12,123
4	14,741	12,220
5	14,931	12,317
6	15,121	12,416
7	15,312	12,515
8	15,500	12,615
9	15,692	12,716
10	15,882	12,818
11	16,161	12,921
12	16,389	13,024
13	16,636	13,128
14	16,886	13,233
15	17,139	13,339
16	17,397	13,446
17	17,657	13,553
18	17,922	13,662
19	18,191	13,771
20	18,464	13,881
21	18,741	13,992
22+	19,022	14,104

PLATOON ROUTES 2018-2019

<u>DISTANCE</u>	DAILY RATES IN OR OUT OF WARD		DAILY RATES ALTERNATIVE ROUTES	
	<u>DRIVER</u>	<u>AIDE*</u>	<u>DRIVER</u>	<u>AIDE</u>
0-10 miles	\$20	\$17	\$25	\$22
11-20 miles	\$25	\$22	\$32	\$29
21-30 miles	\$31	\$28	\$40	\$37
31+ miles	\$37	\$34	\$49	\$46

*SPED routes, Alternative Routes for 16 or more students

Mileage determined by distance measurement at outset of route offer

	<u>DRIVER</u>	<u>AIDE</u>
Route Split - Regular Routes	\$10/half day	N/A
	\$20/full day	N/A
Route Split - SPED	\$10/half day	\$8.50/half day
	\$20/full day	\$17/full day
Field Trips (cost of driver)	\$12 show up fee plus \$10.00/hour (minimum of \$32.00)	

In addition, a \$25.00 fee will be charged to club/school if field trip causes the assigned driver to miss either their AM or PM route (\$50.00 if they miss both routes - this fee will go towards the cost of substitute driver, if available, or will go towards the cost of splitting the route)

Whenever driver turns in field trip form to be paid to bookkeeper, the driver will subtract 2 hours from their overall trip time if they had to miss either their morning or afternoon route. The driver will subtract 4 hours if they missed both portions of route.

PARAPROFESSIONAL**2018-2019**

IS

<u>STEP</u>	GRADE <u>1</u>	GRADE <u>2</u>	GRADE <u>3</u>	GRADE <u>4</u>
1	15,571	15,806	16,040	16,276
2	15,714	15,948	16,182	16,418
3	15,849	16,083	16,317	16,553
4	15,986	16,221	16,455	16,690
5	16,124	16,358	16,594	16,829
6	16,221	16,455	16,690	16,925
7	16,400	16,635	16,865	17,105
8	16,544	16,773	17,008	17,243
9	16,678	16,913	17,148	17,382
10	16,816	17,050	17,285	17,521
11	16,954	17,189	17,424	17,658
12	17,092	17,327	17,563	17,797
13	17,230	17,465	17,698	17,934
14	17,368	17,602	17,838	18,072
15	17,507	17,741	17,976	18,212
16	17,645	17,879	18,115	18,349
17	17,918	18,158	18,398	18,636
18	18,186	18,431	18,674	18,916
19	18,459	18,707	18,954	19,199
20	18,736	18,987	19,238	19,488
21	19,017	19,272	19,526	19,780
22+	19,303	19,561	19,820	20,076

GRADE 1 Paraprofessionals with clerical duties only

GRADE 2 Special Education Paraprofessionals or Paraprofessionals having clerical and tutorial assignments with teacher supervisor.

GRADE 3 Tutorial Paraprofessionals

GRADE 4 Paraprofessionals or Tutorial Paraprofessionals having Para-Professional Associate or Arts Degree or equivalent certification and employed in a program requiring such certification.

INTERPRETER

2018-2019

IT

	1	2	3	4
	Provisional Educational Interpreter	Qualified Educational Interpreter (EIPA Score: 3.0-3.4)	Qualified Educational Interpreter (EIPA Score: 3.5+)	Qualified Educational Interpreter (EIPA Score: 4.0+) AND Bachelor's Degree
STEP				
1	25,110	27,900	34,875	43,461
2	25,310	28,100	35,075	43,661
3	25,510	28,300	35,275	43,861
4	25,710	28,500	35,475	44,061
5	25,910	28,700	35,675	44,261
6	26,110	28,900	35,875	44,461
7	26,310	29,100	36,075	44,661
8	26,510	29,300	36,275	44,861
9	26,710	29,500	36,475	45,061
10	26,910	29,700	36,675	45,261
11	27,110	29,900	36,875	45,461
12	27,310	30,100	37,075	45,661
13	27,510	30,300	37,275	45,861
14	27,710	30,500	37,475	46,061
15	27,910	30,700	37,675	46,261
16	28,110	30,900	37,875	46,461
17	28,310	31,100	38,075	46,661
18	28,510	31,300	38,275	46,861
19	28,710	31,500	38,475	47,061
20	28,910	31,700	38,675	47,261
21	29,110	31,900	38,875	47,461
22	29,310	32,100	39,075	47,661
23	29,510	32,300	39,275	47,861
24	29,710	32,500	39,475	48,061
25	29,910	32,700	39,675	48,261
26	30,110	32,900	39,875	48,461
27+	30,310	33,100	40,075	48,661

**FINANCE, MANAGEMENT, INTERNAL AUDITING
& DATA PROCESSING
2018-2019**

FM

<u>STEP</u>	<u>A</u>	<u>B</u>	<u>C</u>
1	52,823	52,823	52,823
2	53,254	53,254	53,254
3	53,685	53,685	53,685
4	54,118	54,118	54,118
5	54,669	54,669	54,669
6	55,131	55,131	55,131
7	55,564	55,564	55,564
8	55,996	55,996	55,996
9	56,521	56,521	56,521
10	57,213	57,213	57,213
11	57,903	57,903	57,903
12	58,842	58,842	58,842
13	59,553	59,553	59,553
14	60,286	60,286	60,286
15	60,713	60,713	60,713
16	61,140	61,140	61,140
17	61,567	61,567	61,567
18	61,994	61,994	61,994
19	62,421	62,421	62,421
20+	62,848	62,848	62,848

POSITIONS REQUIRING A BACHELOR'S DEGREE AS PART OF ADVERTISED EMPLOYMENT CRITERIA

- A Accountants, Field Auditors, School Auditors, Programmer Analyst
- B Degreed Office Managers, Senior Accountants/Auditors
Class B employees will be paid as a Class A employee with an additional supplement of \$3,500.
- C Supervisors of Accounts Payable, Assistant Director of Sales Tax, P.E.P., S.I.S. & Data applications programers.
Class C employees will be paid as a Class A employee with an additional supplement of \$6,000.

This salary schedule will be based on a 222 day teacher's salary on the bachelor's degree scale not to exceed 20 years experience.

AUXILIARY SERVICES

2018-2019

AX

	1	2	3	4	5	6	7
STEP	A	B	C	D	E	G	H
1	27,805	30,065	31,616	36,741	39,689	45,267	55,855
2	28,269	30,572	32,153	37,382	40,269	46,078	56,639
3	28,741	31,089	32,701	38,036	40,854	46,906	57,433
4	29,224	31,616	33,262	38,702	41,447	47,750	58,242
5	29,714	32,153	33,831	39,381	42,051	48,610	59,061
6	30,215	32,701	34,412	40,073	42,934	49,487	59,893
7	30,729	33,262	35,006	40,781	43,555	50,382	60,738
8	31,249	33,831	35,611	41,501	44,446	51,297	61,595
9	31,780	34,412	36,232	42,127	45,086	52,228	62,464
10	32,324	35,006	36,861	42,987	45,726	53,177	63,347
11	32,877	35,611	37,503	43,751	46,376	54,146	64,243
12	33,455	36,244	38,173	44,547	47,223	55,150	65,153
13	34,041	36,879	38,841	45,327	48,049	56,114	66,294
14	34,637	37,523	39,521	46,120	48,891	57,097	67,453
15	35,243	38,180	40,213	46,927	49,745	58,095	68,633
16	35,860	38,849	40,916	47,748	50,617	59,113	69,835
17	36,487	39,529	41,633	48,584	51,502	60,147	71,057
18	37,125	40,220	42,361	49,434	52,404	61,200	72,301
19	37,775	40,923	43,102	50,299	53,320	62,271	73,566
20+	38,436	41,641	43,857	51,179	54,253	63,360	74,853

A Programmer/Non-Degreed

*B Personnel Coordinator, Buyers, Non-Degreed Office Manager, Assistant Payroll Supervisor.

C Print Shop Technician, Computer Machine Repairman

D Computer Repair Technician

Coordinator of Planning and Construction/AHERA, Computer Network Specialist

G Parish Compliance Officer, Claims Adjuster, Bus Route Supervisor/Warehouse, Head Chef, Purchasing Agent

H Facilities Manager of Maintenance and Custodial Services

* \$3,000.00 Annual Supplement for Assistant Payroll Supervisor

MISCELLANEOUS SUB RATES 2018-2019

SUBSTITUTES

Teacher - Degreed
with Teaching Certificate
 in a Sabbatical or LWOP
 Leave Position

Full Rate of Pay with Experience
 From Day 1

***MUST BE CONSECUTIVE DAYS IN THE SAME POSITION:**

	* First 10 Days	Beginning 11th Day
Teacher - Degreed with Teaching Certificate Day to Day	\$88.00 / day	\$239.00 / Back to 1st Day
Teacher - Degreed without Teaching Certificate	\$71.50 / day	\$165.00 / Back to 1st Day
Teacher - Non-Degreed	\$64.00 / day	\$64.00 / day
Paraprofessional (Teacher Aide)	\$62.50 / day	\$62.50 / day
Bus Driver	\$63.00 / day	\$78.50 / day Back to 1st Day
Bus Aide	\$33.00 / day	\$33.00 / day
School Clerk	\$62.50 / day	\$62.50 / day
Cafeteria Manager	\$64.00 / day	\$64.00 / day
Food Service Worker	\$8.00 / hour	\$8.00 / hour
Custodian	\$8.00 / hour	\$8.00 / hour
COE Worker	\$8.00 / hour	\$8.00 / hour

TEACHER SALARY SCHEDULE
PERMANENT REFERENCE (ADJUSTED)
2012-2013

	1	2	3	4	5
EXPERIENCE	BA	MA	MA + 30	SPECIALIST	PHD
0	43,306	44,806	46,306	47,806	49,306
1	43,659	45,159	46,659	48,159	49,659
2	44,012	45,512	47,012	48,512	50,012
3	44,367	45,867	47,367	48,867	50,367
4	44,819	46,319	47,819	49,319	50,819
5	45,198	46,698	48,198	49,698	51,198
6	45,553	47,053	48,553	50,053	51,553
7	45,907	47,407	48,907	50,407	51,907
8	46,337	47,877	49,377	50,877	52,377
9	46,905	48,442	49,942	51,442	52,942
10	47,470	49,008	50,508	52,008	53,508
11	48,240	49,878	51,378	52,878	54,378
12	48,823	50,495	51,995	53,495	54,995
13	49,424	51,133	52,633	54,133	55,633
14	49,774	51,585	53,085	54,585	56,085
15	50,124	52,239	53,739	55,239	56,739
16	50,474	52,726	54,226	55,726	57,226
17	50,824	53,128	54,628	56,128	57,628
18	51,174	53,528	55,028	56,528	58,028
19	51,524	53,916	55,416	56,916	58,416
20	51,874	54,265	55,765	57,265	58,765
21	52,224	54,616	56,116	57,616	59,116
22	52,574	55,105	56,605	58,105	59,605
23	52,924	55,455	56,955	58,455	59,955
24	53,274	55,805	57,305	58,805	60,305
25	53,624	56,194	57,694	59,194	60,694
26	53,974	56,544	58,044	59,544	61,044
27+	54,324	56,894	58,394	59,894	61,394

2013-2014 \$561 State Salary Supplement

2018-2019 \$4000 1/2 Cent Sales Tax

**HEAD START SITE ADMINISTRATOR
ELEMENTARY PRINCIPAL
2018-2019**

HSTP

<u>STEP</u>	<u>BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>
1	59,000	8,873	67,873
2	59,000	9,411	68,411
3	59,000	9,955	68,955
4	59,000	10,487	69,487
5	59,000	11,025	70,025
6	59,000	11,562	70,562
7	59,000	12,100	71,100
8	59,000	12,644	71,644
9	59,000	13,176	72,176
10	59,000	13,720	72,720
11	59,000	14,252	73,252
12	59,000	14,795	73,795
13	59,000	15,152	74,152
14	59,000	15,509	74,509
15	59,000	15,871	74,871
16	59,000	16,228	75,228
17	59,000	16,584	75,584
18	59,000	16,947	75,947
19	59,000	17,303	76,303
20	59,000	17,660	76,660
21	59,000	18,192	77,192
22	59,000	18,724	77,724
23	59,000	19,256	78,256
24	59,000	19,788	78,788
25+	59,000	20,320	79,320

**HEAD START
ASSISTANT PRINCIPAL
2018-2019**

HSTAP

<u>STEP</u>	<u>BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>
1	54,112	8,453	62,565
2	54,112	8,985	63,097
3	54,112	9,529	63,641
4	54,112	10,061	64,173
5	54,112	10,604	64,716
6	54,112	11,142	65,254
7	54,112	11,680	65,792
8	54,112	12,218	66,330
9	54,112	12,755	66,867
10	54,112	13,294	67,406
11	54,112	13,832	67,944
12	54,112	14,370	68,482
13	54,112	14,908	69,020
14	54,112	15,445	69,557
15	54,112	15,983	70,095
16	54,112	16,521	70,633
17	54,112	17,059	71,171
18	54,112	17,561	71,673
19	54,112	18,058	72,170
20	54,112	18,567	72,679
21	54,112	19,076	73,188
22+	54,112	19,590	73,702

**HEAD START
182 DAY TEACHER
2018-2019**

HSTT1

STEP	BASE	SUPPLEMENT	ANNUAL SALARY	Highly Effective		Effective Proficient		Effective Emerging	
				P	D	P	D	P	D
1	36,000	7,461	43,461	250	250	225	225	200	200
2	36,000	7,661	43,661	250	250	225	225	200	200
3	36,000	7,861	43,861	250	250	225	225	200	200
4	36,000	8,061	44,061	250	250	225	225	200	200
5	36,000	8,261	44,261	250	250	225	225	200	200
6	36,000	8,461	44,461	250	250	225	225	200	200
7	36,000	8,661	44,661	250	250	225	225	200	200
8	36,000	8,861	44,861	250	250	225	225	200	200
9	36,000	9,061	45,061	250	250	225	225	200	200
10	36,000	9,261	45,261	250	250	225	225	200	200
11	36,000	9,461	45,461	250	250	225	225	200	200
12	36,000	9,661	45,661	250	250	225	225	200	200
13	36,000	9,861	45,861	250	250	225	225	200	200
14	36,000	10,061	46,061	250	250	225	225	200	200
15	36,000	10,261	46,261	250	250	225	225	200	200
16	36,000	10,461	46,461	250	250	225	225	200	200
17	36,000	10,661	46,661	250	250	225	225	200	200
18	36,000	10,861	46,861	250	250	225	225	200	200
19	36,000	11,061	47,061	250	250	225	225	200	200
20	36,000	11,261	47,261	250	250	225	225	200	200
21	36,000	11,461	47,461	250	250	225	225	200	200
22	36,000	11,661	47,661	250	250	225	225	200	200
23	36,000	11,861	47,861	250	250	225	225	200	200
24	36,000	12,061	48,061	250	250	225	225	200	200
25	36,000	12,261	48,261	250	250	225	225	200	200
26	36,000	12,461	48,461	250	250	225	225	200	200
27	36,000	12,661	48,661	250	250	225	225	200	200
28	36,000	12,861	48,861	250	250	225	225	200	200
29	36,000	13,061	49,061	250	250	225	225	200	200
30	36,000	13,261	49,261	250	250	225	225	200	200
31	36,000	13,461	49,461	250	250	225	225	200	200
32	36,000	13,661	49,661	250	250	225	225	200	200
33	36,000	13,861	49,861	250	250	225	225	200	200

COLA – Cost of Living Adjustment

Includes \$200 Experience Adjustment if Rating Not Ineffective

BASE FOR ADMINISTRATIVE INDEXES

Uncertified Teachers Paid at Base Rate Only

8 Step Adjustments: (Move Forward 8 Steps)

Each Advanced Degree Earned After 6/30/15

4 Step Adjustments: (Move Forward 4 Steps)

Certificate Endorsement For Educational Leadership

Teachers New To CPSB With Experience Will Be Charted On 2012-2013 Permanent Reference Salary Schedule (Adjusted) and Placed On New Salary Schedule At Closest Applicable Step

HEAD START
182 DAY TEACHER
2018-2019

HSTT1

<u>STEP</u>	<u>BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>	Highly Effective		Effective Proficient		Effective Emerging	
				P	D	P	D	P	D
34	36,000	14,061	50,061	250	250	225	225	200	200
35	36,000	14,261	50,261	250	250	225	225	200	200
36	36,000	14,461	50,461	250	250	225	225	200	200
37	36,000	14,661	50,661	250	250	225	225	200	200
38	36,000	14,861	50,861	250	250	225	225	200	200
39	36,000	15,061	51,061	250	250	225	225	200	200
40	36,000	15,261	51,261	250	250	225	225	200	200
41	36,000	15,461	51,461	250	250	225	225	200	200
42	36,000	15,661	51,661	250	250	225	225	200	200
43	36,000	15,861	51,861	250	250	225	225	200	200
44	36,000	16,061	52,061	250	250	225	225	200	200
45	36,000	16,261	52,261	250	250	225	225	200	200
46	36,000	16,461	52,461	250	250	225	225	200	200
47	36,000	16,661	52,661	250	250	225	225	200	200
48	36,000	16,861	52,861	250	250	225	225	200	200
49	36,000	17,061	53,061	250	250	225	225	200	200
50	36,000	17,261	53,261	250	250	225	225	200	200
51	36,000	17,461	53,461	250	250	225	225	200	200
52	36,000	17,661	53,661	250	250	225	225	200	200
53	36,000	17,861	53,861	250	250	225	225	200	200
54	36,000	18,061	54,061	250	250	225	225	200	200
55	36,000	18,261	54,261	250	250	225	225	200	200
56	36,000	18,461	54,461	250	250	225	225	200	200
57	36,000	18,661	54,661	250	250	225	225	200	200
58	36,000	18,861	54,861	250	250	225	225	200	200
59	36,000	19,061	55,061	250	250	225	225	200	200
60	36,000	19,261	55,261	250	250	225	225	200	200
61	36,000	19,461	55,461	250	250	225	225	200	200
62	36,000	19,661	55,661	250	250	225	225	200	200
63	36,000	19,861	55,861	250	250	225	225	200	200
64	36,000	20,061	56,061	250	250	225	225	200	200
65	36,000	20,261	56,261	250	250	225	225	200	200
66	36,000	20,461	56,461	250	250	225	225	200	200

COLA – Cost of Living Adjustment

Includes \$200 Experience Adjustment if Rating Not Ineffective

BASE FOR ADMINISTRATIVE INDEXES

Uncertified Teachers Paid at Base Rate Only

8 Step Adjustments: (Move Forward 8 Steps)

Each Advanced Degree Earned After 6/30/15

4 Step Adjustments: (Move Forward 4 Steps)

Certificate Endorsement For Educational Leadership

Teachers New To CPSB With Experience Will Be Charted On 2012-2013 Permanent Reference Salary Schedule (Adjusted) and Placed On

New Salary Schedule At Closest Applicable Step

HEAD START
182 DAY TEACHER
2018-2019

HSTT1

<u>STEP</u>	<u>BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>	Highly Effective		Effective Proficient		Effective Emerging	
				P	D	P	D	P	D
67	36,000	20,661	56,661	250	250	225	225	200	200
68	36,000	20,861	56,861	250	250	225	225	200	200
69	36,000	21,061	57,061	250	250	225	225	200	200
70	36,000	21,261	57,261	250	250	225	225	200	200
71	36,000	21,461	57,461	250	250	225	225	200	200
72	36,000	21,661	57,661	250	250	225	225	200	200
73	36,000	21,861	57,861	250	250	225	225	200	200
74	36,000	22,061	58,061	250	250	225	225	200	200
75	36,000	22,261	58,261	250	250	225	225	200	200
76	36,000	22,461	58,461	250	250	225	225	200	200
77	36,000	22,661	58,661	250	250	225	225	200	200
78	36,000	22,861	58,861	250	250	225	225	200	200
79	36,000	23,061	59,061	250	250	225	225	200	200
80	36,000	23,261	59,261	250	250	225	225	200	200
81	36,000	23,461	59,461	250	250	225	225	200	200
82	36,000	23,661	59,661	250	250	225	225	200	200
83	36,000	23,861	59,861	250	250	225	225	200	200
84	36,000	24,061	60,061	250	250	225	225	200	200
85	36,000	24,261	60,261	250	250	225	225	200	200
86	36,000	24,461	60,461	250	250	225	225	200	200
87	36,000	24,661	60,661	250	250	225	225	200	200
87	36,000	24,861	60,861	250	250	225	225	200	200
89	36,000	25,061	61,061	250	250	225	225	200	200
90	36,000	25,261	61,261	250	250	225	225	200	200
91	36,000	25,461	61,461	250	250	225	225	200	200
92	36,000	25,661	61,661	250	250	225	225	200	200
93	36,000	25,861	61,861	250	250	225	225	200	200
94	36,000	26,061	62,061	250	250	225	225	200	200
95	36,000	26,261	62,261	250	250	225	225	200	200
96	36,000	26,461	62,461	250	250	225	225	200	200
97	36,000	26,661	62,661	250	250	225	225	200	200
98	36,000	26,861	62,861	250	250	225	225	200	200

COLA – Cost of Living Adjustment

Includes \$200 Experience Adjustment if Rating Not Ineffective

BASE FOR ADMINISTRATIVE INDEXES

Uncertified Teachers Paid at Base Rate Only

8 Step Adjustments: (Move Forward 8 Steps)

Each Advanced Degree Earned After 6/30/15

4 Step Adjustments: (Move Forward 4 Steps)

Certificate Endorsement For Educational Leadership

Teachers New To CPSB With Experience Will Be Charted On 2012-2013 Permanent Reference Salary Schedule (Adjusted) and Placed On

New Salary Schedule At Closest Applicable Step

HEAD START

202 DAY TEACHER

2018-2019

HSTT

<u>STEP</u>	<u>BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>	Highly Effective		Effective Proficient		Effective Emerging	
				P	D	P	D	P	D
1	36,000	16,237	48,237	250	250	225	225	200	200
2	36,000	16,459	48,459	250	250	225	225	200	200
3	36,000	16,681	48,681	250	250	225	225	200	200
4	36,000	16,903	48,903	250	250	225	225	200	200
5	36,000	17,125	49,125	250	250	225	225	200	200
6	36,000	17,347	49,347	250	250	225	225	200	200
7	36,000	17,569	49,569	250	250	225	225	200	200
8	36,000	17,791	49,791	250	250	225	225	200	200
9	36,000	18,013	50,013	250	250	225	225	200	200
10	36,000	18,235	50,235	250	250	225	225	200	200
11	36,000	18,457	50,457	250	250	225	225	200	200
12	36,000	18,679	50,679	250	250	225	225	200	200
13	36,000	18,901	50,901	250	250	225	225	200	200
14	36,000	19,123	51,123	250	250	225	225	200	200
15	36,000	19,345	51,345	250	250	225	225	200	200
16	36,000	19,567	51,567	250	250	225	225	200	200
17	36,000	19,789	51,789	250	250	225	225	200	200
18	36,000	20,011	52,011	250	250	225	225	200	200
19	36,000	20,233	52,233	250	250	225	225	200	200
20	36,000	20,455	52,455	250	250	225	225	200	200
21	36,000	20,677	52,677	250	250	225	225	200	200
22	36,000	20,899	52,899	250	250	225	225	200	200
23	36,000	21,121	53,121	250	250	225	225	200	200
24	36,000	21,343	53,343	250	250	225	225	200	200
25	36,000	21,565	53,565	250	250	225	225	200	200
26	36,000	21,787	53,787	250	250	225	225	200	200
27	36,000	22,009	54,009	250	250	225	225	200	200
28	36,000	22,231	54,231	250	250	225	225	200	200
29	36,000	22,453	54,453	250	250	225	225	200	200
30	36,000	22,675	54,675	250	250	225	225	200	200
31	36,000	22,897	54,897	250	250	225	225	200	200
32	36,000	23,119	55,119	250	250	225	225	200	200
33	36,000	23,341	55,341	250	250	225	225	200	200

COLA – Cost of Living Adjustment

Includes \$200 Experience Adjustment if Rating Not Ineffective

BASE FOR ADMINISTRATIVE INDEXES

Uncertified Teachers Paid at Base Rate Only

8 Step Adjustments: (Move Forward 8 Steps)

Each Advanced Degree Earned After 6/30/15

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Certificate Endorsement For Educational Leadership

Teachers New To CPSB With Experience Will Be Charted On 2012-2013 Permanent Reference Salary Schedule (Adjusted) and Placed On New Salary Schedule At Closest Applicable Step

HEAD START

202 DAY TEACHER

2018-2019

HSTT

STEP	BASE	SUPPLEMENT	ANNUAL SALARY	Highly Effective		Effective Proficient		Effective Emerging	
				P	D	P	D	P	D
34	36,000	19,563	55,563	250	250	225	225	200	200
35	36,000	19,785	55,785	250	250	225	225	200	200
36	36,000	20,007	56,007	250	250	225	225	200	200
37	36,000	20,229	56,229	250	250	225	225	200	200
38	36,000	20,451	56,451	250	250	225	225	200	200
39	36,000	20,673	56,673	250	250	225	225	200	200
40	36,000	20,895	56,895	250	250	225	225	200	200
41	36,000	21,116	57,116	250	250	225	225	200	200
42	36,000	21,338	57,338	250	250	225	225	200	200
43	36,000	21,560	57,560	250	250	225	225	200	200
44	36,000	21,782	57,782	250	250	225	225	200	200
45	36,000	22,004	58,004	250	250	225	225	200	200
46	36,000	22,226	58,226	250	250	225	225	200	200
47	36,000	22,448	58,448	250	250	225	225	200	200
48	36,000	22,670	58,670	250	250	225	225	200	200
49	36,000	22,892	58,892	250	250	225	225	200	200
50	36,000	23,114	59,114	250	250	225	225	200	200
51	36,000	23,336	59,336	250	250	225	225	200	200
52	36,000	23,558	59,558	250	250	225	225	200	200
53	36,000	23,780	59,780	250	250	225	225	200	200
54	36,000	24,002	60,002	250	250	225	225	200	200
55	36,000	24,224	60,224	250	250	225	225	200	200
56	36,000	24,446	60,446	250	250	225	225	200	200
57	36,000	24,668	60,668	250	250	225	225	200	200
58	36,000	24,890	60,890	250	250	225	225	200	200
59	36,000	25,112	61,112	250	250	225	225	200	200
60	36,000	25,334	61,334	250	250	225	225	200	200
61	36,000	25,556	61,556	250	250	225	225	200	200
62	36,000	25,778	61,778	250	250	225	225	200	200
63	36,000	26,000	62,000	250	250	225	225	200	200
64	36,000	26,222	62,222	250	250	225	225	200	200
65	36,000	26,444	62,444	250	250	225	225	200	200
66	36,000	26,666	62,666	250	250	225	225	200	200

COLA – Cost of Living Adjustment

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Certificate Endorsement For Educational Leadership

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HEAD START

202 DAY TEACHER

2018-2019

HSTT

<u>STEP</u>	<u>BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>	Highly Effective		Effective Proficient		Effective Emerging	
				P	D	P	D	P	D
67	36,000	26,888	62,888	250	250	225	225	200	200
68	36,000	27,110	63,110	250	250	225	225	200	200
69	36,000	27,332	63,332	250	250	225	225	200	200
70	36,000	27,554	63,554	250	250	225	225	200	200
71	36,000	27,776	63,776	250	250	225	225	200	200
72	36,000	27,998	63,998	250	250	225	225	200	200
73	36,000	28,220	64,220	250	250	225	225	200	200
74	36,000	28,442	64,442	250	250	225	225	200	200
75	36,000	28,664	64,664	250	250	225	225	200	200
76	36,000	28,886	64,886	250	250	225	225	200	200
77	36,000	29,108	65,108	250	250	225	225	200	200
78	36,000	29,330	65,330	250	250	225	225	200	200
79	36,000	29,552	65,552	250	250	225	225	200	200
80	36,000	29,774	65,774	250	250	225	225	200	200
81	36,000	29,996	65,996	250	250	225	225	200	200
82	36,000	30,218	66,218	250	250	225	225	200	200
83	36,000	30,440	66,440	250	250	225	225	200	200
84	36,000	30,662	66,662	250	250	225	225	200	200
85	36,000	30,884	66,884	250	250	225	225	200	200
86	36,000	31,106	67,106	250	250	225	225	200	200
87	36,000	31,327	67,327	250	250	225	225	200	200
87	36,000	31,549	67,549	250	250	225	225	200	200
89	36,000	31,771	67,771	250	250	225	225	200	200
90	36,000	31,993	67,993	250	250	225	225	200	200
91	36,000	32,215	68,215	250	250	225	225	200	200
92	36,000	32,437	68,437	250	250	225	225	200	200
93	36,000	32,659	68,659	250	250	225	225	200	200
94	36,000	32,881	68,881	250	250	225	225	200	200
95	36,000	33,103	69,103	250	250	225	225	200	200
96	36,000	33,325	69,325	250	250	225	225	200	200
97	36,000	33,547	69,547	250	250	225	225	200	200
98	36,000	33,769	69,769	250	250	225	225	200	200

COLA – Cost of Living Adjustment

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BASE FOR ADMINISTRATIVE INDEXES

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Certificate Endorsement For Educational Leadership

Teachers New To CPSB With Experience Will Be Charted On 2012-2013 Permanent Reference Salary Schedule (Adjusted) and Placed On

New Salary Schedule At Closest Applicable Step

**HEAD START
NURSE
2018-2019**

HSTT1

STEP	BASE	SUPPLEMENT	ANNUAL SALARY
1	36,000	7,306	43,306
2	36,000	7,659	43,659
3	36,000	8,012	44,012
4	36,000	8,367	44,367
5	36,000	8,819	44,819
6	36,000	9,198	45,198
7	36,000	9,553	45,553
8	36,000	9,907	45,907
9	36,000	10,337	46,337
10	36,000	10,905	46,905
11	36,000	11,470	47,470
12	36,000	12,240	48,240
13	36,000	12,823	48,823
14	36,000	13,424	49,424
15	36,000	13,774	49,774
16	36,000	14,124	50,124
17	36,000	14,474	50,474
18	36,000	14,824	50,824
19	36,000	15,174	51,174
20	36,000	15,524	51,524
21	36,000	15,874	51,874
22	36,000	16,224	52,224
23	36,000	16,574	52,574
24	36,000	16,924	52,924
25	36,000	17,274	53,274
26	36,000	17,624	53,624
27	36,000	17,974	53,974
28	36,000	18,324	54,324

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BASE FOR ADMINISTRATIVE INDEXES

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**HEAD START
PARA-PROFESSIONAL
2018-2019**

HST1

<u>STEP</u>	<u>GRADE 2 BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>
1	12,540	3,266	15,806
2	12,540	3,408	15,948
3	12,540	3,543	16,083
4	12,540	3,681	16,221
5	12,540	3,818	16,358
6	12,540	3,915	16,455
7	12,540	4,095	16,635
8	12,540	4,233	16,773
9	12,540	4,373	16,913
10	12,540	4,510	17,050
11	12,540	4,649	17,189
12	12,540	4,787	17,327
13	12,540	4,925	17,465
14	12,540	5,062	17,602
15	12,540	5,201	17,741
16	12,540	5,339	17,879
17	12,540	5,618	18,158
18	12,540	5,891	18,431
19	12,540	6,167	18,707
20	12,540	6,447	18,987
21	12,540	6,732	19,272
22+	12,540	7,021	19,561

HEAD START
PARA-PROFESSIONAL
2018-2019

HST1

<u>STEP</u>	<u>GRADE 4</u> <u>BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL</u> <u>SALARY</u>
1	12,980	3,296	16,276
2	12,980	3,438	16,418
3	12,980	3,573	16,553
4	12,980	3,710	16,690
5	12,980	3,849	16,829
6	12,980	3,945	16,925
7	12,980	4,125	17,105
8	12,980	4,263	17,243
9	12,980	4,402	17,382
10	12,980	4,541	17,521
11	12,980	4,678	17,658
12	12,980	4,817	17,797
13	12,980	4,954	17,934
14	12,980	5,092	18,072
15	12,980	5,232	18,212
16	12,980	5,369	18,349
17	12,980	5,656	18,636
18	12,980	5,936	18,916
19	12,980	6,219	19,199
20	12,980	6,507	19,487
21	12,980	6,800	19,780
22+	12,980	7,096	20,076

**HEAD START
SCHOOL CLERK
2018-2019**

HSTC

<u>STEP</u>	<u>GRADE D BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>
1	14,520	3,156	17,676
2	14,520	3,387	17,907
3	14,520	3,621	18,141
4	14,520	3,864	18,384
5	14,520	4,111	18,631
6	14,520	4,357	18,877
7	14,520	4,616	19,136
8	14,520	4,876	19,396
9	14,520	5,144	19,664
10	14,520	5,436	19,956
11	14,520	5,742	20,262
12	14,520	6,051	20,571
13	14,520	6,369	20,889
14	14,520	6,690	21,210
15	14,520	7,021	21,541
16	14,520	7,356	21,876
17	14,520	7,710	22,230
18	14,520	8,051	22,571
19	14,520	8,407	22,927
20	14,520	8,766	23,286
21	14,520	9,158	23,678
22+	14,520	9,551	24,071

**HEAD START
CENTRAL OFFICE CLERK
2018-2019**

HSTC

<u>STEP</u>	<u>BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>
1	16,500	3,606	20,106
2	16,500	3,913	20,413
3	16,500	4,227	20,727
4	16,500	4,547	21,047
5	16,500	4,874	21,374
6	16,500	5,206	21,706
7	16,500	5,546	22,046
8	16,500	5,893	22,393
9	16,500	6,246	22,746
10	16,500	6,607	23,107
11	16,500	6,974	23,474
12	16,500	7,348	23,848
13	16,500	7,732	24,232
14	16,500	8,122	24,622
15	16,500	8,521	25,021
16	16,500	8,925	25,425
17	16,500	9,339	25,839
18	16,500	9,764	26,264
19	16,500	10,193	26,693
20	16,500	10,633	27,133
21	16,500	11,080	27,580
22+	16,500	11,552	28,052

**HEAD START
BUS DRIVER
2018-2019**

HSTB

<u>STEP</u>	<u>BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>
1	11,000	2,884	14,172
2	11,000	3,055	14,361
3	11,000	3,229	14,552
4	11,000	3,401	14,741
5	11,000	3,574	14,931
6	11,000	3,746	15,121
7	11,000	3,920	15,312
8	11,000	4,091	15,500
9	11,000	4,265	15,692
10	11,000	4,438	15,882
11	11,000	4,692	16,161
12	11,000	4,899	16,389
13	11,000	5,124	16,636
14	11,000	5,886	16,886
15	11,000	6,139	17,139
16	11,000	6,396	17,396
17	11,000	6,657	17,657
18	11,000	6,922	17,922
19	11,000	7,191	18,191
20	11,000	7,464	18,464
21	11,000	7,741	18,741
22+	11,000	8,022	19,022

**HEAD START
BUS AIDE
2018-2019**

HSTB

<u>STEP</u>	<u>BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>
1	9,350	2,581	11,931
2	9,350	2,581	11,931
3	9,350	2,581	11,931
4	9,350	2,581	11,931
5	9,350	2,581	11,931
6	9,350	2,581	11,931
7	9,350	2,581	11,931
8	9,350	2,581	11,931
9	9,350	2,581	11,931
10	9,350	2,581	11,931
11	9,350	2,581	11,931
12	9,350	2,581	11,931
13	9,350	2,581	11,931
14	9,350	2,581	11,931
15	9,350	2,581	11,931
16	9,350	2,581	11,931
17	9,350	2,581	11,931
18	9,350	2,581	11,931
19	9,350	2,581	11,931
20	9,350	2,581	11,931
21	9,350	2,581	11,931
22+	9,350	2,581	11,931

**HEAD START
FINANCE, MANAGEMENT, INTERNAL AUDITING
2018-2019**

HSTA

<u>STEP</u>	<u>BACHELOR'S BASE</u>	<u>SUPPLEMENT</u>	<u>ANNUAL SALARY</u>
1	43,033	9,790	52,823
2	43,033	10,221	53,254
3	43,033	10,652	53,685
4	43,033	11,085	54,118
5	43,033	11,636	54,669
6	43,033	12,098	55,131
7	43,033	12,531	55,564
8	43,033	12,963	55,996
9	43,033	13,488	56,521
10	43,033	14,180	57,213
11	43,033	14,870	57,903
12	43,033	15,809	58,842
13	43,033	16,520	59,553
14	43,033	17,253	60,286
15	43,033	17,680	60,713
16	43,033	18,107	61,140
17	43,033	18,534	61,567
18	43,033	18,961	61,994
19	43,033	19,388	62,421
20+	43,033	19,815	62,848