



TO: Members, Calcasieu Parish School Board

FROM: Robert Barrentine, Chief Operations Officer
Human Resources/Auxiliary Services

DATE: April 30, 2019

SUBJECT: Administrative and Personnel Committee Meeting

Mr. Eric Tarver, Chairman, has called an Administrative and Personnel Committee Meeting for **Tuesday, April 30, 2019 immediately to follow the C&I Committee** Meeting in the Board Room at 3310 Broad Street, Lake Charles, Louisiana.

AGENDA

1. ZONING PROPOSALS FOR OAK PARK AND FK WHITE MIDDLE SCHOOLS
2. ZONING DESCRIPTIONS BOOKLET – FEBRUARY 2019
3. SNP – ODR AGREEMENT
4. PROPOSAL FOR SPECIALITY ROUTE RATE
5. CHANGE LANGUAGE IN GBDA-AP FOR BUS OPERATOR HIRING PROCEDURES
6. CHANGE LANGUAGE IN GBD-AP STAFF HIRING PHASE I
7. 5 – DAY PRINCIPAL INITIATIVE

Administration and Personnel Committee Members:

Eric Tarver, Chair
Russell Castille
Desmond Wallace
John Duhon
Annette Ballard
Aaron Natali

Fred Hardy, Vice Chair
Bliss Bujard
Mack Dellafosse
Alvin Smith
Dean Roberts

Other Board Members:

Billy Breaux
Glenda Gay
Damon Hardesty
Ron Hayes

Agenda Item #1

Zoning Proposals for Oak Park and FK White Middle Schools

A. Oak Park Middle South Boundary Proposal

South Boundary defined - the north side of Arkansas projected eastward to the north end of Savannah Lakes Subdivision; south to just north of Prejean Drive; east 5th Ave; north to the north end of Savannah Lakes Subdivision; this point projected east to Gerstner Memorial/Hwy. 14

B. FK White Middle North Boundary Proposal

North Boundary defined - the south side of Arkansas projected east to the north end of Savannah Lakes Subdivision; south to just north of Prejean Drive; east to 5th Ave; north to the north end of Savannah Lakes Subdivision; east projected to Gerstner Memorial/Hwy. 14; the west side of Gerstner Memorial/Hwy. 14 south to E. McNeese Street; the south side of E. McNeese Street projected east to Ward Line Rd.

Staff recommends that the committee approves zoning proposals for Oak Park Middle School and FK White Middle School.

OAK PARK MIDDLE (Current)

Clarified South Boundry March 2018

Revised 2014-15 School Year

(Due to Reynaud Closing)

North Boundary:

From the intersection of Creole Street and W. Sallier/12th Street, the south side of W. Sallier/12th Street east to Hwy. 397/Ward Line Road.

East Boundary:

From the intersection of 12th Street extended east and Hwy. 397/Ward Line Road, the west side of Hwy. 397/Ward Line Road south to McNeese Street.

West Boundary:

From the intersection of Creole Street and W. Sallier/12th Street, south on the east side of Creole Street (odd #'s from 2000-3499) to a point just north of Julius Street.

South Boundary:

From the intersection of Creole Street and a point just north of Julius Street, east to the east end of Julius Street, excluding Forrest Drive; south to W. School Street; the north side of W. *and E. School* to 1st Avenue; the east side of 1st Avenue to Arkansas Street; the north side Arkansas projected east to Hwy. 14; the east side of Hwy. 14 to E. McNeese Street; the north side of E. McNeese Street projected east to Ward Line Road.

SUMMARY

- Julius Street and Forrest Drive: S. J. Welsh
- 1400–1899 E. School: Oak Park Middle
- 300–1399: Even #s: F. K. White
Odd #s: Oak Park Middle
- E. School, 300-1399: Even = F. K. White
Odd = Oak Park Middle
- E. School, 1400-1899: Oak Park Middle
- W. School, 100-399: Even = F. K. White
Odd = Oak Park Middle

OAK PARK MIDDLE – PROPOSAL, 2/21/19

North Boundary:

From the intersection of Creole Street and W. Sallier/12th Street, the south side of W. Sallier/12th Street east to Hwy. 397/Ward Line Rd.

East Boundary:

From the intersection of 12th Street extended east and Hwy. 397/Ward Line Rd, the west side of Hwy. 397/Ward Line Rd south to McNeese Street.

West Boundary:

From the intersection of Creole Street and W. Sallier/12th Street, south on the east side of Creole Street (odd #'s from 2000-3499) to a point just north of Julius Street.

South Boundary:

From a point just north of Julius Street, east, to a point just north of Forrest Drive; just east of Forrest Drive, south to W. School Street; the north side of W. School to 1st Avenue; the east side of 1st Avenue to Arkansas Street; the north side of Arkansas projected eastward to the north end of Savannah Lakes Subdivision; south to just north of Prejean Drive; east 5th Avenue; north to the north end of Savannah Lakes Subdivision; this point projected east to Gerstner Memorial/Hwy. 14; the east side of Hwy. 14 south to E. McNeese Street; *the north side of E. McNeese Street projected east to Ward Line Road.*

Summary

- Julius Street and Forrest Drive: S. J. Welsh
- 5th Avenue: F. K. White
- E. McNeese Street: F. K. White
- 5th Avenue: The east side is all F. K. White (odd #s)

The west side north of Prejean Drive (3600-4250) is Oak Park Middle

F. K. WHITE MIDDLE (Current)

*Effective April 2017
(West Boundary Clarified, KB/Sup)*

North Boundary:

From the intersection of Creole and W. School Street, the south side of W. School to 1st Avenue; the west side of 1st Avenue to Arkansas Street; the south side of Arkansas projected east to Hwy. 14; the west side of Hwy. 14 to E. McNeese Street; E. McNeese projected east to Ward Line Rd.

East Boundary:

Ward Line Rd

West Boundary:

From the intersection of W. School Street and Creole Street, the east side of Creole projected to Contraband Bayou; the south side of Contraband Bayou to Lake Street; the east side of Lake to just south of Heather Street; *east to Central Parkway; the east side of Central Parkway* southeast to the west end of Cobb Rd; south and southwest to the *east side of the Drainage Lateral/canal (L1-D, N/S section only) to Gauthier Rd; the south side of Gauthier Rd west to Lake Street*; the east side of Lake Street to the end; southwest to the Hippolyte Coulee; the south side of Hippolyte Coulee to the Intracoastal Canal to the Cameron Parish line.

South Boundary:

Cameron Parish Line

Summary

- Drainage Lateral/canal (L1-D, N/S section only): East of this canal is FKW, LG, Kaufman
West is SJW, BH, Nelson
- Heather Street: F. K. White, Dolby
- Becky Street: S. J. Welsh, Nelson
- F. K. White: Cobb Rd, Israel Rd, Predium Rd, Syria Rd
- Springs Crossing Subdivision: S. J. Welsh, Nelson
- Pierre's Ridge Subdivision: S. J. Welsh, Nelson

F. K. WHITE MIDDLE - PROPOSAL

North Boundary:

From the intersection of Creole and W. School Street, the south side of W. School to 1st Avenue; the west side of 1st Avenue to Arkansas Street; the south side of Arkansas projected east to the north end of Savannah Lakes Subdivision; south to just north of Prejean Drive; east to 5th Avenue; north to the north end of Savannah Lakes Subdivision; east projected to Gerstner Memorial/Hwy. 14; the west side of Gerstner Memorial/Hwy. 14 south to E. McNeese Street; the south side of E. McNeese Street projected east to Ward Line Road.

East Boundary:

Ward Line Rd

West Boundary:

From the intersection of W. School Street and Creole Street, the east side of Creole projected to Contraband Bayou; the south side of Contraband Bayou to Lake Street; the east side of Lake to just south of Heather Street; *east to Central Parkway; the east side of Central Parkway* southeast to the west end of Cobb Rd; south and southwest to the *east side of the Drainage Lateral/canal (L1-D, N/S section only) to Gauthier Rd; the south side of Gauthier Rd west to Lake Street;* the east side of Lake Street to the end; southwest to the Hippolyte Coulee; the south side of Hippolyte Coulee to the Intracoastal Canal to the Cameron Parish line.

South Boundary:

Cameron Parish Line

Summary

- Drainage Lateral/canal (L1-D, N/S section only): East of this canal is FKW, LG, Kaufman
West is SJW, BH, Nelson
- Heather Street: F. K. White, Dolby
- Becky Street: S. J. Welsh, Nelson
- F. K. White: Cobb Rd, Israel Rd, Predium Rd, Syria Rd
- Springs Crossing Subdivision: S. J. Welsh, Nelson
- Pierre's Ridge Subdivision: S. J. Welsh, Nelson
- E. McNeese Street: F. K. White
- 5th Avenue: East side is all F. K. White (odd #s)
West side north of Prejean Drive (3600-4250) is Oak Park Middle

Agenda Item #2

Zoning Descriptions Booklet

See Zone Booklet for February 2019

Staff recommends that the committee approves the Calcasieu Parish Schools Zoning Descriptions booklet for February 2019.

Agenda Item #3

SNP – ODR Agreement

During the July 10, 2018 CPSB board meeting, The Unpaid Meal Charge Policy (section EEA) found in the section labeled “Notifying the Household of Negative Balances” was approved. The new policy states that all unpaid negative balances will be turned over to a collection agency at the end of each school year for the purposes of efficient collection of outstanding debts owed to CPSB.

After the policy was drafted CPSB personnel met with the Office of Debt Recovery, a centralized debt collection unit in Baton Rouge authorized to collect delinquent debt owed to the State of Louisiana. Through a cooperative endeavor between the Louisiana Department of Revenue and the Louisiana Attorney General’s Office and after deliberation between CPSB and ODR, an agreement was drafted for your consideration.

Questions regarding this proposal also may be directed to the CPSS Director of Food Services, Ms. Jacqueline Richard.

Staff recommends that the committee approve the Agency Participation Agreement (APA) entered into by Calcasieu Parish School Board (CPSB) and the Office of Debt Recovery (ODR).

**Agency Participation Agreement
Office of Debt Recovery**

This Agency Participation Agreement (APA) is entered into by Calcasieu Parish School Board and the Office of Debt Recovery (ODR) an office within the Department of Revenue (LDR), for the purposes of the efficient collection of outstanding debts owed to the State of Louisiana and its municipalities.

A. Program Description

On June 17, 2013 the legislature passed Act 399 creating the Office of Debt Recovery under R.S. 47:1676. ODR is authorized to collect delinquent debt owed to the State. Executive branch agencies that are owed delinquent debts are mandated to refer those delinquent debts to ODR for collection.

B. Term

1. This agreement begins from the date of signing by the parties and expires five (5) years from the date of the last party's signature on the document unless an early termination request is requested by either party.
2. Either party may request an early termination for convenience by giving a sixty (60) day notice. The agency placing the debt will recall all of the debt from ODR and work to pull back the debt from all collection tools on the accounts will begin within five (5) working days. Any funds already collected but not paid to the agency will be paid through the normal monthly payment process and in accordance with R.S. 14:1676.
3. Upon expiration of this agreement, the parties may choose to renew the agreement or operate under the terms of this agreement on a month to month basis unless, until another agreement is entered into by the parties, or until the debt is recalled by the Agency. The parties also agree that the termination or expiration of this agreement does not supersede or obfuscate the rights and responsibilities of any of the parties as set forth in La. R.S. 47:1676.

C. Definitions

1. "Authenticated" means that the referring Agency has certified the amount of the delinquent debt, the debtor's liability, the debtor's name, address, telephone number, social security number, and the federal or state taxpayer identification number.
2. "Debt" means any legally collectible liquidated sum due and owing an Agency or due and owing a person and collectible by any agency, or a judgment, order of the court, or bond forfeiture that is properly certified by the clerk and that orders the payment of a fine or other court-ordered penalty.

a. The legally collectible and liquidated sum due includes principal and accruing interest, fees, and penalties, if appropriate.

b. For purposes of this APA, "debt" shall not include any legally collectible liquidated sum due and owing to an agency or an individual pursuant to the following federal programs: Title IV-A, Title IV-B, Title IV-D, Title IV-E, Title XX of the federal Social Security Act, 7 United States Code (U.S.C.) 2011 et seq., 10 42 U.S.C. 9858 et seq., 42 U.S.C. 5101 et seq., 42 U.S.C. 5116 et seq., 42 U.S.C. 10401 et seq.;

c. Or, any sums due on account of overpaid unemployment compensation benefits or unpaid contributions or reimbursements pursuant to Louisiana Employment Security Law under R.S. 23:1471 et seq.

3. "Delinquent debt" means a debt that is sixty (60) days or more past due.

4. "Final delinquent debt" means the debt is delinquent and the amount due cannot be legally challenged because the debtor has no further right of administrative or judicial review.

5. "Non-final delinquent debt" means the debt is delinquent but the amount due can be legally challenged because the debtor still has administrative or judicial rights.

6. "Agency collection efforts" means actively calling and mailing collection notices to the debtor. Collection efforts does not include accepting payments on debt by the debtor, denying registration, denial of licenses (recreational or professional) denial of grades, or offsetting future vendor payments on vendors that may owe debt.

D. Agency Responsibilities

The Agency referring debt to ODR agrees to:

1. Authenticate all delinquent debt;

2. Send all delinquent debt to ODR in ODR's preferred file format;

a. The file will be sent via file transfer protocol (FTP), uploaded to a web portal or through other methods if the Agency is unable to comply with the first two (2) options listed. The Agency is responsible for notifying ODR of the need to find an alternate file transfer method ten (10) days after the Agency discovers they cannot participate in FTP or web portal uploading. ODR and the Agency must implement an alternative file transfer plan thirty (30) days after the Agency's notification of non-compliance.

3. Send the debtor proper notice that:

- a. Requests payment of the debt;
 - b. Contains information necessary to identify the nature and amount of the debt;
 - c. Notifies the debtor that failure to pay the delinquent debt in full within 60 days will cause the debt to be transferred to the Office for collection; and
 - d. Notify the debtor that an additional collection fee of up to twenty-five percent (25%) of the total debt liability will be added to the delinquent debt upon transfer to the office for collection.
 - e. Notify the debtor that a claim will be filed with the UNITED STATES TREASURY OFFSET PROGRAM where all payments "eligible for offset" will be seized, up to the amount of your debt plus any additional fees. Additional collection tools will be used to collect the outstanding debt which may include reporting the debt to a credit reporting agency or suspending and/or revoking your professional license
4. Stop all Agency collection efforts once the delinquent debt has been referred to ODR;
 5. Provide any assistance or information to ODR if the delinquent debt is challenged or questioned;
 - a. Assistance or information requests will be sent to the Agency by the ODR collector
 - b. The Agency should respond to the requestor within a reasonable time frame to comply with any legal requirements and will be informed if the response is needed within a more urgent time frame.
 6. Suspend, revoke or deny any licenses, permits, certificates or other privileges in which suspension, revocation or denial could be used as a collection tool;
 - c. The Agency will also provide any and all information needed to respond to any challenges and aid in the handling and tracking of all suspensions, denials and revocations.
 7. Provide all resources necessary to comply with the duties and responsibilities of this agreement.

E. ODR Responsibilities

The ODR agrees to:

1. Notify the debtor by letter, within fifteen (15) days after receiving the delinquent debt, that the debt has been referred to ODR. The letter will include the following information:
 - a. The total amount owed to the Office;
 - b. The amount of ODR's collection fee;
 - c. The name of the agency that referred the debt to ODR;
 - d. The date of the notice; and
 - e. Notification that ODR may forward the collection matter to third party collector (including the Attorney General's Office) for further collection efforts, which may incur additional fees and costs.
2. Handle initial questions, issues and challenges related to the collection of delinquent debt on behalf of the Agency;
3. Make timely requests to the Agency for additional information when needed;
4. Create and transmit a monthly payment report listing any payment received on your debt by ODR within the previous month;
5. Create and transmit any of the following reports when requested;
Debt status report(s) listing any accounts that have been returned to the Agency for a variety of reasons that may make the account uncollectible, such as but not limited to, the recall of the account, death, bankruptcy, the debtor is out of business, the debtor business is inactive, the debtor cannot be located and all skip trace efforts have been exhausted, collection efforts have been exhausted and no acceptable regular payments were initiated
6. Send timely requests for license, permit or certificate suspensions, denials or revocations while handling the suspension , denial or revocation of driver's and hunting and fishing licenses immediately; and
7. Use the collection tools below to collect the delinquent debt of the referring Agency;
 - a. State Tax Offset Program: allows ODR, to intercept, seize or garnish any state tax refund in the name of any debtor
 - b. Federal Vendor Offset Program: allows ODR, to intercept, seize or garnish any federal payments in the name of any debtor
 - c. Financial Institution Data Match: allows ODR, in accordance with La. R.S. 47:1677, to intercept, seize or garnish any monies identified in an account that is in the name of any debtor

d. Any other collection tool not specified in La. R.S. 47:1676 or listed above as permitted by law.

8. Provide all resources necessary to comply with its duties and responsibilities set forth in this agreement.

9. Any funds that might be collected due to timing of collections tools on accounts that are no longer placed with ODR will be returned to the debtor.

F. Compensation

Unless compensation is otherwise provided for by law or in an instrument evidencing the debt, compensation will be set forth as follows:

1. For debt that became final before June 17, 2013, ODR shall receive twenty-five (25%) of the total debt collected.
2. For debt that becomes final after June 17, 2013, ODR shall charge the debtor twenty-five percent (25%) of the total liability pursuant to La. R.S. 47:1676.

G. Returning Collected Funds to Agency

ODR will send funds collected to the Agency within thirty (30) days from the end of the month in which the funds were collected in the following method;

All payments will be allocated by an 80/20 split. 80% of the payment will be sent to the Agency and 20% will be applied to the ODR fee until the payment is paid off. (80% of the "New Debt Amount" that includes the ODR fee equals 100% of the original debt amount)

H. Confidentiality of Information in the Centralized Electronic Debt Registry

1. All information contained in the centralized electronic debt registry constitutes confidential debtor information.
2. The Agency agrees to be bound by La. R.S. 47:1676(D)(2) and R.S. 47:1676(F)(1) and (2) regarding the confidential character of records and information contained in the centralized electronic debt registry. The Agency also acknowledges that in limited circumstances only, the records and related information in the centralized electronic debt registry are potentially subject to disclosure in accordance with the public record law of the State of Louisiana, and agrees that the Agency shall not discuss, disclose or otherwise make available any such information or data to anyone without proper notification to the ODR.

3. Further, all parties agree that by entering into this agreement they will have access to certain confidential information regarding the debtor. None of the parties bound by this agreement will at any time disclose confidential debtor information and/or materials without the consent of the subject debtor unless such disclosure is authorized by this Agreement or required by law. Confidential information will be handled with the utmost discretion.

I. Confidentiality of Tax or Taxpayer Information in the Centralized Electronic Debt Registry

1. To the extent any of the data gathered during the collection process constitutes taxpayer information; the Agency agrees to be bound by La. R.S. 47:1508 regarding the confidential character of tax records and information.
2. The Agency also acknowledges that tax records and related information are not subject to disclosure or the public record law of the State of Louisiana, and agrees that it shall not discuss, disclose or otherwise make available any such information or data to anyone other than representatives of LDR.
3. Further, all parties agree that by entering into this agreement they will have access to certain confidential information regarding the taxpayer. None of the parties bound in this agreement will at any time disclose confidential taxpayer information and/or materials without the consent of the subject taxpayer unless the disclosure is authorized by this agreement or required by law. Confidential information will be handled with the utmost discretion. The Agency agrees to comply with the confidentiality of requirements of La. R.S. 47:1508 through 47:1510 and as required by state law for all records and documents collected, maintained, or generated by the Agency under this agreement.

J. Confidentiality of Referring Agency Data or Information

The Agency agrees that it will attach as exhibit A all the confidentiality provisions or statutes that govern the handling of its data and/or information.

K. Warranties and Indemnification

1. Each signatory warrants they have the authority to institute policy and procedures within their respective department or agency regarding debt collection and that this agreement shall become binding and enforceable policy and adhered to in good faith following execution by both parties in the presence of the undersigned witnesses.
2. Each party to this agreement will be liable for the acts and omissions of its own employees. Upon receipt of the debt referral, ODR shall assume all liability for its actions without recourse to the agency and shall comply with all applicable state and federal laws governing debt collection.

L. Remaining Provisions

1. **Intention of Agreement:** This agreement is not intended to vacate, supersede, or diminish any previously established authority, rights or privileges prior the execution of this agreement.
2. **Agreement Modification:** The terms and conditions of this agreement may only be modified by a writing signed by all parties.
3. **Full Agreement; Severability:** This agreement, together with any ADDENDUM attached hereto, set forth the full terms of the agreement between the two parties. If any section of this agreement is found to be invalid for any reason, such section shall be severed from the agreement and the remainder of the terms and conditions of this agreement shall be binding on ODR and the Agency. Moreover, this APA, upon its effective date, terminates any other APA executed by the parties on the topics, issues and concepts set forth in this document.
4. **Louisiana Law; Headings:** This agreement shall be governed by, construed and interpreted in accordance with the law of the State of Louisiana. The headings and sections or paragraphs are merely for convenience of reference and have no substantive significance and shall be disregarded in the interpretation of this agreement.
5. **Ownership:** All records, reports, documents and other material delivered, transmitted, obtained or prepared by the Agency to ODR shall remain the property of ODR.
6. **Non-assignability:** The Agency shall not assign any interest in this agreement by assignment, transfer, or novation, without prior written consent of ODR.
7. **Auditors' Clause:** The Louisiana Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of the Agency which relate to this agreement.
8. **Discrimination Clause:** Both parties agree to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and both parties agree to abide by the requirements of the Americans with Disabilities Act of 1990. Both parties agree not to discriminate in its employment practices, and will render services under this agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation or disabilities. Any act of discrimination committed by either party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

M. Project Managers

The project managers for this agreement are as follows:

For ODR: Brett D. Poirrier
 Director
 Office of Debt Recovery
 P.O. Box 66258 (70896)
 617 North 3rd St., 7th Floor
 Baton Rouge, LA 70802
 (225) 219-2671
 (225) 219-2708 (Fax number)
 Brett.Poirrier@la.gov

For the Agency:

Approved:

For the _____ :

Secretary or Designee

Witness

Date

Witness

For the Office of Debt Recovery:

Department of Revenue:

**Kimberly Lewis Robinson, Secretary
Louisiana Department of Revenue**

Witness

Date

Witness

Exhibit A
ADDENDUM to Agency Participation
Agreement Office of Debt Recovery

Student confidentiality:

1. The Family Educational Rights and Privacy Act
2. La. R.S. 17:3914
3. Disclosure Requirements for the Child Nutrition Programs
SP 31-2010; CACFP 06-2016; SFSP 10-2016

Exhibit B
ADDENDUM to Agency Participation
Agreement Office of Debt Recovery

- A. This ADDENDUM to Agency Participation Agreement is made by and between the Office of Debt Recovery and the Calcasieu Parish School Board, and is effective on the date of the Agency Participation Agreement between the parties.
- B. The Agreement and ADDENDUM are made pursuant to Article VII Section 14 of the Louisiana Constitution of 1974.
- C. The Agency Participation Agreement is intended to include delinquent meal accounts, and such other Debts which CPSB may choose to refer to ODR.

Calcasieu Parish Public Schools
Isaac Newton Elementary
6674 South 11th Street
City, ST 12345

04/15/2019

To the guardian of John Doe, 12345789

Notice of Outstanding Debt

Our records indicate that you owe \$10.00 to Isaac Newton Elementary and have not submitted payment for your cafeteria meal debt.

This notification is being sent to inform you that failure to submit payment for cafeteria meal debt owed to the Calcasieu Parish School Nutrition Program has required the office to take further action in collection of this debt.

You now have thirty (30) days to pay your delinquent debt before the debt will be considered final and is transferred to the Louisiana Office of Debt Recovery. After transfer, the debt is subject to an additional collection fee of up to twenty-five percent (25%) of the total debt liability, as provided for in LA R.S. 47:1676 (E).

You may enclose payment in the form of a money order, cashier's check, or bank certified check in the total amount of the fine payable to the Calcasieu Parish School Nutrition Program. Payments may be mailed to 3310 Broad St. Lake Charles, LA 70615.

Should you have any questions regarding your delinquent debt, please call the School Nutrition Program at 337-217-4360.

Thank you for your prompt attention.

Sincerely,

Jacqueline Richard MS, RD, LDN
School Nutrition Program Director
Calcasieu Parish School Board
3310 Broad St.
Lake Charles, LA 70615

Calcasieu Parish Public Schools
Isaac Newton Elementary
6674 South 11th Street
City, ST 12345

04/15/2019

To the guardian of John Doe, 12345789

Notice of Outstanding Debt

This notification is being sent to inform you that failure to submit payment for school cafeteria meal accounts owed to the Calcasieu Parish School Nutrition Program has required the office to take further actions in collection of this debt.

Our records indicate that you owe \$10.00 to the Isaac Newton Elementary and have not submitted payment for the meal debt. You will have sixty (60) days to pay your balance before the debt will be considered final and is transferred to the Louisiana Office of Debt Recovery. After transfer, the debt is subject to an additional collection fee of up to twenty-five percent (25%) of the total debt liability, as provided for in LA R.S. 47:1676 (E).

You may enclose payment in the form of a money order, cashier's check, or bank certified check in the total amount of the debt payable to the Calcasieu Parish School Nutrition Program prior to (60 days). Payments may be mailed to the Calcasieu Parish School Nutrition Program at 3310 Broad St. Lake Charles, LA 70615.

Upon transfer of the debt to the Louisiana Office of Debt Recovery, the Calcasieu Parish School Nutrition Program shall terminate all collection activities with respect to that debt. A claim will be filed with the UNITED STATES TREASURY OFFSET PROGRAM. All payments "eligible for offset" will be seized, up to the amount of your debt plus any additional fees. Additional collection tools will be used to collect the outstanding debt.

Should you have any questions regarding your delinquent debt, please call the School Nutrition Program at 337-217-4360.

Thank you for your prompt attention.

Sincerely,

Jacqueline Richard MS, RD, LDN
School Nutrition Program Director
Calcasieu Parish School Board
3310 Broad St.
Lake Charles, LA 70615

Agenda Item #4

Transportation: Proposal for Specialty Route Rate

To fill temporary, challenging, or problematic routes, this proposition recommends paying a supplemental fee of \$12.50 for AM and \$12.50 for PM routes to a bus driver for specialty routes as defined by the criteria listed within the proposal. The Director of Transportation may recommend routes for specialty classification to be approved by the Chief Operating Officer.

Questions regarding this proposal may also be directed to the CPSS Director of Transportation, Mary Bass-Fontenot.

Staff recommends that the committee approve the recommendation criteria and specialty route rate based on the criteria within the proposal.

Proposal for Specialty Route Rate

Definition of Specialty Route Rate – Pay rate for a route that is experiencing difficulty in obtaining drivers due to issues that are extemporaneous and problematic. A Specialty Route shall be determined considering the following criteria:

- a. route in need of temporary fulfillment
- b. number of students serviced
- c. route average with regard to mileage
- d. route average with regard to time
- e. route servicing students in need of special services: behavioral concerns, language barriers, health issues, etc.
- f. route with specific student safety issues
- g. unforeseen or extenuating circumstances that develop

Prior to deeming a route a specialty route, careful deliberation will be given to the following:

- a. the logistics related to splitting this route and creating stressors on the specialty route and other routes
- b. the costs related to splitting this route if it is not classified as a specialty route rate
- c. the ease of splitting the existing route, accommodating students who are placed on split routes, and the total number of students riding buses when a split is created.

The rate of pay for a Specialty Route will be a supplemental rate of \$12.50 for the AM route and \$12.50 for the PM route.

Based on the criteria, the Director of Transportation may recommend routes for specialty classification to be decided by the Chief Operating Officer.

Agenda Item #5

Change language in GBDA-AP for bus operator hiring procedures.

To increase the frequency of postings for new/vacant routes and create opportunities for bus operators, a proposal is being made to decrease the number of working days drivers may submit intent for consideration of a new or vacant route from fourteen 14 working days to ten 10 working days.

Questions regarding this proposal may also be directed to the CPSS Director of Transportation, Mary Bass-Fontenot.

Staff recommends approval for this change to increase frequency of route postings to create more opportunities for bus operators to bid on routes.

**CALCASIEU PARISH SCHOOLS
ADMINISTRATIVE PROCEDURES**

**DATE ISSUED: 4-3-07
REVISED: 5-5-09**

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 ten (10) ~~fourteen (14)~~ 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 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 PARISHWIDE 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.

Agenda Item #6

Change language in GBD-AP – Staff Hiring – Administrative Procedures Phase I

In the A & P meeting on February 26, 2019, the language in the policy was modified to include current job titles and updated to match on-line application requirements. This proposal is to update the rating form to coincide with the new online application portal.

To continue streamlining processes, staff recommends approval of this proposal to coincide with the new online application portal.

The online application portal rates each administrative application based on the applicant's submission.

PHASE I	Maximum <u>Points</u>	<u>SCORE</u>
<u>Professional Preparation</u>	8	
1. Doctorate Degree	3 points	_____
2. Specialist Degree	2 points	_____
3. Masters + 30	1 point	_____
4. National Board Certification	1 point	_____
5. Leadership Academy/Parish Adm. Workshops	1 point	_____
<u>Teaching Experience Classroom</u>	3	
1. 11 + years	3 points	_____
2. 6 to 10 years	2 points	_____
3. 1 to 5 years	1 point	_____
<u>Other Educational Experience</u>	1	
Ex: Counselor, Librarian, etc.		
<u>Professional and Civic Organizations</u>	2	_____
1. Membership	1 point	_____
2. Leadership Position	1 point	_____
<u>Administrative Experiences (Educational)</u>	10	
1. Principal	4 points	_____
2. Assistant Principal	2 points	_____
3. Supervisor	2 points	_____
4. Director/Other	2 points	_____

When appropriate, applicants will be required to respond in writing to a position statement or set of questions worth a maximum of: 5 points.

MAXIMUM SCORE 29

PHASE I -SCORE

Agenda Item #7

5- Day Principal Initiative

Memorandum

To: Board Members
KB
From: Karl Bruchhaus, Superintendent
Subject: Principal Stipends

Principals in Calcasieu Parish currently work 202 days, which normally run from approximately August 1 to June 15. As demands have increased for summer trainings and other required duties during the last two weeks of June and the month of July, principals have expressed concern that their pay gets further diluted. Discussion with principals led to options like 12-month or 11-month employment, which both seemed unworkable because of associated costs. Ultimately, the best option was determined to be the following:

- 5 additional days available to be worked outside of the standard 202-day calendar.
- Payment at daily rate as supplemental pay with prior scheduling approved and confirmed through Administrative Directors.
- Unused days do not carry over from year to year.

Cost for the 5 days if fully used would be \$163,000 in total, including benefit costs with an average daily salary rate of \$385.00. If approved by the Board, the process would begin this summer.

Staff recommends approval of the 5-day principal initiative.