

Pursuant to LRS 42:19A (1)
any matter not on the published agenda may
be taken up by board only upon unanimous
approval of the members present.
An individual wishing to place a matter on
the agenda shall submit a request to the
Superintendent at least eight (8) days prior
to the meeting date, stating the nature of the
matter and the time required to present it.
(CPSB Policy File: BCBI)

AGENDA
CALCASIEU PARISH SCHOOL BOARD
3310 BROAD STREET
LAKE CHARLES, LOUISIANA
Tuesday, April 8, 2014

- I. Prayer—** Joe Andrepont
- II. Pledge of Allegiance –** John Morgan Portie/Bell City High School
- III. Roll Call**
- IV. Approval of Minutes**
 - A. Calcasieu Parish School Board Meeting of March 11, 2014
 - B. Calcasieu Parish School Board Special Called Meeting of March 25, 2014
- V. Presentations**
(None)
- VI. Superintendent's Report**
- VII. Committee Reports**
 - A. **A&P Committee, March 25, 2014**
R.L. Webb, *Chair*
 - B. **Superintendent Search Committee, March 25, 2014**
R.L. Webb, *Chair*
- VIII. Take Appropriate Action**
 - A. Approval to change the CPSB meeting dates for November and December:
November 4 to November 18, due to Election Day on November 4 and Veteran's
Day on November 11 and extending the date for the December 2 meeting to
December 9.
 - B. Approval for LaGrange High School Gator Band to travel to Dallas, Texas/April
25-27, 2014
 - C. Approval for W.W. Lewis Middle School Band and Chorus to travel to Kemah,
Texas/May 10, 2014
 - D. Approval for sale of old cold storage facility property

IX. Bid Reports

- A Bid 2014-07/Copy paper for CPSB/Warehouse Inventory/General Funds
- B. Bid 2014-08/Food & Supplies/School Lunch Funds
- C. Bid 2014-23/Large Equipment for Food Service Department/School Lunch Funds

X. Permission to Advertise

- A. Stadium Improvements, Sulphur High School/District #30 Bond Funds
- B. Construction of Covered Walkway and Drop Off Area, Moss Bluff Middle School/District 3-District 27 Bond Funds
- C. Welding Shop and Dressing Room Renovations at Starks High School/District 27 Bond Funds
- D. Cameras and Related Camera Equipment for District Wide Camera Installations/Various Funds

XI. Correspondence

- A. Change Order Number One (1), for the Project, "CPSB T&I Renovations PH 2B," CDBG Funds; Brossett Architect, LLC, Designer; Shannon Smith Construction, Contractor; *Increase* of \$29,390 and *Increase* of Fourteen (14) days.

XII. Executive Session

(None)

XIII. Condolences/Recognitions

XIV. Committee Agenda Items

XV. Schedule Committees

- Superintendent Search Committee, May 1, 2014, 4:45 p.m.

Item IV A**DATE, TIME, PLACE OF MEETING**

The Calcasieu Parish School Board met in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Tuesday, March 11, 2014, at 4:45 p.m. The meeting was called to order by Annette Ballard, President. The prayer was led by Dale Bernard; the Pledge of Allegiance was led by Megan Gaillard, a student at Vinton High School.

ROLL CALL

The roll was called by Superintendent Savoy and the following members were present: Joe Andrepont, Annette Ballard, Dale Bernard, Randy Burleigh, Mack Dellafosse, Clara Duhon, Fred Hardy, Bill Jongbloed, Jim Karr, Bryan LaRocque, Jim Schooler, and R. L. Webb.

Absent: Chad Guidry, Billy Breaux, Roman Thompson

APPROVAL OF MINUTES

Mr. Andrepont made a motion to approve the Minutes of the CPSB meeting of February 14, 2014 and with a second by Mr. Karr, the motion carried. Mr. Webb made a motion to move items **XII. A&B** to follow item **V. A**. Mr. Burleigh seconded the motion and on a vote, the motion carried.

PRESENTATIONS

Eva Savoy, Administrative Coordinator of Gifted/Talented/Advanced Placement/REACH, June Burke, Consultant for Gifted/Talented/Advanced Placement/REACH, and Robert Pete, Administrative Director of High Schools, presented the following AP Scholars:

AP Exams

The AP Examinations are administered each year in May and represent the culmination of college-level work in a given discipline in a secondary school setting. Rigorously developed by committees of college and AP high school faculty, the AP Exams test students' ability to perform at a college level. Exams are scored with a range from 1 to 5, with 5 being the highest score a student can achieve.

AP Scholars -- Granted to students who receive grades of 3 or higher on three or more AP Exams

Barbe High School
Hunter Barnaba

Gurnoor Benipal
Brooke Bose
Jordan Caldwell
Matthew Carroll
Madison Claudel
Taylor Derouen
Garik Docking
Trevor Duhon
Ryan Gilchrist
Samuel Guillory
Brant Jones
Jehyung Kim
Dallas Lauderdale
Meaghan Mercy
Alexis Miller
Haider Mir
Mazzarie Parker
Swaroop Rao
Emilie Rimlinger
Melissa Shadoin
Shereen Shah
Yassara Shaikh
Brandon Smith
Sarah Sober
Owen Sullivan
Austin Theriot
Alexis Wilmore

Bell City High School
Cole Matheson

DeQuincy High School
Nicholas Devito

LaGrange High School
Emma Islam
Traval Shanklin

Sam Houston High School
Bryce Anderson
Adam Chase
Madison Dupont
William Kreider
Jaimee McGruder
Christopher Milanowski
Liqing Shen
Aaron Weaver

Sulphur High School
Tyler Austin

Austin Dupre
Zackary Hermesen
Patrick Hill
Iain Louviere
John Martin
Tyler Morgan
Meghan Prieto

Westlake High School
Wallace Frelot
Allex Stahlman

AP Scholar with Honor: Granted to students who receive an average grade of at least 3.25 on all AP Exams taken, and grades of 3 or higher on four or more of these exams

Barbe High School
Darien Boyd
Shyrece Celestine
Tyriana Griffin-Nims
Alex Houser
Kelly Jeffers
Thomas Jones
Lucas Orsot
Brennan Travis

DeQuincy High School
Yahor Sukharutski

Sam Houston High School
Caleb Ardizzzone
Trent Parker

Sulphur High School
Brandon Brewer
Erin Bryson
Samantha Hill
Christian Keever
Sean Laughlin
Trevor Newton
Ivy Phillips
Dawson Pool
Brittian Qualls

Vinton High School
Whitney Adams

AP Scholar with Distinction: Granted to students who receive an average grade of at least 3.5 on all AP Exams taken, and grades of 3 or higher on five or more of these exams

Barbe High School

William Baggett
Everett Bergstedt
Laura Bowers
Daniel Breaux
Jared Buck
Carey Camel
Blane Edwards
Erika Evans
Mack Guillory
Victoria Hayes
Matthew Hebert
Katherine Henning
Christopher Henry
Bradley Hoogerwerf
Robert Knox
Jacqueline Landry
Andrew Leblanc
Mark Losey
Philip Miller
Allison Mueller
Graham Ryder
Tyler Tate

Sam Houston High School

Alexandra Defelice

Sulphur High School

Jacob Dietz

Westlake High School

Claire Like
Maxwell Reeser

National AP Scholar: Granted to students who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams.

Barbe High School

Laura Bowers
Katherine Henning
Jacqueline Landry

AP International Diploma: Granted to students who receive scores of 3 or higher on five or more AP Exams in three or more subject areas.

Barbe High School

William Baggett

EXECUTIVE SESSION

The board adjourned into Executive Session at 5:12 p.m. on a motion by Mr. Webb and a second by Mr. Burleigh; Regular Session resumed on the same motions at 5:30 p.m.

A. Case # 2010-1231, 14th JDC/Take appropriate action regarding recommendation of settlement

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

B. Case #JY11JO142989/Take appropriate action regarding tendering the SIR to ACE

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

SUPERINTENDENT'S REPORT**Mr. Savoy gave the following report:****VIDEOGRAPHER:**

Jerard Jack from Washington-Marion

1. All board members have received their school population reports, as of February 28, 2014.

2. All board members have received their February, 2014 Headstart report:

- Funded enrollment – 450 – Actual Enrollment – 456
- Waiting List – 143 - Disabilities – 28 and 29 additional evaluations in process
- Families and children will participate in Kids Zone at the Black Heritage Festival
- Recruitment for 2014 – 2015 – 412 applications received – Recruitment is ongoing
- Mental Health consultant continues to make visits and provide strategies to assist teachers and families.

3. Continuing with our renewed efforts to keep the Board informed on financial matters, I would like to report our current sales tax numbers for our general fund show February, 2014 collections at \$49,208.00 under budget for the month. For the 2013-2014 year, collections are \$1,478,188 over budget. Collections for the first eight months of the year are \$1,136,721 over the same eight months last year.

4. Congratulations to Kimmy Smith, Librarian at LaGrange.... She has been named a STAR Discovery Educator by Discovery Education.

5. Our Winter Edition of Share is available online and a copy will be mailed to all board members later this week.

6. Tony McCardle Principal at Frasch Elementary, has been named *American Legion District Educator of the Year*! His hard work, dedication, and leadership skills are evident everyday, which provides the basis for this recognition. He will go on to compete at the state level against educators from the seven other districts in Louisiana. Congratulations on such a great honor we are so proud of you!

COMMITTEE REPORT

Employee Benefits Committee, February 24, 2014

Billy Breaux, *Chair*

Mr. Dellafosse gave the following report:

The Calcasieu Parish School Board Employee Benefits Committee met in the Board Room at 3310 Broad Street, Lake Charles, Louisiana, on Monday, February 24, 2014, at 4:45 p.m.

The meeting was called to order by Billy Breaux, Chairman. Fred Hardy gave the invocation and Karen Bryant led the Pledge of Allegiance.

The roll was called with a quorum being present. The following committee members were in attendance; Billy Breaux, Chairman; Dale Bernard, Diane Bagwell, Karen Bryant, Wayne Foster, Mike Hill, John Collins, Mary Margaret David, Hattie White, Suzanne Heath, Carolyn Touns, and Sue Hinchee. Board Members also in attendance were Jim Schooler and Fred Hardy.

Mr. Breaux called the meeting to order and informed the committee of the agenda items the Blue Cross renewal and the Crescent Dental renewal.

Ms. Skylar Giardina introduced Ms. Kathy Sonnier, Account Executive with Blue Cross Blue Shield of Louisiana, for presentation of the group health insurance renewal for the policy year May 1, 2014 - April 30, 2015.

Ms. Sonnier's presentation included renewal history, a financial overview and claims analysis of the group's health insurance plan, the network's report card & member cost share, and Affordable Care Act's (PPACA) impact to the plan. The following data is based on overall claims utilization for the time period of (May – January). Overall claims utilization stayed basically flat from the previous year. The average net claims per contract per month for 2012/2013 was \$655.53 and \$649.38 for 2013/2014. The health plan added 28.44 more contracts with 9,007 members covered under 5,177 contracts. The member cost share has increased from 2.8% in 2012/13 to 3.8% in 2013/14. The average covered age is 56.6 with 81.6% being female. The Rx drugs increased \$1,078,987 over last year. The drug utilization increased \$17.36 per contract average per month. The new class of drugs oral oncology and generic contraceptives now being covered at 100% with no co pay (previously excluded) has contributed to the increase. The plan changes that were made May 2013 which included increasing the deductible for the high plan to \$750, increasing office visit copays to \$30, along with the redesigning of the low option to a high deductible health plan are the main factors that attributed to overall claims leveling off. It should be noted we were trending at 12% only one year ago.

Ms. Sonnier discussed both the financial cost and added benefits that has impacted our plan through implementing the Affordable Care Act.

2013/2014 Renewal –

Implemented the required plan change which included women's preventive services (including contraceptives) and other additional wellness benefits that paid at first dollar increased the cost to the plan \$959,245. This cost was passed along to the group. PPACA also required CPSB to pay a Patient Centered Outcomes Research (PCORI) Fee. The fee for 2013 was \$1/belly button which was \$18,906. This fee was absorbed by the Health Insurance Fund. (i.e. not passed to group through increase in premiums). Total cost for implementing PPACA in 2013 was \$968,151.

2014/2015 Renewal –

The cost of PPACA Preventive & Wellness Services is estimated to cost the plan \$1,081,827. The PCORI fee is \$2/belly button for 2014 which totals \$18,014. This cost will be passed along to the group through premium increase. Effective 2014, the PPACA also requires a Transitional Reinsurance Fee which is \$63/belly button. This cost of \$567,441 will be absorbed by the Health Insurance Fund surplus (i.e. not passed to the group through increase in premiums). Lastly, also effective in 2014, PPACA now requires the plan to aggregate the out of pocket maximums. This added an additional cost to the plan of \$686,623. This cost was passed down to the group through premium increase. If the plan sets Agg OOP at \$2,350, the total cost of PPACA for 2014 is estimated to be \$2,353,905.

Ms Sonnier explained the financial impact to both the employee and the plan by aggregating the Out of Pocket.

For an employee: \$750 deductible, \$100 prescription deductible, co-insurance, office visit copays and prescription copays will now count towards the Aggregated Out of Pocket. Previously, only co-insurance counted towards out of pocket and copays were endless. This will in essence shift cost from employee to the plan. We estimate if the plan sets the Aggregate OOP to \$2,350, it will add an additional \$683,623 to the plan's claims cost. If the plan sets the Aggregate OOP to \$3,000 it will add an additional \$264,152 to the plan. Ms. Sonnier concluded her remarks by announcing a 6% increase rate increase. The final negotiated renewal rate Option 1 - 6% OOP max \$2,350 or Option 2 - 5% OOP max \$3,000 per individual. After discussions, a motion was made by Sue Hinchee for Option 2, seconded by Karen Bryant. The motion passed with a 12 to 3 vote.

On behalf of the committee, Mr. Dellafosse made a motion to approve. A second was not needed and on a vote, the motion carried.

A 5% discount off the employee only premium is still available to all actives and Retirees who fulfill the requirements of Preventive Care Incentive.

Ms. Skylar Giardina introduced Mr. Richie Gregory of Regions Insurance for presentation of Crescent's renewal for dental coverage renewing May 1, 2014, - April 30, 2015.

Mr. Gregory explained to the committee the renewal with Crescent would increase by 9.35% or Option 2 with MetLife the dental premium would decrease -5.28%. The current dental premium for an employee is \$28.29, the renewal with Crescent would be \$30.94 or \$26.80

with MetLife. A motion was made by Jim Schooler, seconded by Mike Hill and passed unanimously to accept the group dental renewal Option 2 with MetLife for the CPSB.

On behalf of the committee, Mr. Dellafosse made a motion to approve. A second was not needed and on a vote, the motion carried.

There being no further business, a motion to adjourn was made by Jim Schooler and seconded by Mike Hill and passed unanimously at 6:15 p.m.

Skylar Giardina
Secretary

Budget and Fiscal Management Committee, February 25, 2014

Jim Schooler, *Chair*

Mr. Schooler gave the following report:

The Calcasieu Parish School Board Budget/Fiscal Management Committee met at 5:53 p.m., Tuesday, February 25, 2014 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Present: Jim Schooler - Chairman, Bill Jongbloed - Vice Chairman, committee members Joe Andrepont, Billy Breaux, Mack Dellafosse, Clara Duhon, Chad Guidry, Fred Hardy, James Karr, Bryan LaRocque, Roman Thompson and Secretary, Karl Bruchhaus. Other Board members present were Annette Ballard, Randy Burleigh, Dale Bernard and R.L. Webb.

Mr. Schooler called the meeting to order.

Mr. Bruchhaus presented the Single Audit Report for the year ended June 30, 2013. Findings involving inadequate controls over transportation work orders and supplemental/overtime pay in addition to management recommendations for contract administration, supplemental pay, maintenance department contract work, and the investment policy were reviewed with the committee.

Then, Mr. Bruchhaus presented the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2013. The General Fund had a total ending fund balance of \$46,349,614, with \$8,122,739 reserved and designated funds, and \$38,226,875 (13.4%) unreserved and undesignated funds.

The School Board received an unqualified clean audit opinion with good accountability for funds and reporting efficiency. The Comprehensive Annual Financial Report will be presented to the Government Finance

Officers Association and the Association of School Business Officials for national awards. The report has received certificates of excellence in financial reporting from the Association of School Business Officials for the past 30 years and certificates of achievement for

excellence for the past 25 years from the Government Finance Officers Association.

On motion by Mr. Hardy, seconded by Mr. Webb and approved, the 2012-2013 Single Audit Report and the Comprehensive Annual Financial Report were approved as presented.

On behalf of the committee, Mr. Schooler made a motion to approve. A second was not needed and on a vote, the motion carried.

The next item presented was the Head Start Program Governance Training by Dr. Joseph A. Guillory, Head Start Consultant. Dr. Guillory complimented the School Board for their support of the Head Start program in Calcasieu Parish and on how well the monitoring went for the Head Start Program. The Shared Program Governance is a collaborative effort to enhance the delivery of all Head Start services for the Calcasieu Parish School Board by the Governing Board, Policy Council, Director of Head Start and Staff. The objective of the program is to ensure that each grantee has an established policy council and a governing body that shares responsibility for overseeing the delivery of high quality services to children and families in accordance with the Head Start legislation, regulations, and policies.

On motion by Mr. Hardy seconded by Mrs. Duhon and approved, it was recommended that the Calcasieu Parish School, grantee and governing body of the Head Start Program, be responsible for meeting the requirements of Performance Standard 1304 and make decisions to improve the Head Start Program in conjunction with the Policy Council.

On behalf of the committee, Mr. Schooler made a motion to approve. A second was not needed and on a vote, the motion carried.

Mr. Bruchhaus then presented the teacher supply allocation. Staff recommended a \$100 teacher classroom supply allocation for the 2013-2014 year. The \$250,000 one-time appropriation is included in Budget Revision #2 to the 2013-2014 General Fund Budget.

On motion by Mr. Burleigh seconded by Mr. Webb and approved, it was recommended that the one-time \$100 teacher supply allocation be approved as presented.

On behalf of the committee, Mr. Schooler made a motion to approve. A second was not needed and on a vote, the motion carried.

The next item presented was Budget Revision #2 for the 2013-2014 General Fund Budget.

Budget revision #2 for the 2013-2014 General Fund includes Revenues and Other Sources of Funds of \$290,935,546, an increase of \$1,308,221, and Expenditures and Other Uses of Funds of \$292,262,048, an increase of \$1,762,781, over revision #1. Budget revision #2 projects a current deficit of \$1,326,502 resulting in unreserved/undesignated fund balance of \$36,900,373 or 12.68% of projected revenues.

On motion by Mr. Burleigh seconded by Mr. Andrepont and approved, it was recommended that Budget Revision #2 for the 2013-2014 General Fund Budget be approved as presented.

On behalf of the committee, Mr. Schooler made a motion to approve. A second was not needed and on a vote, the motion carried.

Next, Mr. Bruchhaus presented the General Fund budget outlook. With an anticipated shortfall of \$10,000,000, the board previously approved savings with reductions in para-professional positions, testing, athletic/school activity insurance, and maintenance. Other savings occurred with the Director of School Improvement position not being filled, and the school consolidation of Reynaud Middle School bringing the balance to \$6,586,585. Other anticipated items were an increase in MFP for a 2.75% growth factor, reduction in Worker's Compensation costs and staffing adjustments through attrition which brought the remaining balance to \$2,968,585. The Superintendent recommended balancing the budget shortfall of \$2,968,585 from the General Fund Reserves.

On motion by Mr. Karr, seconded by Mr. Burleigh and approved, the recommendations of staff to balance the 2014-2015 anticipated budget were approved as presented.

On behalf of the committee, Mr. Schooler made a motion to approve. A second was not needed and on a vote, the motion carried. There was one nay vote.

Then, Mr. Bruchhaus presented a request by Mr. Thompson for the history of textbook purchases and implementation. There was much discussion concerning textbooks and their alignment with Common Core. This was for informational purposes only and no action was taken.

The last item presented was a request by Mr. Karr to allocate riverboat dollars to the construction of a new T & I Welding Shop at Starks High School. The welding program at Starks has a long history of providing job ready graduates that are able to enter the job market with a high success rate. The shop is in a state of disrepair with flooding and outdated ventilation. The Board has a history of using Riverboat Funds on T & I Projects at both Westlake and LaGrange T & I facilities.

On motion by Mr. Karr, seconded by Mr. Burleigh and approved, it was recommended to allocate \$600,000 in riverboat proceeds to the construction of a new T & I Welding Shop at Starks High School to be bid as a separate project.

Mr. Jongbloed made an amendment to the motion to add air conditioning to the S. J. Welsh gym and overlay the Barbe and LaGrange High School track. After much discussion Mr. Jongbloed withdrew his amendment.

A question was called by Mr. Andrepont. It was approved unanimously by a vote of the board.

Mr. Schooler called for a roll call vote. The motion passed 13 to 2. Those in favor were Mr. Schooler, Mr. Jongbloed, Mr. Andrepont, Mr. Breaux, Mr. Guidry, Mr. Hardy, Mr. Karr, Mr. Thompson, Ms. Ballard, Mr. Bernard, Mr. Burleigh, Mr. LaRocque, and Mr. Webb. Those opposed were Mr. Dellafosse and Mrs. Duhon.

On behalf of the committee, Mr. Schooler made a motion to approve the allocation of \$600,000 in riverboat funds to the construction of a new T&I welding shop at Starks High School. A second was not needed. There was much discussion.

Mr. Hardy called the question to cease discussion, with a second by Mr. LaRocque. On a vote, the motion carried.

On a roll call vote:

For: Mr. Andrepont, Mrs. Ballard, Mr. Bernard, Mr. Burleigh, Mr. Hardy, Mr. Karr, Mr. Jongbloed, Mr. LaRocque, Mr. Webb, Mr. Schooler
Against: Mr. Dellafosse, Mrs. Duhon

The motion carried. Mr. Karr continued discussion, Mrs. Duhon called for a Point of Order to cease discussion, as the item had already been voted on.

There being no further business to discuss, on motion by Mr. Andrepont and seconded by Mr. Webb the committee adjourned the meeting at 7:48 p.m.

Karl Bruchhaus
Secretary

Superintendent Search Committee, February 19, 2014
R.L. Webb, *Chair*

The Superintendent Search Committee of the Calcasieu Parish School Board met in the Board Room located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Wednesday, February 19, 2014, at 4:45 p.m. The meeting was called to order by R.L. Webb, Chair. The prayer was led by Annette Ballard; the Pledge of Allegiance was led by Randy Burleigh.

ROLL CALL

The roll was called by Attorney Greg Belfour and the following committee members were present: Randy Burleigh, Mack Dellafosse, Clara Duhon, Chad Guidry, Bill Jongbloed, R. L. Webb.

Mr. Andrepont was absent.

Other Board Members present: Annette Ballard, Dale Bernard, Jim Schooler, Roman Thompson.

Mr. Hardy arrived after the roll was called.

TAKE APPROPRIATE ACTION

Discuss and take appropriate action on protocol for selection of Superintendent

A. Prepare Template (Time Line and Tasks)

B. Determine Minimum Qualifications and List Superintendent's Responsibilities

1. Bulletin 746, Sections 709 and 747

a. Type A Certificate or Level 3 Certificate

b. Out of State Certificate, Section 725

2. Bulletin 741, Section 505

a. Determine minimum qualifications for a Superintendent who does not meet requirements of B.1 above

b. Example: You may choose to require a minimum of ten (10) years of "central office" administrative experience in a school system, a history of supervisory responsibility regarding significant aspects of school operations or curriculum, and a history of experience in supervision of personnel

c. If this option is chosen, the Board should consider suspending

i. Portion of Plan A on Superintendent qualifications

ii. Portion of Calcasieu Parish School Board Policy CEC on qualifications

Mr. Schooler made a motion to accept the following minimum qualifications, with a second by Mr. Jongbloed.

Per Bulletin 746, Sections 709 and 747:

- a. Type A Certificate or Level 3 Certificate
- b. Out of State Certificate, Section 725 or

Per Bulletin 741, Section 505:

- a. A minimum of ten (10) years of “central office” administrative experience in a school system, a history of supervisory responsibility regarding significant aspects of school operations or curriculum, and a history of experience in supervision of personnel.

Regarding the term “central office”, Mrs. Duhon said, “she was concerned with that term and she would like to have something educational or something like central office administrative experience in the school system, rather than just central office.” She said, “she would like to have educational added to the central office administrative experience.” After questioning from Mr. Webb, she replied that, “it was ok to leave the central office in there, but to add educational with it.” Mr. Webb clarified her request, asking, “if she meant to have it read a minimum of ten (10) years of “central office” administrative experience in a school system or educational experience, a history of supervisory responsibility regarding significant aspects of school operations or curriculum, and a history of experience in supervision of personnel.”

She replied that, “she would choose to require a minimum of ten (10) years of educational central office administrative experience in a school system.” She said, “central office does not identify anything, but educational does,” but she said, “use of the term central office is ok, but she wants the word educational to go along with the term central office.”

Mr. Webb replied, “that it would exclude anyone other than educational people from applying, which was not the intent of the motion by Mr. Schooler and it would defeat the purpose of Bulletin 741.” Mr. Hardy stated that, “using the term central office would eliminate anyone who has not worked in the central office and the term is not needed.” A motion was never made on the previous discussion.

After much discussion and on a roll call vote, the motion by Mr. Schooler and seconded by Mr. Jongbloed carried.

For: Mrs. Ballard, Mr. Bernard, Mr. Guidry, Mr. Hardy, Mr. Jongbloed, Mr. Schooler, Mr. Webb

Against: Mr. Burleigh, Mr. Dellafosse, Mrs. Duhon, Mr. Thompson

Mr. Schooler, with a second by Mr. Jongbloed, made a motion to suspend the portion of Plan A on Superintendent qualifications, Policy CEC on qualifications, and Policy CEA on qualifications. On a vote, the motion passed. There were two nay votes.

C. Establish Salary Range

Teri Johnson, representing CFT, addressed the board.

After much discussion, Mr. Schooler made a motion, with a second by Mr. Hardy, to, "set the salary base at no more than \$150,000, plus existing benefits."

Mr. Webb read the motion as, "advertising for the superintendent's salary range to be \$150,000, plus existing benefits." Mrs. Duhon asked that, "any future pay raises be based on performance." Mr. Dellafosse asked that, "the procedure for future negotiated pay raises be discussed at a later date." On a vote, the motion carried.

D. How is the Search to be Conducted?

1. Will "consultants" be utilized?

a. Chamber of SWLA

b. McNeese State University

c. Other consultants

d. Will consultant prepare profiles of candidates?

Mr. Webb stated that McNeese had previously sent out a questionnaire to, "lots of people and they compiled that questionnaire and that information is in the binder. The survey answers were compiled and CPSB paid the mailing expenses for their help." Mr. Webb asked that, "the board consider utilizing McNeese State University and the Chamber of SWLA, the Alliance, to help in this endeavor," and then he asked for a motion to allow them to help us. Mrs. Duhon made a motion to, "contact the Alliance and MSU to see if they would be willing to work with us in the recruitment of our superintendent." Mr. Jongbloed seconded the motion.

Mr. Dellafosse asked for clarification on, "what we were asking them to do." Mr. Webb replied that, "he wanted them to help us formulate things that they and the community are looking for, for community input. They would send out questions and then compile the answers to help us."

On a motion to utilize the Chamber SWLA and MSU in helping us get community input in the search for the superintendent, the motion carried.

2. Will Calcasieu Parish School Board prepare notices and advertisements?

a. Geographic area for paper advertisements

- i. National publications
- ii. South U.S. Region
- iii. Louisiana, Texas, Arkansas, Mississippi
- iv. Louisiana, LSBA
- v. Calcasieu Parish School Board circular

b. Electronic publications

- i. Create separate web page
- ii. Calcasieu Parish School Board web site and circular
- iii. Web site of national/state educational organizations

3. Approve contents of advertisements/notices

- a. Prepare "Notice" contents, e.g. salary range, initial term of contract, school system size, responsibilities of Superintendent, required minimum qualifications

4. Budget for search/consultant costs/expenses

On a motion by Mr. Dellafosse and a second by Mr. Guidry to have Dr. Abshire and Kirby Smith bring back a report at the next committee meeting regarding the preparation of notices and advertisements, the motion carried.

E. What Background and Qualification and Verification Methods Will be Used?

1. How many candidates or at what stage of the selection process will checks be made?

2. Consultants

3. Calcasieu Parish School Board staff

4. Criminal background checks

5. Educational background checks

6. Develop application form

- a. Authorization for criminal background checks
- b. Copy of driver's license
- c. Authorization for credit/financial checks
- d. Authorization for education checks
- e. Other needed information

7. Who will "screen" the applications regarding meeting minimum qualifications?

8. When will Calcasieu Parish School Board be given names of applicants, copies of resumes, results of background checks, and applicant profiles?

On a motion by Mr. Dellafosse and a second by Mrs. Duhon, the motion carried to have the top five applicants submit to the following, as well as any other needed information, with input from the CPSO and McNeese.

Criminal background check
Financial and credit check
Digital Footprint check
Ethics Violation check
Education check

F. Consider Public Input on Goals and Objectives of the District in the Selection of a New Superintendent and on Important Characteristics and Personality Traits of the New Superintendent

- 1. McNeese State University assistance*
- 2. Chamber of Commerce assistance*
- 3. Notice to community and educational groups*

a. Who will send notices?

b. Who will collect and compile data for presentation to Calcasieu Parish School Board?

Superintendent Search Committee, February 25, 2014

R.L. Webb, *Chair*

Mr. Webb gave the following report:

The Superintendent Search Committee of the Calcasieu Parish School Board met in the Board Room located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Tuesday, February 25, 2014, at 4:45 p.m. The meeting was called to order by R.L. Webb, Chair. The prayer was led by R.L. Webb; the Pledge of Allegiance was led by Jim Schooler.

ROLL CALL

The roll was called by Attorney Greg Belfour and the following committee members were present: Joe Andrepont, Randy Burleigh, Mack Dellafosse, Clara Duhon, Chad Guidry, Bill Jongbloed, R. L. Webb.

Other Board Members present: Annette Ballard, Dale Bernard, Billy Breaux, Fred Hardy, Jim Karr, Bryan LaRocque, Jim Schooler, and Roman Thompson.

Mr. Webb thanked Dr. Abshire, Kirby Smith, and Mr. Belfour for their hard work putting the information packet together.

TAKE APPROPRIATE ACTION

Discuss and approve the method of advertising/publishing for the position of Superintendent

During the presentation, the board members discussed the following:

Mr. Andrepont wanted to be sure that everyone understood that this was a draft only, not the final copy, due to it not being ratified by the full board. Dr. Abshire replied that this was a rough draft, with possible typographical errors that would not be in the draft presented at the March 11 board meeting.

Mr. Andrepont and Mr. Dellafosse asked for a list of all applicants and a once a week update, with delivery of to all board members, less the personal information. On a motion by Mr. Dellafosse and a second by Mr. Andrepont, the motion carried to deliver applications to the board on a weekly basis. Mr. Bernard asked that the delivery be not only by email, but also by hardcopy.

Dr. Dustin Hebert and Dr. Faye White, from McNeese State University, and R.B. Smith from the Chamber Southwest, were introduced, as they have agreed to help with a survey to the community to get input from the public regarding what the public feedback is on the qualifications looked for in a new superintendent. The questions for the public that were used previously:

1. What are the overall goals and objectives that you would like for the district?
2. What do you want a new superintendent to accomplish?
3. What personality traits and type of person or criteria would you like to see in the new superintendent?

Mrs. Duhon questioned whether these should be updated.

Mr. Hardy asked that Mr. Anderson's name and phone number show on the advertisement, as it was decided that all applications would deliver to Mr. Anderson.

Questions regarding the term "central office" experience, the date applications would be due, advertising thirty days vs sixty days, advertising budget, whether the questions would be in open or closed session, and the application and interview process will be discussed at the March 11th board meeting. Mr. Burleigh asked that Mr. Belfour research the wording in the third paragraph of page 9. Mrs. Duhon asked that all documents always have page numbers for easier access to the information being discussed.

Mr. Andrepont made a motion for staff to report back on estimated costs for additional advertisements in the Baton Rouge Advocate, New York Times, Wall Street Journal, the Chamber of Commerce national website, LinkedIn, and possibly running the ad in color. With a second by Mr. Burleigh, the motion carried.

On a motion by Mrs. Duhon to accept recommendations on this draft, with the changes from this meeting, and a second by Mr. Bernard, the motion carried.

On a motion by Mr. Webb and a second by Mrs. Ballard, the vote carried to have the next committee meeting on March 25, with any questions compiled by the board members for the interview to be turned in to Kirby Smith by March 21.

On a motion to adjourn by Mr. Dellafosse at 5:47, and a second by Mr. Bernard, the motion carried.

At the Board Meeting of March 11, 2014, the committee minutes from February 19, 2014 and February 25, 2014 were read by Mr. Webb. The following is action taken on March 11, 2014:

Mr. Webb referred to the Revised Advertising Packet:

REVISED



CPSB Superintendent of Schools Notices and Advertisements

1. Official Notice	2
3. Listing Flier	3
4. Application	4-8
5. Ad Placements, Quotes & Schedule	9-11
6. Sample AASA Ad	12
7. Sample Print Ad	13

CALCASIEU PARISH SCHOOL SYSTEM ²

3310 Broad Street

P.O. Box 800

Lake Charles, Louisiana 70602-0800

**ANNOUNCING VACANT
POSITION**

Circular No.: 14-XX

Title: Superintendent of Schools

Position Location: Calcasieu Parish
Lake Charles, LA

Position Qualifications: Must possess the *qualification as fixed by
the Calcasieu Parish School Board.

Salary: The salary is set at \$150,000 with existing benefits.
The Board may offer a contract, which does not
extend beyond Dec. 31, 2016.

Application Deadline: May 1, 2014 by 4:30 p.m.

How to Apply: Submit the Application Form for Position of
Superintendent, copy of superintendent certification (if applicable) and resume to
Gary Anderson, Assistant Superintendent, Calcasieu Parish School Board, 3310
Broad St., Lake Charles, LA 70615. All applications must be hand delivered or
submitted by registered or certified mail.

*Application and qualifications may be obtained through the district's website at
www.cpsb.org/superintendentsearch. Additionally, application and qualifications
may be obtained on weekdays between 8:00 a.m. and 4:30 p.m. by contacting the
district's Human Resources Department; 337-217-4040 ext. 2000.

Position Announced By: Calcasieu Parish School Board

p.c. Board Members
Staff Members
Principals

EQUAL OPPORTUNITY EMPLOYER

2

Calcasieu Parish School District



The Calcasieu Parish School Board is seeking an exceptional leader to serve as

SUPERINTENDENT OF SCHOOLS

Located in Southwest Louisiana, this rural, suburban, urban community of approximately 200,000 prides itself on advancing progressive education. Our 33,000+ student school district is committed to educational excellence and the success of every student as demonstrated by the district's exceptional performance scores.

Qualifications

(See www.cpsb.org/superintendentsearch for minimum qualifications.)

The Board of Education has determined that the successful candidate will be:

- ♦ An administrator with a proven track record of empowering students and teachers to raise expectations and achievement
- ♦ A collaborative leader who is open, accessible and approachable for students, staff, parents and the community at large; who sustains visibility in the community and at school activities
- ♦ An administrator with outstanding communication skills who is transparent in all dealings with staff and community
- ♦ A problem solver whose work is characterized by systems thinking with experience in long-term/short-term strategic planning/budgeting and personnel/facilities management

Salary

The Board may offer a contract term which does not extend beyond December 31, 2016. Salary is set at \$150,000 with existing benefits.

Application Deadline:

Applications will be accepted until May 1, 2014. All applications will be subject to public review and must be hand delivered or submitted by registered or certified mail.

Download Application:

www.cpsb.org/superintendentsearch

Applications and qualifications may be obtained on weekdays between 8:00am and 4:30pm by contacting the district's Human Resources Department, 337-217-4040 ext. 2000.

More Information:

To learn more about the Calcasieu Parish Public Schools, please go to www.cpsb.org.



Regarding pages 2 and 3 of the insert, Mr. Webb made a motion, on behalf of the committee, to accept the following:

Salary

The Board may offer a contract term which does not extend beyond December 31, 2016.
Salary is set at \$150,000 with existing benefits.

Mr. Andrepont made an amendment to the motion, to reflect a change in the advertisement to say minimum salary of \$150,000 and negotiable, based on experience. Mr. Schooler seconded the motion and on a vote, the motion carried.

**CALCASIEU PARISH SCHOOL BOARD
SUPERINTENDENT APPLICATION FORM
3310 Broad Street
Lake Charles, Louisiana 70615**

Please read the application form carefully and provide complete and accurate information. Your signature certifies that you have done so and that all information provided is true, complete and correct.

1. **Minimum Qualifications.** On or before the application deadline of May 1, 2014, applicants must meet qualifications listed in Bulletin 746 Louisiana Standards for State Certification of School Personnel, Section 747, or Section 725, Out of State Certificate of eligibility (certified by Department of Education), or

Must have a minimum of ten (10) years of administrative experience in a school system, and a history of supervisory responsibility regarding significant aspects of school operations or curriculum, and a history of experience in supervision of personnel.

2. Applications must be received on or before 4:30 p.m. May 1, 2014.

Address applications to Gary Anderson, Assistant Superintendent, Calcasieu Parish School Board, 3310 Broad Street, Lake Charles, Louisiana 70615

The application must be hand delivered or sent by registered or certified mail.

3. Include with your application your resume and copies of documents which evidence that you meet the minimum qualifications.

Your resume must include the following at a minimum:

- a. Complete educational and work histories
- b. Brief description (e.g. size and budget) of present or most recent school system where you are/were employed
- c. Educational and other certifications
- d. Professional and civic affiliations, accomplishments, and positions held
- e. A brief summary of your philosophical views regarding public education on the elementary and secondary level

4. All applications are public records, although private information such as social security numbers and driver's license will not be released.
5. The Board will request background information on applicants who must authorize release of information to the Calcasieu Parish School Board concerning credit, financial, criminal, ethics, educational and work history information.
6. Applicants selected for interviews will be notified as to time and place of interviews.

5

7. If selected as Superintendent you must submit fingerprints for a background check per La. R.S. 17:15 and La. R.S. 15:587.1.
8. Calcasieu Parish School Board is an EQUAL OPPORTUNITY EMPLOYER.

5

**APPLICATION
FOR
POSITION OF SUPERINTENDENT
CALCASIEU PARISH SCHOOL BOARD**

APPLICANT INFORMATION**Name: Last****First****M.I.****Street
Address****Apartment/
Unit #****City****State****ZIP****Phone:
Work****Phone: Cell****Phone:
Home****E-mail
Address****Current
Position****Enrollment at your present
school district****Has any school system ever terminated your employment?
If so, please explain.****List all felony and serious misdemeanor
convictions and pleas.**

7

PERSONAL INFORMATION: The following information will not be released as part of the public record.			
Name: Last		First	M.I.
Street Address			Apartment/ Unit #
City		State	ZIP
SSN	Driver's License Number/State Issued		
Phone: Work		Phone: Cell	
Phone: Home		Personal E-mail	
Facebook URL		Twitter Handle	
LinkedIn URL		Other Social Media :	

7

Initial:

I, _____, do hereby attest that the information in my application is true and correct.

I, _____, do hereby grant my permission to all present and former employers, references, and law enforcement agencies to release to the Calcasieu Parish School Board and its officers, all criminal histories, evaluations and all other verbal and written information in their possession which pertains to me.

I, _____, do hereby certify that a photocopy of this document shall serve as an original for the purpose of releasing information to the Calcasieu Parish School Board and its administrative officers.

I, _____, do hereby understand that this document is an application *only* and that the completion hereof does not imply or state a condition of future employment.

I, _____, hereby confirm that I have never committed any acts that resulted in an investigation by a previous employer or law enforcement agency relating to or involving sexual misconduct with minors or other co-workers.

I, _____, authorize the disclosure of information from any current or previous employer of mine, if such employer is/was a city, parish, or other local school board, relative to all instances of sexual misconduct with students or employees committed by me, if any. I expressly give consent for the release of such information from any school employee, and/or teacher personnel file maintained with respect to me. I release and hold harmless my current or previous employer, if employer is/was a city, parish, or other local school board, and any employee acting on behalf of such employer from any liability for providing any information relative to all instances of sexual misconduct with students or employees committed by me, if any.

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, do hereby grant the administrators of the Calcasieu Parish School Board my permission to verify the information in my application for the position of Superintendent, the information in my resume, to obtain information about my finances and credit, my education, my prior work and employment, ethics charges and outcomes, criminal history, and I hereby authorize all who have information about my credit (report), finances, education, employment, ethics, and criminal history to release said information to the Calcasieu Parish School Board. This information will be used to evaluate my application for the position of Superintendent.

AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION

By my signature below I, _____, authorize the Louisiana State Police to release all pertinent criminal records information maintained in their files, or the FBI files (if applicable), which may confirm or deny my eligibility with the facility or agency named above.

Date

Applicant's Signature

I, _____, authorize the disclosure of information from any current or previous employer of mine, if such employer is/was a city, parish, or other local school board, relative to all instances of sexual misconduct with students or employees committed by me, if any. I expressly give consent for the release of such information from any school employee, and/or teacher personnel file maintained with respect to me. I release and hold harmless my current or previous employer, if employer is/was a city, parish, or other local school board, and any employee acting on behalf of such employer from any liability for providing any information relative to all instances of sexual misconduct with students or employees committed by me, if any.

Recommended Advertising Plan	
<i>National Listing Outlets</i>	Cost
The School Superintendents Association (AASA) + K12 Job Board Network: 30-day job listing on AASA website, Benjamin Banneker Assoc., Mercy Academy, Mississippi School Boards Assoc., National Assoc. of Elementary School Principals (includes middle school educators), and North Carolina School Boards Assoc.	\$550.00
National Association of Secondary School Principals: 30-day job listing on the NASSP Career Center Job Board	FREE
LinkedIn: 30-day job listing	\$195.00
Monster.com: 30-day job listing	\$375.00
CareerBuilder.com: 30-day job listing	\$419.00
<i>Louisiana Listing Outlets</i>	
Louisiana Association of School Executives/Superintendents: 30-day job listing on LASE/LASS website	FREE
Louisiana School Board Association: Listing posted as a release under the LSBA website's "News" section	FREE
Lake Charles American Press: Two Saturday/Sunday appearances (full-color ad)	\$146.40
Baton Rouge Advocate: One Sunday appearance + 30 days online (Advocate's website & national classified websites) + Web ad (Full-color ad)	\$750.00
	\$2,435.40

Additional Advertising Options	
<i>National Listing Outlets</i>	Cost
The Wall Street Journal: One Sunday appearance; WSJ does not advertise education jobs online (only Tech, Business and Energy jobs)	\$3,904.08
New York Times: One Sunday appearance (black and white)	\$1,229.40
Los Angeles Times: One Sunday appearance (black and white)	\$1,327.09
Houston Chronicle: Two Sunday appearances + One Thursday "Preview" appearance + 30 days online at Monster.com (black and white)	\$1,545+
Chicago Tribune: One Sunday appearance (black and white)	\$1,435.00
St. Louis Post Dispatch: One Sunday appearance + 30 days online at STLTodays.com (black and white)	\$710.00
Dallas Morning News: One Sunday appearance + 30 days online at Monster.com (black and white)	\$2,469.00
Arkansas Democrat-Gazette: One Sunday appearance + one week online at jobsarkansas.com	\$305.00
Seattle Times: One Sunday appearance (black and white)	\$1,195.08
Miami Herald: One Sunday appearance (black and white)	\$500.00+
<i>Louisiana Listing Outlets</i>	
New Orleans Times-Picayune: One Sunday appearance + one week online (full-color ad)	\$2,451.76
Lafayette Daily Advertiser: One Sunday appearance + 30 days online* (full-color ad)	\$1,800.00
Shreveport Times: One Sunday appearance + 30 days online* (full-color ad)	\$883.00
Monroe News Star: One Sunday appearance + 30 days online* (full-color ad)	\$883.00

*Ads will appear online at CareerBuilder.com.

*Two-day runs are an additional \$500 in Lafayette and New Orleans, and \$400 each in Shreveport, Monroe and Alexandria.

At Committee, Mr. Andrepont, with a second by Mr. Burleigh, made a motion for staff to report on estimated costs for advertisements (see above.)

At Board, Mr. Webb, on behalf of the committee, made a motion to accept. On a vote, the motion carried.

Mr. Andrepont, with a second by Mr. Schooler, offered that the board adopt the following change:

To change the Baton Rouge Advocate to three Sundays, strike out the Wall Street Journal, and add the national Chamber of Commerce website.

Mr. Webb made a substitute motion to take all of page 9, not page 10, adding the three Sundays to the Baton Rouge Advocate, and adding the national Chamber of Commerce website. Mr. LaRocque seconded the motion. On a vote, the motion carried with two nay votes.

Listing Schedule	Date
30-day postings begin on AASA+K12 Job Network, NASSP, LASB, & LASE/LASS, Monster.com and CareerBuilder websites	March 12, 2014
Print ads run: Advocate is Sunday only	March 15/16, 2014
Print ads run: Advocate is Sunday only	March 29/30, 2014
Deadline for applications and position closes	May 1, 2014

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11				

APRIL						
S	M	T	W	T	F	S
6	7					

Sample AASA Online Posting Superintendent

12

Job ID:	XXXXXXXXXX	Posted:	March 12, 2014
Position Title:	Superintendent	Job	
Company Name:	Calcasieu Parish School Board Lake Charles, Louisiana	Function:	Superintendent
Location(s):	70615, United States.	Entry	
		Level:	No

APPLY FOR THIS JOB

Contact Person:

Email Address:

Apply URL: <http://www.cpsb.org/superintendentsearch>

Job Description

The Calcasieu Parish School Board is seeking an exceptional leader to serve as superintendent of Calcasieu Parish Schools.

Located in Southwest Louisiana, this rural, suburban, urban community of approximately 200,000 prides itself on advancing progressive education. Our 33,000+ student school district is committed to educational excellence and the success of every student as demonstrated by the district's exceptional performance scores.

The Board of Education has determined that the successful candidate will be:

- An administrator with a proven track record of empowering students and teachers to raise expectations and achievement
- A collaborative leader who is open, accessible and approachable for students, staff, parents and the community at large; who sustains visibility in the community and at school activities
- An administrator with outstanding communication skills who is transparent in all dealings with staff and community
- A problem solver whose work is characterized by systems thinking with experience in long-term/short-term strategic planning and budgeting, and personnel and facility management

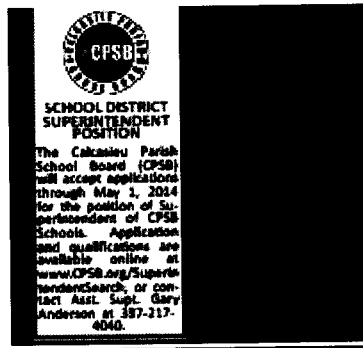
The salary is set at \$150,000 with existing benefits. The Board may offer a contract, which does not extend beyond Dec. 31, 2016.

Applications will be accepted until May 1, 2014. All applications will be subject to public review and inspection.

Instructions for application and qualifications are available at
www.cpsb.org/superintendentsearch

12

An Equal Opportunity Employer



Mr. Webb asked if the following was the desire of the board regarding qualifications. Mr. Dellafosse made a motion to approve, with a second by Mr. Jongbloed. After much discussion, the question was called by Mr. Karr and seconded by Mr. LaRocque. On a vote, the motion carried. On a roll call vote, the following qualifications were approved.

1. **Minimum Qualifications.** On or before the application deadline of May 1, 2014, applicants must meet qualifications listed in Bulletin 746 Louisiana Standards for State Certification of School Personnel, Section 747, or Section 725, Out of State Certificate of eligibility (certified by Department of Education), or

Must have a minimum of ten (10) years of administrative experience in a school system, and a history of supervisory responsibility regarding significant aspects of school operations or curriculum, and a history of experience in supervision of personnel.

2. **Applications must be received on or before 4:30 p.m. May 1, 2014.**

For: Mr. Andrepont, Mrs. Ballard, Mr. Bernard, Mr. Burleigh, Mr. Dellafosse, Mrs. Duhon, Mr. Hardy, Mr. Jongbloed, Mr. Karr, Mr. LaRocque, Mr. Schooler, Mr. Webb

Against: None

At Committee: Mr. Schooler, with a second by Mr. Jongbloed, made a motion to suspend the portion of Plan A on Superintendent qualifications, Policy CEC on qualifications, and Policy CEA on qualifications. On a vote, the motion passed. There were two nay votes.

On behalf of the committee, Mr. Webb made a motion to accept. A second was not needed and on a vote, the motion carried.

At Committee, Mr. Webb stated that McNeese had previously sent out a questionnaire to, "lots of people and they compiled that questionnaire and that information is in the binder. The survey answers were compiled and CPSB paid the mailing expenses for their help." Mr. Webb asked that, "the board consider utilizing McNeese State University and the Chamber of SWLA, the Alliance, to help in this endeavor," and then he asked for a motion to allow them to help us. Mrs. Duhon made a motion to, "contact the Alliance and MSU to see if they would be willing to work with us in the recruitment of our superintendent." Mr. Jongbloed seconded the motion.

Mr. Webb made a motion, on behalf of the committee, to accept. A second was not needed and on a vote, the motion carried. Mr. Webb stated that the Alliance and McNeese have agreed to work with us. The questions, approved by a vote on a motion by Mr. Schooler and second by Mr. Hardy are:

1. What are the overall goals and objectives that you would like for the district?
2. What do you want a new superintendent to accomplish?
3. What personality traits and type of person or criteria would you like to see in the new superintendent?

At Committee, on a motion by Mr. Dellafosse and a second by Mrs. Duhon, the motion carried to have the top five applicants submit to the following, as well as any other needed information, with input from the CPSO and McNeese.

- Criminal background check
- Financial and credit check
- Digital Footprint check
- Ethics Violation check
- Education check

Mr. Webb made a motion, on behalf of the committee, to accept. A second was not needed and on a vote, the motion carried.

At Committee, Mr. Dellafosse, with a second by Mr. Bernard, made a motion to have public input on the goals, objectives, characteristics, and personality traits of the new Superintendent.

On behalf of the committee, Mr. Webb made a motion to accept. A second was not needed and on a

vote, the motion carried. There was one nay vote.

Mr. Webb made a motion, on behalf of the committee, to have the applications sent by hardcopy and email to all board members on a weekly basis. A second was not needed and on a vote, the motion carried.

At Committee, Mrs. Duhon made a motion to accept this draft, with changes made. Mr. Bernard seconded the motion.

Mr. Webb, on behalf of the committee, made a motion to accept. A second was not needed and on a vote, the motion carried.

Mr. Webb recapped the following changes that were not handled individually above:

Page 6 deleting cell phone and home phone, but they would be acceptable on page 7

Page 8, paragraph 6, changes asked for by Mr. Burleigh

There was much discussion about who the applications should be addressed to, but page 2 states that the applications should go to Assistant Superintendent Gary Anderson in Human Resources. Mr. Dellafosse wanted to be sure that everything is consistent, regarding where the applications are to be sent.

Mr. Hardy made a motion to accept these changes, with a second by Mr. Dellafosse. On a vote, the motion carried to accept this revised packet.

Mr. Webb asked that all questions be turned in to Kirby Smith by March 21, for discussion at the

March 25th Board Meeting. There was no vote. Mr. Andrepont stated that he wanted to discuss this at the March 25th meeting.

On a motion by Mr. Dellafosse and a second by Mr. Bernard, the committee adjourned at 5:47 p.m.

TAKE APPROPRIATE ACTION**Mrs. Ballard read the following items:**

A. Nomination of Section 36 T10S R13W (Toomey/Starks Exit) for Oil and Gas Lease

RESOLUTION

BE IT RESOLVED that pursuant to a public notice, a regularly scheduled meeting of the Calcasieu Parish School Board was held on the 11th day of March, 2014, at 4:45 o'clock PM at 3310 Broad Street, Lake Charles, LA where the following resolution, upon motion duly seconded and passed, was adopted, to wit;

BE IT RESOLVED that the Calcasieu Parish School Board has determined that it is the owner of the mineral interests in and under immovable property described to wit:

A certain Tract of land, excluding the beds and bottoms of all navigable waters, belonging to and not presently under mineral lease from the Calcasieu Parish School Board on March 11, 2014, being more fully described as follows: All of the mineral rights, title and interest belonging to and not presently under mineral lease from the Calcasieu Parish School Board situated in Section 36, Township 10 South, Range 13 West, Calcasieu Parish, Louisiana and being more fully described as follows: Beginning at the Northwest corner of the Northeast Quarter of Section 36, Township 10 South, Range 13 West; thence South one acre and East two acres between parallel lines containing approximately **2 acres**, all as more particularly outlined on a plat on file in the Office of Mineral Resources, Department of Natural Resources. All bearings, distances and coordinates are based on Louisiana Coordinate System of 1927, (North or South Zone), where applicable.

BE IT FURTHER RESOLVED by the Calcasieu Parish School Board has determined that it desires to take advantage of LSA R.S. 30:152 (A), et seq, to authorize the Louisiana State Mineral and Energy Board to nominate the said property for state agency mineral lease;

BE IT FURTHER RESOLVED by the Calcasieu Parish School Board, in legal session convened, that it does hereby direct and authorize the Louisiana State Mineral and Energy Board and the Office of Mineral Resources to accept nominations, advertise for, accept and award bids, and execute all oil, gas and mineral leases pertaining to the said immovable property.

BE IT FURTHER RESOLVED by the Calcasieu Parish School Board, that this resolution shall take effect immediately.

Approved as to legal form:

Annette Ballard, President

Witness

Witness

Mr. Bruchhaus asked that it be noted that this is a cooperative endeavor agreement, as the law changed in 2009 and it needs to be worded that way. Mr. Karr made a motion, seconded by Mr. Webb, to approve this cooperative endeavor agreement. On a vote, the motion carried.

BID REPORTS

Mrs. Ballard read the following items:

A.RFP 2014-39 TEACHER INCENTIVE GRANT (ON-SITE TRAINING)

RFP 2014-39 TEACHER INCENTIVE GRANT (ON-SITE TRAINING) was opened on February 11, 2014 @ 2:00 pm

BIDS WERE SENT TO THE FOLLOWING VENDORS:

GREENLIGHT FOR LEARNING
CHARLOTTE DANIELSON GROUP

THE STAFF, ALONG WITH THE PROGRESS PROJECT COORDINATOR, RECOMMEND AWARDDING TO GREENLIGHT FOR LEARNING (APPROXIMATE VALUE \$100,000.00) AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.

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

B.REVERSE AUCTION BID 2014-18 FOR 150 TIRES FOR
TRANSPORTATION DEPARTMENT/GENERAL FUND

REVERSE AUCTION BID 2014-18 FOR 150 TIRES FOR
TRANSPORTATION DEPARTMENT began on February 27, 2014 @
10:00 AM. Bid was also posted on
WWW.CAHREVERSEAUCTION.COM .

BID RESULTS AS FOLLOWS:

ADVANTAGE TIRE	\$47,900.00
GOODYEAR COMMERCIAL	\$48,078.00
SOUTHERN TIRE MART	\$51,500.00

THE STAFF RECOMMENDS AWARDDING TO ADVANTAGE TIRE IN THE AMOUNT OF \$47,900.00 AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.

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

C.RFP 2014-38 TEACHER INCENTIVE GRANT (ON-LINE MODULE)

RFP 2014-38 TEACHER INCENTIVE GRANT (ON-LINE MODULE) was opened on February 11, 2014 @ 2:00 pm

BIDS WERE SENT TO THE FOLLOWING VENDORS:

TEACHSCAPE
TRUE NORTHLOGIC

THE STAFF ALONG, WITH THE PROGRESS PROJECT COORDINATOR, RECOMMEND AWARDDING TO TEACHSCAPE (APPROXIMATE VALUE \$150,000.00) AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.

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

D.BID 2014-40 POLE BARN CONSTRUCTION AT SULPHUR HIGH (DISTRICT 30 BOND FUND/SULPHUR)

BID 2014-40 POLE BARN CONSTRUCTION AT SULPHUR HIGH (DISTRICT 30 BOND FUND) was opened on February, 2014 @ 2:00 pm.

BIDS WERE SENT TO THE FOLLOWING VENDORS:

BAIRDS POLE BARNS
MALLET BUILDINGS
MITCHELL BUILDINGS
NATIONAL BARN CO
SCOTT CONSTRUCTION & POLE BARNS

BID RESULTS AS FOLLOWS:

MALLET BUILDINGS	\$33,200.00
NATIONAL BARN CO	\$42,800.00
K&J DEVELOPMENT	\$68,000.00

THE STAFF RECOMMENDS AWARDDING TO MALLET BUILDINGS IN THE AMOUNT OF \$33,200.00 AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.

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

THE FOLLOWING BIDS ARE UP FOR RENEWAL FOR THE 2014-2015 SCHOOL YEAR:

E.2015-02 – MAGAZINES Renewal #2 /General Fund

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

F.2015-03 – LIBRARY BOOKS Renewal #2/General Fund

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

G.2015-04 – PRE-PACKAGED SCHOOL SUPPLIES Renewal #2/Grant Fund/Title

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

H.2015-05 – SCHOOL UNIFORMS Renewal #1/Grant Fund/Title

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

I.2015-06 – GRASS CUTTING Renewal #2/General Fund

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

J.2015-10 – FIRE ALARM INSPECTIONS Renewal #2/General Fund

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

K.2015-11 – HOOD SUPPRESSION INSPECTIONS Renewal #2 /General Fund

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

L.2015-12 – SECURITY SERVICES Renewal #2/General Fund

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

M.2015-15 – SPRINKLER SYSTEM INSPECTIONS Renewal #1 /General Fund

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

N.2015-16 – FIRE EXTINGUISHER INSPECTIONS Renewal #2/General Fund

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

O.2015-19 – WELL WATER MONITORING Renewal #2 /General Fund

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

P.2015-21 – BULK OIL Renewal #2 /General Fund

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

PERMISSION TO ADVERTISE

Mrs. Ballard read the following item:

A. Stadium Improvements, Sulphur High School/District #30 Bond Funds/Ellender Architect & Associates, LLC

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

CORRESPONDENCE

Mrs. Ballard read the following items:

A. Beneficial Occupancy for the Project, "Additions and Renovations at Starks High School."

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

B. Recommendation of Acceptance for the Project "Additions and Renovations at Starks High School."

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

CONDOLENCES/RECOGNITIONS

Mr. Bernard asked for a letter of recognition to Coach Cecchini at Barbe High School, regarding his support of academic standards.

Mr. Hardy asked for a letter of condolence to the family of Abraham Conway, Jr., to the family of Dorothy Abraham, and the family of Richard Brown. He recognized Steve Wieschhaus, regarding his recent book publication.

COMMITTEE AGENDA ITEMS

Mr. Andrepont asked that C&I look into curriculum and whether Calcasieu Parish has a choice regarding Common Core.

Mr. Karr asked how much personal time a teacher has to use to prepare for their classes and if there could be a survey given to them.

Mr. Hardy asked for information regarding an online feed into classrooms when a non-certified substitute is used, so that quality is not lost.

Mr. Hardy made a motion to add an item to the agenda, to discuss whether to add additional time of 3 days to the job posting for the Principal position at Washington Marion High School and that from now the postmark date be the date recognized as the receiving date. Mr. Schooler seconded the motion. The motion passed to add the item to the agenda.

Mrs. Ballard asked for public comment and Teri Johnson, representing CFT, asked why another day was needed, as the policy is that advertisements run for 14 days. There was much discussion.

Mr. LaRocque, with a second by Mr. Jongbloed, called the question to cease discussion. The motion carried.

The motion failed on a vote.

SCHEDULE COMMITTEES

A&P Committee.....March 25, 2014, 4:45 p.m.
Superintendent Search Committee.....March 25, 2014 (to follow)

On a motion to adjourn by Mr. Burleigh and a second by Mr. Webb, the meeting adjourned at 8:11 p.m.

Annette Ballard, President

Wayne Savoy, Secretary

**ITEM
IV B**

DATE, TIME, PLACE OF MEETING

The Calcasieu Parish School Board met in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Tuesday, March 25, 2014, at 4:45 p.m. **The Special Called Meeting** was called to order by Annette Ballard, President. The prayer and pledge were led by Bryan LaRocque.

ROLL CALL

The roll was called by Mr. Savoy and the following members were present: Joe Andrepont, Annette Ballard, Dale Bernard, Randy Burleigh, Mack Dellafosse, Clara Duhon, Chad Guidry, Fred Hardy, Bill Jongbloed, Jim Karr, Bryan LaRocque, Jim Schooler, Roman Thompson, and R. L. Webb.

Mr. Breaux arrived as the roll was being called.

TAKE APPROPRIATE ACTION

Mrs. Ballard read the following item:

- A. APPROVE SURETY TAKEOVER AGREEMENT AND CONDITIONS FOR LIMITED RELEASE OF SURETY REGARDING SAM HOUSTON FIELDHOUSE PROJECT NO. 2012-07PC.**

Mr. Belfour stated that the motion will approve a takeover agreement, under the terms and conditions determined by the superintendent and negotiations will continue and be ready for signatures as soon as possible.

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

On a motion to adjourn by Mr. Dellafosse and a second by Mr. Burleigh, the meeting adjourned at 4:52.

**Calcasieu Parish School Board
Administration and Personnel Committee Minutes
March 25, 2014**

Item VII A

The Calcasieu Parish School Board Administration and Personnel Committee met Tuesday, March 25, 2014 at 4:55 P.M. in the Board room at 3310 Broad Street, Lake Charles, Louisiana. A quorum was present. The prayer and Pledge of Allegiance were said at the previous meeting.

Present: R L Webb, Chair, Committee members Bryan LaRocque, Billy Breaux, Randy Burleigh, Mack Dellafosse, Chad Guidry, Fred Hardy and Gary Anderson, Secretary. Other Board members present were Joe Andrepont, Clara Duhon, Annette Ballard, Jim Karr, Dale Bernard, Roman Thompson, School Schooler and Bill Jongbloed.

Mr. Webb called the meeting to order. He requested that each policy be voted on separately.

Mr. Anderson presented the first policy **JBCD, Student Transfer and Withdrawal**. He said that the biggest change to the policy will be that parents will not have to file an out of zone request each year unless they are transitioning to another school.

On motion by Mr. Dellafosse, seconded by Mr. Burleigh and approved, to accept Policy JBCD as presented. The policy states:

**FILE: JBCD
Cf: JBA, JBCC
Cf: JBCD-AP**

STUDENT TRANSFER AND WITHDRAWAL

No Calcasieu Parish school shall accept a student from another parish school who has not properly withdrawn from the previous school and has a completed transfer form at the time of the transfer. In addition no transfer student shall be accepted at a parish school without a Permit to Register Form issued by the Office of Child Welfare and Attendance.

OUT-OF-ZONE TRANSFER REQUESTS

Students shall be required to attend the school in the attendance area in which their residence is located. Students who wish to attend a school other than the one designated for their resident attendance zone may apply for transfer when circumstances warrant. All requests for transfer shall be in writing, and shall include reasons for the transfer as well as other pertinent information that the Calcasieu Parish School Board may require.

The Superintendent shall consider for approval all requests for student transfer if such transfer is determined to be in the best interests of the student and the school

system. No school shall accept a student who does not reside in that school's attendance zone unless the student has an approved out-of-zone transfer request on file or is a special education assignment to that school. Out-of-zone requests shall be approved on a space available basis. **Out of Zone requests will be approved one time for each grade level transition or when requesting to change schools.** **Example: Pre-K to Kindergarten, Elementary School to Middle School and Middle School to High School.** ~~for only one year with the exception of magnet school requests.~~ Any decision made by the Superintendent regarding the transfer of a student may be appealed to the School Board for a final determination in accordance with state law.

If a special education student is transferring from one Calcasieu school to another, the initial school shall immediately notify the Department of Special Education of the transfer. Special education records shall be transferred immediately upon request by the receiving school.

Students with an extensive history of discipline and/or attendance issues that have not improved after documented interventions by the school system shall not be considered for an Out of Zone transfer. ~~Any student suspended three (3) or more times during any school session shall not be considered for an out-of-zone transfer unless the request is approved by the appropriate assistant superintendent.~~

Magnet School Program Requests

Any Calcasieu Parish student may request permission to attend a magnet school program. The deadline for magnet school requests shall be announced yearly by the Calcasieu Parish School Board. Applications for each magnet school program will be approved on a first-come, first-served basis. A magnet school request shall be approved for as long as the student continues to meet the attendance and academic requirements of the program. A student who elects to attend a magnet school program shall provide his/her own transportation.

Majority-to-Minority Transfer Requests

Any student whose race is in a majority at a school may request a transfer to school where his/her race is a minority. Majority-to-minority transfers will be honored at schools dependent on available classroom space and staffing. Under no circumstances will majority-to-minority transfers be continued once the former minority racial composition of the school equals fifty percent (50%) of the enrollment.

The deadline for applications for majority-minority transfer requests will be established yearly by the Calcasieu Parish School Board. A student for whom a majority-to-minority request has been approved must remain at the school for the duration of the school year for which the request has been approved. Transportation will be furnished by the Calcasieu Parish School Board for each student who qualifies for a majority-to-minority transfer if the student enrolls in the school nearest to his/her home in which

his/her race is in the minority. Otherwise transportation shall be the responsibility of the parent or legal guardian.

In the event an Out of Zone permit is revoked during the school year by the Superintendent or at the request of the parent/guardian, the student is ineligible for another Out of Zone transfer that school term.

WITHDRAWAL

Students shall be required to attend school in accordance with statutory provisions. Students may be permitted to withdraw from school however, if approved by the Superintendent and Board. Such withdrawal must be in accordance with such rules and regulations as may be prescribed by the Board.

Students withdrawing from a school shall return all school-owned property in good condition and pay all outstanding fees and debts before receiving a withdrawal form. Upon completion of the withdrawal process, the student shall be given a copy of the completed withdrawal form, a copy of his/her health record, a copy of withdrawal grades and attendance for the portion of the six weeks completed and a copy of his/her report card to take to the receiving school.

Revised: September, 2008

Revised: December, 2008

Revised: August, 2010

Ref: La. Rev. Stat. Ann. §§17:81, 17:104.1, 17:105, 17:106, 17:108, 17:109, 17:111, 17:221, 17:226, 17:227

Louisiana Handbook for School Administrators, Bulletin 741, Louisiana

Department of Education

Board minutes, 10-7-08, 4-21-09, 10-5-10

Calcasieu Parish School Board

The second policy Mr. Anderson presented **was Student Tobacco/Smoking Use, Policy JCDA A**. No tobacco of any kind will be allowed on school property including electronic cigarettes and similar devices.

On motion by Mr. Guidry, seconded by Mr. Dellafosse and approved, to accept policy JCDA A as presented. The policy states:

FILE: JCDA A

STUDENT TOBACCO/SMOKING USE

Students shall not be permitted to have tobacco, **including electronic cigarettes and similar devices**, in their possession or to smoke on the school grounds, or in school

facilities during the school day, or at school activities held in school facilities after school hours, or when riding school buses to and from school or a school function away from school. Parental permission to smoke or use other tobacco products does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action.

Revised: January, 2010

Ref: La. Rev. Stat. Ann. §17:416, 40:1300.253, 40:1300.256
Board minutes, 1-12-10

Calcasieu Parish School Board

Next, Mr. Anderson presented **Policy EB, Buildings and Grounds Management**. He requested that a partial statement be deleted in the section under *Smoking/Tobacco Use on School Board Property* since CPSB no longer provides any area for smoking.

On motion by Mr. Guidry, seconded by Mr. Dellafosse and approved, to accept policy JCDA as presented. The policy states:

FILE: EB
Cf: EB-AP, EBCA
Cf: EBG, ECF, GAMA

BUILDINGS AND GROUNDS MANAGEMENT

It shall be the policy of the Calcasieu Parish School Board to require that school properties be maintained in good physical condition. The Board, therefore, shall instruct the Superintendent to assure that all normal building and grounds maintenance, repairs and improvement functions are an integral part of the administration of the school system, including the regular evaluation for any safety hazards.

The Superintendent shall be vested with a broad range of administrative and supervisory authority relative to the school system's buildings and grounds program. Annual reports shall be made available to the Board relative to maintenance needs, safety, utility and attractiveness of school plants and grounds within the school system.

The Board shall not be held responsible for any personal items stolen or damaged on school premises. The Board shall require principals and/or persons in charge of public school property to prohibit the use, sale, or possession of alcoholic beverages on public school property.

VACANT AND/OR UNOCCUPIED BUILDINGS

Vacant and/or unoccupied premises owned by the School Board shall be properly secured and maintained to prevent unauthorized trespass or injury to the general public. It shall be the responsibility of the Superintendent or his/her designee to assure that any vacant and/or unoccupied property of the School Board has limited access for authorized personnel only and the grounds are maintained regularly.

SMOKING/TOBACCO USE ON SCHOOL BOARD PROPERTY

Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, **including electronic cigarettes and similar devices**, or possessing any lighted tobacco product or any other lighted combustible plant material shall be prohibited in any elementary or secondary school building, on the campus of any elementary or secondary school, any building on the campus, and on all school buses. Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, **including electronic cigarettes and similar devices**, shall be prohibited in buildings and on the grounds of any other School Board property ~~except in outdoor areas specifically designated as smoking areas by the building administrator.~~

Chewing or otherwise consuming any tobacco or tobacco product ~~in any elementary or secondary school building, or any building located on the property of the Calcasieu Parish School Board any elementary or secondary school,~~ or on any school bus transporting students shall be strictly prohibited.

Violators may be subject to appropriate disciplinary action by the Board.

Revised: June, 2002

Revised: September, 2006

Ref: 20 USC 7183 (*NCLB Nonsmoking policy for children's services*)

La. Rev. Stat. Ann. §§14:91.7, 17:87.6, 17:151, 17:240, 17:416, 40:1300.251, 40:1300.252, 40:1300.253, 40:1300.256, 40:1300.261, 40:1563, 40:1578.6, 40:1583

Board minutes, 9-17-02, 2-6-07

Calcasieu Parish School Board

There being no further business to discuss, a motion was made by Mr. Andrepont, seconded by Ms. Duhon and approved. The meeting was adjourned at 5:10 p.m.



Gary Anderson
Secretary

ITEM VII B

DATE, TIME, PLACE OF MEETING

The Superintendent Search Committee of the Calcasieu Parish School Board met in the Board Room located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Tuesday, March 25, 2014, at 5:14 p.m. The meeting was called to order by R.L. Webb, Chair. The prayer and pledge were led by Bryan LaRocque at the 4:45 Special Called Board Meeting; all Board Members were present and remained for this meeting.

TAKE APPROPRIATE ACTION

A. Discuss and Approve Interview Protocol

1. Number of candidates to be interviewed

After discussion, it was decided to postpone this item until the application deadline ends. There was no motion made.

2. Open or closed interviews

Mr. Andrepont made a motion for the board to be given the discretion to ask one set of questions to the interviewees in open session and also ask a special set of appropriate questions in private session. Mrs. Duhon seconded the motion.

Mr. Belfour stated that executive session questions would be appropriate regarding character and professional competence. Also, to a limited extent, questions about physical and mental health within the confines of the Americans with Disabilities Act.

On a vote, the motion carried.

3. Order of candidate interviews

Mrs. Ballard made a motion to have the names drawn from a box, with a second by Mr. LaRocque.

Mr. Andrepont offered an amended motion, that the names of the local candidates be drawn first, then the out of town candidates. It was later clarified that out of town

meant out of state. He wanted to interview local candidates first, then move to those from out of state. Mr. Duhon seconded the motion. There was much discussion and on a vote, the amended motion failed.

Mrs. Ballard suggested having the current Principals of the Year pull the names. On a vote for the original motion, the motion carried. Regarding who would pull the names from the hat (box), Mr. LaRocque made a motion, seconded by Mr. Schooler, that the person closest to the hat would pull the names.

4. Length of candidate interviews

After discussion, it was decided to postpone this item until the application deadline ends. There was no motion made.

5. Notification of interview questions and protocol

On a motion by Mr. Dellafosse to not send questions to prospective candidates and a second by Mr. Guidry, the motion passed.

Mrs. Duhon made a motion, with a second by Mr. Andrepont, to reconsider the decision and send five general questions that are chosen by the board. On a vote, the motion carried.

Mr. Jongbloed made a motion, with a second by Mr. Andrepont, to limit the number of questions in open session to two questions per board member and no limit in executive session.

Mr. Hardy offered an amendment to the motion to have two questions and two follow up questions per board member. The motion failed with no second.

On a vote for the original motion, the motion carried.

6. Payment of interview candidate's travel and expenses

Mrs. Duhon made a motion to reimburse travel expenses for invited candidates and per diem allowance, all based on the CPSB travel policy. With a second by Mr. Hardy, the motion carried.

7. Decision on second interview for final candidate selection

After discussion, it was decided to postpone this item until the application deadline ends. There was no motion made.

B. Discuss and Approve Voting Protocol

Mr. Andrepont made a motion to use the same voting system as was used with the last superintendent selection process, which was to put the applicants on a list and board members voted for one less than the candidates available. The candidate with the least number of votes was eliminated. With a second by Mr. Breaux, the motion carried.

C. Discuss and Take Appropriate Action on Remaining Issues Regarding Selection of Superintendent

Mr. Webb asked the board if they would like to consider using an employment agency. There was discussion about the fees connected to using a recruiting service.

Mr. Andrepont asked if Kirby Smith could bring information to the board at the next scheduled board meeting regarding different fees from different companies.

Mr. Andrepont offered a motion that we pursue the services of a recruiting service, with recommendations from the staff. Mr. Dellafosse seconded the motion. After much discussion, Mr. Karr called the question, with a second by Mr. Bernard. On a vote, the motion carried to cease discussion.

Mr. Webb then re-read the motion, to have Ms. Smith bring back a list of recruiting services and what they would charge us and what they would provide. On a vote, the motion failed to have Ms. Smith bring back that information.

On a motion to adjourn by Mr. LaRocque and a second by Mr. Dellafosse, the meeting was adjourned at 6:19 p.m.

Item VIII A

Scheduled and approved board dates:

November 4

December 2

Asking to move the November 4 meeting to November 18, due to November 4 and then next Tuesday, November 11, being holidays.

The December 2 meeting would be postponed until December 9, due to the Thanksgiving week and the printing of the agenda book.

High School Request
MAR 13 2014
RECEIVED

Calcasieu Parish Schools

Item VIII B

Request for Board Approval of Band, Vocal, or Marching Unit Trips

School: LaGrange High School

Date: 02/18/2014

Unit Requesting Trip:

LaGrange High School Gator Band

Destination:

Dallas, TX

Justification for

Trip: Participation in "Trills and Thrills" Music Festival, a one-day performance festival being held in Dallas, TX, on Saturday, April 26, 2014.

Benefits to School and School System:

Students get to experience the rigors of public performance before both an unfamiliar audience and a nationally-known panel of music adjudicators

Schedule of Activities: Festival performance, Sat, morning, April 26

Enjoy remainder of day at Six Flags Over Texas

(Proposed agenda attached)

Length of Trip (#of days) 3 days (Fri., April 25 - Sun., April 27) No class time missed

List of Local Activities participating in: Dinner Friday evening at either Magic Time Machine or Hard Rock Cafe.

Mode of Transportation: Charter bus (Sun Travel) 38-passenger coach

Budget:

Travel: \$3,285.00

Lodging: \$1,694.00

Food: \$1,750.00

Entry Fee: \$1,695.00

Entry Fee: _____

Other: _____

Total: \$8,424.00

Source of Funds:

(1) Fund Raising Projects: \$6,674.00

(2) Student Contributions: 1,750.00

TOTAL 8,424.00

Neil R. Quinn

SIGNATURE OF DIRECTOR OF SPONSOR

Rene Sullivan

APPROVAL OF PRINCIPAL

Calcasieu Parish Schools

Request for Board Approval of Band, Vocal, or Marching Unit Trips

Item VIII C

School: WW Lewis Middle Date: 5/10/14
Unit Requesting Trip: WW Lewis Middle Band & Chorus
Destination: Kemah, Texas
Justification for Trip: Band and Chorus Spring Trip

Benefit to School and School System: Reward Trip for 8th grade Band and Chorus students to promote retention in the Lewis music programs

Schedule of Activities: 8:00 AM. - Depart Lewis - Saturday, May 10
10:30 Arrive at Kemah Boardwalk - 11:01 - 5:00 p.m.
eat and enjoy rides along the Boardwalk
5:00 - Depart for home - 9:00 p.m. arrive back at Lewis

Length of Trip: (# of days) 1

List Local Activities participating in: Pep rallies, Christmas concerts
Performing at feeder schools, Prien Lake Mall performance
Holiday House Performance, Veteran's Day Program
Solo and Ensemble Festival, District & State Festival, Spring Concert

Mode of Transportation: School Bus

BUDGET: \$1290⁰⁰ Travel: 300⁰⁰

Lodging: - Food: Students purchase

Entry Fee: 990⁰⁰ (16.50 per student) Entry Fee: -

Other: -

TOTAL: \$1290⁰⁰

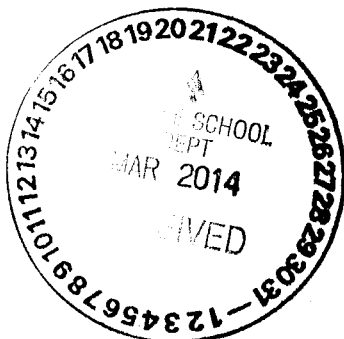
Source of Funds:

(1) Fund Raising Projects: \$600⁰⁰
(2) Student Contributions: 690⁰⁰
(3) School Contributions: -
TOTAL \$1290⁰⁰

Sharon Stephens
SIGNATURE OF DIRECTOR OR SPONSOR

Robert Banantre
APPROVAL OF PRINCIPAL

Charlotte Ballenger





Item VIII D

PARISH SCHOOL SYSTEM
WAYNE SAVOY, SUPERINTENDENT

A Nationally Accredited School District

TO: Board Members
FROM: *Karl* Karl Bruchhaus
DATE: April 1, 2014
RE: Sale of Old Cold Storage Facility Property

Bids were received on Tuesday, April 1, 2014 for the sale of Old Cold Storage Facility Property.

Listed below is the only bid received:

<u>Bidder</u>	<u>Amount</u>
Telcom Properties, LLC, Perry D. Vincent	\$15,000

Staff recommends accepting the bid from Telcom Properties, LLC as presented.

KB/pb

All children are important to us.

ITEM IX A

BID REPORTS:

ALL BIDS WERE POSTED ON WWW.CENTRALBIDDING.COM AND WWW.CPSB.ORG

BID 2014-07 COPY PAPER was opened on March 25, 2014 @ 10:00 am

BIDS WERE MAILED TO THE FOLLOWING VENDORS:

CONTRACT PAPER GROUP
ECONOMICAL JANITORIAL
SAMS CLUB
UNISOURCE
UNITY EDUCATION

BID RESULTS AS FOLLOWS:

	<u>8-1/2 X 11</u>	<u>8-1/2 X 14</u>
CONTRACT PAPER GROUP	\$24.80 rejected (DNMS)	\$42.60
COSTCO	\$24.59 rejected (DNMS)	\$ NB
ECONOMICAL	\$25.77	\$32.50
SAMS CLUB	\$24.25 rejected (DNMS)	\$33.78
UNISOURCE	\$26.25	\$35.85

THE STAFF RECOMMENDS AWARDING BOTH ITEMS TO ECONOMICAL JANITORIAL IN THE AMOUNT OF \$370,920.60 AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.

ITEM IX B

BID 2014-08 FOOD & SUPPLIES was opened on March 18, 2014 @ 10:00 am.

BIDS RESULTS AS FOLLOWS:

CALICO	\$ 532.80
CHANNEL FISH	\$ 22,021.80
DAXWELL	\$ 3,962.20
DIAMOND FOODS	\$ 375,663.54
ECONOMICAL	\$ 73,402.61
FLOWERS BAKING	\$ 164,831.50
M&B	\$ 69,756.96
NARDONE	\$ 152,661.20
OAK FARMS	\$1,339,060.00
PON FOODS	\$ 360,187.06
REINHART (N.O.)	\$ 273,733.80
REINHART (SHREVE)	\$ 25,472.71
WILLIAM GEORGE	\$ <u>248,471.00</u>
TOTAL	\$3,109,757.19

**THE STAFF RECOMMENDS AWARDDING AS INDICATED ABOVE AS THE LOWEST RESPONSIBLE
RESPONSIVE BIDDERS.**

ITEM IX C

BID 2014-23 LARGE EQUIPMENT FOR FOOD SERVICE DEPARTMENT was opened on March 26, 2014 @ 11:00 am.

BIDS WERE SENT TO THE FOLLOWING VENDORS:

AMERICAN COOK SYSTEMS
C&C AUDIO
CARY COMPANY
CAYARDS
DOUGLAS EQUIPMENT
ECONOMICAL
ISI COMMERCIAL
LAFAYETTE RESTAURANT
LOUISIANA FOOD SERVING

BID RESULTS AS FOLLOWS:

AMERICAN COOK SYSTEMS	\$11,600.00
C&C AUDIO	\$ 1,853.00
ECONOMICAL	\$ 3,219.58
LOUISIANA FOOD	<u>\$ 841.00</u>
TOTAL	\$17,513.58

THE STAFF RECOMMENDS AWARDDING AS INDICATED ABOVE IN THE AMOUNT OF \$17,513.58 AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDERS.



Item X A

PARISH SCHOOL SYSTEM
WAYNE SAVOY, SUPERINTENDENT
A Nationally Accredited School District

REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description:

Stadium Improvements Sulphur High School

Funds: SD # 30 Bond Funds

Designer:

Ellendeer Architects & Associates, LLC

Advertise: TO BE DETERMINED

Wayne Savoy, Secretary
Calcasieu Parish School Board

Cc: Savoy, Bruchhaus, Heath, Trahan, Grigg, Carlisle

All children are important to us.



Item X B

PARISH SCHOOL SYSTEM
WAYNE SAVOY, SUPERINTENDENT
A Nationally Accredited School District

REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description: Construction of Covered Walkway and Drop-off Area at Moss Bluff Middle School

Funds: School District 3-District 27 Bond Funds

Designer:

C.R. Fugatt, A.I.A.

Advertise: To Be Determined

Wayne Savoy, Secretary
Calcasieu Parish School Board

Cc: Savoy, Bruchhaus, Heath, Trahan, Grigg, Carlisle

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Item X C

PARISH SCHOOL SYSTEM
WAYNE SAVOY, SUPERINTENDENT
A Nationally Accredited School District

REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description:

Welding Shop and Dressing Room Renovations at Starks High school

Funds: School District # 24 Bond Funds

Designer:

C. R. Fugatt, A.I.A.

Advertise: TO BE DETERMINED

Wayne Savoy, Secretary
Calcasieu Parish School Board

Cc: Savoy, Bruchhaus, Heath, Trahan, Grigg, Carlisle

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Item X D

PARISH SCHOOL SYSTEM
WAYNE SAVOY, SUPERINTENDENT
A Nationally Accredited School District

REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description: Cameras and Related Camera Equipment for District Wide Camera Installations

Funds: Various Funds

Designer:

Harold Heath/ jerry baus

Advertise: To Be Determined

Wayne Savoy, Secretary
Calcasieu Parish School Board

Cc: Savoy, Bruchhaus, Heath, Trahan, Grigg

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Item XI A

SECTION 00650 CHANGE ORDER

PROJECT NAME: CPSB T&I Renovations Ph 2B
PROJECT NUMBER: IEDU-00091
CONTRACTOR: Shannon Smith Construction

CHANGE ORDER NO: 1
CONTRACT DATE: 2/11/2014

You are directed to make the following change(s) in this contract. Attach itemized breakdown in accordance with R.S. 38:2212A.(7). Also, please give brief description and justification of change(s) below.

1. Add 1000 sq ft of concrete to the existing concrete slab on the existing foundation. The existing concrete slab is 1000 sq ft and is in poor condition. The new concrete slab will be 1000 sq ft and will be 1000 sq ft.

The Original Contract Sum	<u>\$889,000.00</u>
Total Changes by Previous Change	<u>0</u>
Current Contract Sum	<u>\$889,000.00</u>
Contract Sum will be increased by this Change Order	<u>\$29,390.00</u>
New Contract Sum	<u>\$918,390.00</u>

The Original Contract Time and Completion Date	Date: <u>8/26/2014</u>	<u>180</u> DAYS
Total Time extended by Previous Change Order(s)		<u>0</u> DAYS
Contract Time will be increased by this Change Order		<u>14</u> DAYS
Revised Contract time and new Contract Completion	Date: <u>9/9/2014</u>	<u>194</u> DAYS

RECOMMENDED

Designer's Name: Brossett Architect, LLC
Address: 414 Pujo Street, Lake Charles, LA 70601

By: David Brossett
Date: 3/31/2014

ACCEPTED

Contractor's Name: Shannon Smith Construction
Address: 1200 E. Main St. A, Lake Charles, LA 70607

By: Shannon Smith
Date: 3-31-14

APPROVED

Owner: Calcasieu Parish School Board
Address: PO Box 800, Lake Charles, LA 70602

By: _____
Date: _____

(Note: Before any Change Order is routed to Owner for approval, it must first be routed to the OCD-DR Project Manager for oversight review).

Construction Contract Change Order BREAKDOWN

State of Louisiana
Facility Planning & Control

Breakdown No. 1
Item No. 1
RFI No. (or COR, CPR, etc.) 1
Date: 3/25/2014

Project No.: IEDU-00091

Project Name: CPSB T&I Renovations Ph 2B

Contractor/Subcontractor Name: Adams Farms, LLC

Direct Cost of Work :

A. Labor

Check here if explained on the Comment Sheet

		Hourly Wage Rate	Hours	Total Cost
1	Equipment Operator	20.00	40	\$800.00
2	Equipment Operator	20.00	20	\$400.00
3	Grade Checker	15.00	40	\$600.00
4				
5				
6				
7				
Add Labor Burden @ <u>25</u> %				\$450.00

LABOR TOTAL

\$2,250.00

B. Material

		Unit Price	Unit	Units	Total Cost
1	Structural Select Fill 60/40	11.95	cu yd	710	\$8,484.50
2					
3					
4					
5					
6					
7					
(Copies of invoices may be required.)					
Add Tax @ _____ %					

MATERIAL TOTAL

\$8,484.50

C. Equipment

		Unit Rate	Unit	Units	Total Cost
1	Excavator: Samsung SE210c-2, 153 hp, 48k lbs	130.00	Hourly	20	\$2,600.00
2	Bulldozer: John Deere 650j, 105 hp, 21k lbs	80.00	Hourly	20	\$1,600.00
3	Compactor: Dynapac Ca 250 pd, 105 hp, 25k lbs	80.00	Hourly	20	\$1,600.00
4	Dumptruck: 350 hp, 15 cu yd	65.00	Hourly	102	\$6,630.00
5					
6					
7					
(Copies of invoices may be required.)					
Add Tax @ _____ %					

EQUIPMENT TOTAL

\$12,430.00

TOTAL DIRECT COST FOR THIS BREAKDOWN:

1

\$23,164.50

(Sum A, B & C)

Construction Contract Change Order SUMMARY

Item No. 1
RFI No. (or COR, CPR, etc.) 1
Date: 3/25/2014

Project No. IEDU-00091
Project Name: CPSB T&I Renovations Ph2B

Contractor Name: Shannon Smith Construction
Description of Work: Excavate and remove an additional 18" of topsoil and import 18" of compacted structural fill.

General Contractor Direct Costs - Breakdown No.
(See attached breakdown)

Total General Contractor Cost %
(General Contract Direct Cost plus OH&P) (Max: 15%)

Subcontractor Cost Breakdowns (See attached.)

Subcontractor Name	Breakdown No.	A Total Direct Cost	B OH&P (Max 15%)	C Total $A + (A \times B)$
Adams Farms, LLC	1	\$ 23,164.50	15 %	\$26,639.18
			%	
			%	
			%	
			%	
			%	
			%	
			%	
			%	

Subcontractor Direct Costs Total \$ 23,164.50
(Sum column A)

Subcontractor Direct Costs + Subcontractor OH&P \$26,639.18
(Sum column C)

General Contractor OH&P on Subcontractor Direct Cost at 10 % \$2,316.45
(Sum column A times General Contractor OH&P rate.) (Max: 10%)

Total Subcontractor Costs \$28,955.63
(Subcontractor Direct Costs + OH&P + General Contractor OH&P)

Change Order Subtotal \$28,955.63
(Sum of Total General Contractor Costs and Total Subcontractor Costs)

Performance and Payment Bond at 1.5 % \$434.33
(Change Order Subtotal times Performance and Payment Bond rate)

Amount will be ☒ increased ☐ decreased ☐ unchanged by \$29,390.00
(Sum of Change Order Subtotal and Performance and Payment Bond)

Days will be ☒ increased ☐ decreased ☐ unchanged by 14
(Attach supporting data such as meteorological reports)

LABOR BURDEN FORM

Project: CPSB T&I Renovations Ph2B

Contractor: Shannon Smith Construction

(Sub)Contractor: Adams Farms, LLC

Date: 3/25/14

Social Security Taxes	6.2 %
Medicare Taxes	1.45 %
Worker's Comp Insurance	11.41 %
State Unemployment	5.14 %
Federal Unemployment	.80 %

TOTAL

25.00 %

Only the above items may be included as part of the labor burden on the change order form.

LAST	POSITION	LOCATION	DATES	ADDITIONAL INFO
RESIGNATION				
Misty Fontenot	Teacher	Fairview Elementary	02/28/14	Accepted other employment
Lacy Perez	Teacher	Brenda Hunter	02/24/14	Personal reasons
Robert Brankline	Teacher	LCB Academy	02/26/14	Accepted other employment
Kitrina Pitre	Teacher Aide	Clifton Elementary	02/11/14	Accepted other employment
Kori Hebert	Cafeteria Technician	Vinton Elementary	02/21/14	Personal reasons
Sheri Marsh	Teacher	Barbe Elementary	02/21/14	Personal reasons
Jesusa Vandergriff	School Nurse	Nursing Department	05/27/14	Relocating
Jessica Nichols	Clerk	Sam Houston High	03/12/14	Accepted other employment
Mildred Doucet	Teacher Aide	St. John Elementary	03/07/14	Personal reasons
Kathryn Self	Teacher	Oak Park Middle	03/07/14	Relocating
Tony Ardoin	Custodian	Starks High	03/06/14	Personal reasons
Christen Flowers	School Nurse	Nursing Department	03/07/14	Personal reasons
Lauren Vincent	School Clerk	Kaufman Elementary	05/27/14	Accepted other employment
RETIREMENT				
Linda Wygoda	Teacher	Sam Houston High	08/10/14	
Rhonda Young	Teacher	Dolby Elementary	07/24/14	
Kenneth Starlard	Teacher	Brentwood Elementary	05/27/14	
Clint LeBato	Teacher	Sulphur High	06/17/14	
Frankie Aught	Program Facilitator	Special Services	06/24/14	

RETIREMENT

Deidra Babineaux	Program Facilitator	Special Services	06/13/14	
Bonnie LaFosse	Bus Aide	Sulphur 9th	05/27/14	
Darlyne Allain	Teacher	Sulphur 9th	05/27/14	
Joanna Walker	Teacher	Western Heights Elementary	05/27/14	Waive Act 715

RETIRE REHIRE TERMING

Cheryl LeBouef	Teacher	W.W. Lewis Middle	05/27/14	
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MATERNITY LEAVE**DUE DATE:**

Jennifer Oliver	Teacher	Cypress Cove Elementary	2/17/14-4/2/14	3/11/2014
Erica Turpeau	Teacher Aide	J.D. Clifton Head Start	3/10/14-5/2/14	3/13/2014

MEDICAL SABBATICAL

Chris Brimmage	Teacher	LaGrange High	Spring 2013-2014	
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APPROVED - March 13, 2014


LAST	POSITION	LOCATION	DATES	ADDITIONAL INFO
RESIGNATION				
Ophelia Guillory	Cafeteria Technician	T. H. Watkins Elementary	03/14/14	Personal reasons
Ashley Pitman	Teacher Aide	St. John Elementary	03/18/14	Personal reasons
Anissa Fontenot	Assistive Tech Facilitator	Technology Department	03/31/14	Relocating
Charles Guillory	Custodian	J. D. Clifton Elementary	06/30/14	Personal reasons
Lisa Nortman	School Clerk	DeQuincy High	05/27/14	Personal reasons
Michelle Racca	Teacher Aide	Vinton Elementary	03/31/14	Relocating
Ruby Chavis	Cafeteria Technician	St. John Elementary	03/26/14	Personal reasons
Pam Willis	Teacher Aide	J. I. Watson Middle	05/27/14	Personal reasons
RESCIND RESIGNATION				
Lauren Vincent	School Clerk	Kaufman Elementary	03/20/14	
RETIREMENT				
Teri Duncan	School Clerk	Westwood Elementary	05/27/14	
Kerry Rigmaiden	Custodian	Westlake High	06/30/14	
Ethel Fisher	Speech Pathologist	Speech Therapy Department	05/27/14	
Terry Ewing	HVAC Tech	Maintenance Department	05/01/14	
Harold Fusilier	Teacher/Coach	Sulphur High	06/17/14	
John Sickmann	Teacher	Barbe High	05/28/14	
Helene Jackson	Custodian	LCB Academy	06/30/14	

RETIREMENT

Susan Sullivan	Assistant Principal	Prien Lake Elementary	06/17/14	
Joselyn Blanchard	Teacher	R.W. Vincent Elementary	05/31/14	
Eva Savoy	Administrative Coordinator	Advanced Studies	06/30/14	
Donna Fontenot	Teacher	T.S. Cooley Elementary	08/06/14	
Beverly Jones	Band Director	Moss Bluff Middle	05/27/14	Waive Act 715

MATERNITY LEAVE**DUE DATE:**

Tammie Henderson	Teacher	R.W. Vincent Elementary	3/28/14-5/27/14	4/3/2014
Jessica Richard	Teacher	Gillis Elementary	3/31/14-5/27/14	4/1/2014
Stephanie Hebert	Teacher	Starks High	3/12/14-5/27/14	5/1/2014
Stacy Hill	Teacher	Starks High	4/28/14-5/27/14	4/25/2014

MEDICAL SABBATICAL

Shayla DeLaRose	Speech Pathologist	Speech Therapy Department	Spring 2013-2014	Beginning 3/12/14
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APPROVED - March 28, 2014
