

**AGENDA**  
**CALCASIEU PARISH SCHOOL BOARD**  
**3310 BROAD STREET**  
**LAKE CHARLES, LOUISIANA**  
**Tuesday, May 9, 2017**

1. **Prayer** – Glenda Gay
2. **Pledge of Allegiance** – Tristan Baggett and Sydney Seaford/Sulphur High School
3. **Roll Call**
4. **Approval of Minutes**
  - A. April 11, 2017
5. **Presentations**
  - A. Presentation of students with 1000+ AR points/Tommy Campbell, CAO
  - B. 2016-2017 Calcasieu Parish Students of the Year/Matt Rion, HS Consultant
  - C. 2016-2017 Calcasieu Parish Teachers of the Year/Matt Rion/HS Consultant
  - D. 2016-2017 Calcasieu Parish Principals of the Year/Matt Rion/HS Consultant
  - E. 2016-2017 Calcasieu Parish Counselors of the Year/Tony McCardle/Director, Career and Technical Education
6. **Superintendent's Report**
7. **Executive Session**
  - A. Discussion of settlement of Worker Compensation Claim #3899761/Attorney Kevin Koenig
8. **Take Appropriate Action**
  - A. Worker Compensation Claim #3899761
9. **Committee Reports**
  - A. A&P Committee, April 25, 2017/Eric Tarver, *Chair*

**10. Take Appropriate Action**

- A. Approval of TAP Best Practices Grant/Ralph Wilson Elementary
- B. Renewal of 2017 employment contracts
- C. Adoption of Resolution promulgating the results of a special election held in Sales Tax District 3 on April 29, 2017
- D. Consideration and approval of Cooperative Endeavor Agreement between CPSB and Recreation District No.1 of Ward 8 on lease of property

**11. Bid Reports**

- A. Magazines for CPSB Libraries/General Funds
- B. Food Items and Supplies/Food Service Department

**12. Permission to Advertise  
(None)**

**13. Correspondence  
(None)**

**14. Condolences/Recognitions**

**15. Schedule Committees**

May 23, 2017..... Budget Committee, 5:00 p.m.

**16. Adjourn Meeting**

# **April 11, 2017**

## **DATE, TIME, PLACE OF MEETING**

The Calcasieu Parish School Board meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on April 11, 2017, at 5:00 p.m.

The meeting was called to order by Ron Hayes, President. The prayer was led by Fred Hardy. The Pledge of Allegiance was led by KoKo Daniels, a student at Barbe High School.

Mr. Hayes stated that Item 5. E under Presentations would be postponed until the May meeting. He also asked if the Board would approve moving the Executive Session to follow the Superintendent's Report. He asked the Board for a vote and there was no objection to moving the item.

## **ROLL CALL**

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

Mr. Castille and Mr. Tarver arrived after the roll was called. Mr. Guidry was absent.

## **APPROVAL OF MINUTES**

Mr. Dellafosse, with a second by Mr. Duhon, offered a motion to approve the Minutes of March 14, 2017. The motion carried.

## **PRESENTATIONS**

**A. LSBA Arts Competition Award Winner/Dr. Dan Vidrine, Art Supervisor**

Haleigh Joubert, Oak Park Middle School; Teacher LaWanda Donald

# April 11, 2017

**B. Washington-Marion Charging Indian State Basketball Champions/Coach Albert Hartwell**

DeMarcus Vital  
Jaylin Walker  
Diallo Small  
Michael Thomas  
Christian Edwards  
Cody Stansberry  
Da'Vantre Vitor  
Dillan John  
Keylon Bellard  
Jaylon Ned  
Jarvis Taylor

*Head Coach: Albert Hartwell*

**Asst. Coaches:** Damian Joseph, Robert Palmer, Patrick Collins & Patricia Clarence

**Managers:** Imani Savoy & Royaille Billups;

**C. Barbe High School Girls' Basketball, State Runners-Up/Coach Kelly Durio**

Kylie Bergeron  
KoKo Daniels  
Sarah Eccles  
Kiara Fontenot  
Sanaya Hardman  
Khayjah Jack  
Ashlyn Poole  
Divine Tanks  
Amberly Thompson  
Brandi Williams  
Bailey Wilson

Managers

# **April 11, 2017**

Dasha German, Allie Hardy, Alethia LaSalle, Emani Liehe, Allie Scheleter  
Statistician

Nicholas St. Mary

Head Coach-Kelly Durio

Assistant Coaches-Chad Journet, Shamika Fifer, Katie Franks

**D. Varsity Quiz Bowl Winners/Tonya Moak, Parish Quiz Bowl Coordinator**

Cecile Girard, Barbe High School

Trey Gregory, Sulphur High School

Jordan Mouton, Bell City High School

Ben Gaillard, Vinton High School

**E. National Resource Network Partnership presentation/Debra Vaughn and Eric  
Zartler, PFM Group Consulting, LLC**

## **SUPERINTENDENT'S REPORT**

### **Mr. Bruchhaus gave the following report:**

1. All board members have received their March school population report.

2. All board members have received the March Head Start Report

Funded enrollment – 450

Head Start transition meetings were held at all sites. Parents were given information regarding the 2017-2018 Coordinated Enrollment process.

For the 2017-2018 Coordinated Enrollment, there were 409 applicants for the Head Start program.

A Policy Council meeting was held on March 20, 2017. The following items were approved:

# April 11, 2017

2017-2018 Grant Application

2015-2016 Financial Audit Report

New Head Start Curriculum

Policy Council Meetings to be held on the third Monday of each month

3. I would like to report our current sales tax numbers for our general fund which show March 2017, collections at \$1,914,988 or 16.8% above budget for the ninth month of the 2016-2017 year.

Collections are \$1,476,609 or 12.5% above collections for the same month last year.

Collections for the 2016-2017 year, after nine months, are \$6,600,192 or 6.1% over budget and \$4,599,605 or 4.2% over the same time period last year.

4. Just a friendly reminder to all Board Members that May 15th is the deadline for submission of the Annual Financial Disclosure Statement for calendar year 2016 for all elected school board members. There are monetary fines for non-compliance, so please be sure and file your report with the LA Ethics Administration Program. We will be glad to fax these for you if you want to bring your forms in.

5. April is National School Library month. This is celebrated nation-wide during the entire month of April and we want all of our librarians to know how much we appreciate them by proclaiming April as Calcasieu Parish School Librarian month. We will be sure that each school is aware so that they can do something special to honor their librarians.

## **EXECUTIVE SESSION**

On a motion to adjourn into Executive Session at 5:42 by Mr. Dellafosse and seconded by Mr. Duhon, the Board voted unanimously to accept; Regular Session resumed at 5:55 on the same motions.

A. Discussion of settlement of Worker Compensation Claim #5930984/Attorney Wes Romero

# **April 11, 2017**

On a motion to approve the settlement of Claim #5930984 by Mr. Smith and a second by Mr. Tarver, the motion carried.

## **COMMITTEE REPORTS**

**C&I Committee, March 28, 2017/Annette Ballard, *Chair***

### **Mrs. Ballard gave the following report:**

The Calcasieu Parish School Board Curriculum and Instruction Committee met Tuesday, March 28<sup>th</sup>, 2017 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana.

Committee Members Present: Annette Ballard; Chair, Aaron Natali; Vice Chair, Fred Hardy, Dean Roberts, Eric Tarver, Alvin Smith, Damon Hardesty, Russell Castille. Absent: Chad Guidry

Other Board Members Present: Billy Breaux, Mack Dellafosse, John Duhon, Glenda Gay, Wayne Williams, Ron Hayes.

The C&I Committee Meeting was called to order by Annette Ballard, Chairman. A quorum was present. The prayer was led by Mr. Smith and Mr. Williams led the pledge of allegiance.

Mr. Campbell first introduced Mrs. Kari Hankins, Founder of Truth, Facts & Lies; which is a seven-session educational program for high school students focusing on the appropriate use of social media, dating violence, human trafficking, addiction and laws pertaining to sexual predators. The program first began in three of our high schools and it has been so well received by the students that CPSB has opened it up to the remaining high schools this year. Mrs. Hankins explained that participation in the program is done on a voluntary basis with parental consent required prior to the classes beginning. Twenty students; half male/female from each school are chosen to take part. The classes are taught in seven sessions throughout the school year. Evaluations from students who have

opportunity to share their experiences and concerns with their peers.

Mr. Campbell then presented the revisions that were being recommended to the 2017-18 Student Code of Conduct by the CPSB Discipline Committee. Those



# April 11, 2017

participated have been overwhelmingly positive and has given them an opportunity to share their experiences and concerns with their peers.

Mr. Campbell then presented the revisions that were being recommended to the 2017-18 Student Code of Conduct by the CPSB Discipline Committee. Those revisions included the following: page 2; Important Information, added language to the FERPA notification that more clearly documents our compliance with the law as it pertains to Personally Identifiable Information. Page 9; Access to and Disclosure of Educational Records and Personally Identifiable Information, Added a copy of the CPSB Policy JR-AP which deals with access to and disclosure of Educational records and Personally Identifiable Information in order to be in compliance with state law and to make the information pertaining to PII readily available to parents. Page 16; Dating Violence, Compliance requirement BESE Bulletin 746 p.33 section 1129 adding the required definition of dating violence, dating violence warning signs and instructions for reporting. Page 41; Procedures for Expulsion, on #10 adding the word "school" after 10 so that it will read *within 10 school days of the incident*. Page 42; Hearing by Superintendent or Designee, revising the verbiage in the 3<sup>rd</sup> paragraph to align with CPSB's current procedures for conducting a MDR hearing for a qualified student with a disability. Page 50; Annual Notice Regarding Medicaid Reimbursements, revision includes Nursing Department on Annual Notification as a parent contact for questions pertaining to Medicaid reimbursement not related to an IEP. Page 51; Child Find Notice, Added the ***Child Find Notice*** to the CPSB Student Code of Conduct for compliance purposes. Page 56; Consent Regarding Payment from Medicaid Benefits for Nursing Services, Addition to the Parent Consent form which allows CPSB to seek reimbursement from Medicaid for services we provide to students. The AUP was requested to be placed back into the Code of Conduct but staff wanted to continue encouraging parents to use the online system so the committee did not approve adding it back.

A motion was made by Mr. Tarver and seconded by Mr. Smith to accept the revisions. Questions were fielded by Mr. Campbell and the C&I Staff. The motion was voted on and passed unanimously.

# April 11, 2017

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

The next item on the agenda pertained to the final recommendations made by each Textbook Adoption Committee and Mr. Campbell went through each recommendation separately.

The District's Early Childhood Curriculum; "Develop, Inspire, Grow" (DIG) with Pre-K4 at \$336,890.50 and Head Start at \$87,884.50 for a total cost over five years at \$424,775.00. This will give CPSB a consistent curriculum to use in both Pre-K and Head Start.

A motion was made by Mr. Dellafosse and seconded by Mr. Tarver to accept this recommendation. The motion passed.

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

World Languages were broken down into Spanish I, II, III grades 6-12; Pearson's "Autenico" at a total cost of \$240,076.43 for eight years and French I, II grades 6-12 Houghton Mifflin Harcourt's "Bien dit" at a total cost of \$118,155.01 for eight years. This combined cost of \$358,231.44 also allows for student access to the online textbook and classroom sets for teachers in each subject and grade level.

A motion was made by Mr. Tarver and seconded by Mr. Hardy to accept this recommendation. The motion passed.

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

# April 11, 2017

Having redesigned the Math Essentials Course to serve as a Pre-Algebra class in an effort to allow struggling students an extra year of support in order to prepare them to be more successful in Algebra I, the Math Textbook Adoption Committee recommended Pearson's "*Algebra Readiness*" at \$77,385.00 for Math Essentials and Glencoe's "*Mathematics for Business and Personal Finance*" at \$57,070.65 for Financial Math. The combined cost of \$134,455.65 allows each student access to the online textbook and classroom sets for teachers as well.

A motion was made by Mr. Tarver and seconded by Mr. Dellafosse to accept this recommendation. The motion passed.

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

There being no further business to discuss, Mrs. Ballard requested a motion to adjourn at 6:00 p.m. which was made by Mr. Dellafosse and seconded by Mr. Natali.

Tommy Campbell  
Secretary

**Budget Committee, March 28, 2017**/Mack Dellafosse, *Chair*

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

The Calcasieu Parish School Board Budget/Fiscal Management Committee met at 6:06 p.m., Tuesday, March 28, 2017 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Present: Mack Dellafosse, Chairman, Alvin Smith - Vice Chairman, committee members Annette Ballard, Russell Castille, John Duhon, Glenda Gay, Damon

# April 11, 2017

Hardesty, Fred Hardy, Aaron Natali, Dean Roberts, Eric Tarver, Wayne Williams, and the secretary, Wilfred Bourne. Other Board members present were Billy Breaux and Ron Hayes.

Mr. Dellafosse called the meeting to order.

Mr. Bourne presented the first item on the agenda – 2016-2017 General Fund Budget Revision #2. Budget revision #2 includes Revenues and Other Sources of Funds of \$335,037,087, an increase of \$8,436,219, and Expenditures and Other Uses of Funds of \$341,955,546, an increase of \$17,752,568, over revision #1. Budget revision #2 projects a current deficit of \$6,918,459 resulting in an unassigned fund balance of \$43,510,133 or 12.99% of projected revenues.

On motion by Ms. Ballard, seconded by Mr. Tarver it was recommended that Budget Revision #2 for the 2016-2017 General Fund Budget be approved as presented.

**On behalf of the committee, Mr. Dellafosse offered a motion to approve; a second was not needed. On a vote, the motion carried.**

Next, Mr. Karl Bruchhaus discussed the assignment of assistant principals. There are currently no recommended guidelines for adding an assistant principal. Staff is recommending school administration staffing guidelines based on student numbers (Exhibit A). There may be outliers to the formula that will continue to be necessary based on other criteria, but the student count based guideline should represent the norm. Nelson Elementary is the only school needing an additional assistant principal using the proposed guidelines with 2 student counts in a row with over 750 students. Kennedy Elementary does not have an assistant principal because the principal said there is no need. There are only 2 schools that are overstaffed, based on the proposed formula, and they are Washington-Marion High School and Oak Park Middle. Staff does not recommend eliminating existing school administrative staff but rather overstaffing be handled through attrition.

# **April 11, 2017**

A motion was made by Mr. Roberts, and seconded by Mr. Breaux to approve the administrative staffing guidelines for assistant principals with currently overstaffed schools adjusted through attrition and future additions would be handled by staffing recommended formula of 2 consecutive counts for additions and 5 consecutive counts (official counting periods October 1 and February 1) for reductions.

There was much discussion on the subject.

Mr. Hardy, seconded by Mrs. Gay, made a motion to table the original motion. The motion failed.

The original motion was then voted on and passed.

**On behalf of the committee, Mr. Dellafosse offered a motion to approve; a second was not needed. On a vote, the motion carried.**

The next item presented by Mr. Wayne Foster, Director of Internal Auditing, was information about a study conducted by BESE regarding the frequency and usage of school fees. CPSB does not have a written student fee policy but has adequate controls in place for the accounting and classification of school fees. No motion for action was necessary.

**This item was for information only.**

Next, Mr. Bourne presented Pod Project #10 information in regards to excess revenue certificates issued for \$15,000,000 being financed with Riverboat revenues. Information was presented regarding cost of debt issuance, financing method, pod locations, estimated costs, and annual debt payments. This was for information only and did not require a motion for action.

**This item was for information only.**

# **April 11, 2017**

The last item on the agenda was employee count data. This information will be reported periodically to the board or when requested. The current number of active employees as of March 21, 2017 was 4,901. The active number of employees fluctuates from day to day. This was for information only and did not require a motion for action.

**This item was for information only.**

There being no further business to discuss, on motion by Mr. Hayes and seconded Ms. Ballard the committee adjourned the meeting at 7:37 p.m.

## **TAKE APPROPRIATE ACTION**

Mr. Hayes read the following items:

- A. Approval of Resolution to employ Special Counsel, Plauche, Smith & Nieset and Christopher Ieyoub as Special Counsel for the CPSB Superintendent in connection with the removal proceedings and any subsequent litigation regarding a tenured bus driver

# April 11, 2017

## RESOLUTION TO EMPLOY SPECIAL COUNSEL

**WHEREAS**, La. R.S. 17:493 provides a procedure for removal of permanent bus drivers, and

**WHEREAS**, the Calcasieu Parish School Board Superintendent intends to recommend to the Board that the Board conduct a tenure hearing regarding removal of a bus driver, and

**WHEREAS**, there exists a real necessity for the Calcasieu Parish School Board Superintendent to be represented by special counsel in the prosecution of removal proceedings and any subsequent litigation; and

**WHEREAS**, the Calcasieu Parish School Board desires to approve the retention of the firm of Plauche, Smith & Nieset, and Christopher Ieyoub as special counsel for the Calcasieu Parish School Board Superintendent in connection with the removal proceedings and any subsequent litigation regarding a tenured bus driver.

**NOW, THEREFORE, BE IT RESOLVED**, that subject to approval of the Louisiana Attorney General Plauche, Smith & Nieset, and Christopher Ieyoub are hereby retained as special counsel for the Calcasieu Parish School Board Superintendent in connection with the tenure proceedings involving a Calcasieu Parish School Board tenured bus driver and any subsequent litigation at a rate not to exceed the Attorney General's Fee schedule.

**BE IT FURTHER RESOLVED**, that this Resolution, if retention of special counsel is approved by the Louisiana Attorney General, shall be spread upon the minutes of the School Board and shall be published in its official journal.

Blue card to address the Board:

Kathy Landry, a board member with Louisiana School Bus Drivers' Association

Mr. Breaux made the motion to give the Superintendent the authority to hire legal representation in cases of tenure hearings. There was no second and Mr. Belfour said that it wasn't necessary as there always had to be attorney general approval when special counsel is hired so there would have to be board action. Mr. Breaux did not pursue the motion.

# April 11, 2017

Mr. Dellafosse offered a motion to approve, with a second by Mr. Natali. After much discussion, Mr. Tarver called the question to cease discussion; the motion carried, with one nay vote and one abstention. The original motion carried; there were two nay votes.

## **B. Approval of Principal Fellowship Grant**

**Grant Title:** Principal Fellowship

**Funding Authority:** Louisiana Department of Education

**Person Applying for Grant:** Margaret Goode, Grants Supervisor

**Grant Amount:** \$57,300

**Grant Period:** July 1, 2017 – September 30, 2018

**Purpose:** The Department of Education seeks to empower principals as they support teacher learning. Principals are the leaders of instructional change in schools. The most important work they lead instructionally is to:

Set goals and direction for the school with a focus on academic improvement.

Implement structures and processes for the team (teachers, supervisors, and school leaders) designed to improve instruction through skill development and a focus on constant improvement.

Evaluate and provide feedback to all teachers.

This program supports individual principals in building their instructional leadership skills through a cohort collaboration training with professional development from the National Institute of School Leadership (NISL). This program also trains trainers who will be certified by the NISL to train other principals. The funding is for registration fees for one year of NISL training.

Six principals and one facilitator participated in Cohort 1; all of them recommended continued participation to build leadership skills across the district, citing individual benefits for themselves as leaders and for their schools.

Six principals and/or aspiring principals along with one district-level facilitator participated in Cohort 2, and two principals from Cohort 1 elected to be certified as facilitators with additional coursework.

Six additional school leaders (five principals and one assistant principal) will participate in Cohort 3, and two principals from Cohort 1 will be certified as facilitators with additional coursework.



# **April 11, 2017**

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

**B. Approval of Teacher & School Leader Incentive Program for Washington-Marion High School Feeder Cohort**

Questions were answered by Margaret Goode, Grants Consultant. Mrs. Goode also stated that Combre-Fondel Elementary School would be included.

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

# April 11, 2017

To: Teacher and School Leader Incentive Review Team  
Office of Innovation and Improvement, USDOE, Washington, D.C.

From: The Alignment Principals and Carolyn Thomas-Clark, Facilitator, Calcasieu Parish School Board

Date: March 20, 2017

RE: Support for Partnership with NIET/TAP


We, the Principals and chief instructional leaders of the Instructional Alignment Team are writing this letter to express our sincere support of the Aligning Collaborations for Effectiveness (ACE) grant. The schools targeted in this grant are all members of an alignment group of 6 (six) feeder schools. It includes Washington Marion High (9-12), RD Molo Middle (6-8), Ralph Wilson Elementary (3-5), Combre-Fondel Elementary (3-5), JD Clifton Elementary (K-2), and JJ Johnson Elementary (K- 2 ). The principals and leadership teams of this alignment group are working together to build continuity and alignment in school culture, professional development, and standards-based instruction across the community of schools. We believe the partnership with the National Institute for Excellence in Teaching and The System for Teacher and Student Advancement (NIET/TAP) will provide the direction and guidance our schools need.

We have traditionally faced the significant challenge of attracting and retaining quality educators. This has been the catalyst to other pervasive struggles such as the lack of teaching experience, content knowledge, and perseverance. The ability to create and maintain effective school and classroom environments that foster the understanding of others, and demonstrating student self-discipline is often a significant barrier as well. We believe this partnership will help support our teachers and leaders as they progressively gain the knowledge and skills needed to teach the curriculum well to the students in our schools. The NIET/TAP partnership will also provide a more comprehensive evaluation and continuous refinement cycle which will assist school leaders in addressing the ongoing need for meaningful professional development and academic coaching in support of academic plans.

We are pleased to communicate our commitment to this grant. We see this as a great opportunity to ensure instruction that reflects high standards for all students with an unrelenting focus on results. To ensure a standards based and aligned curriculum for all students, we need informed instructional leadership teams and classroom teachers who are highly skilled and committed to this as well.


# April 11, 2017

Sincerely,

  
Mrs. Jacqueline Shelton  
Principal, Washington Marion High

  
Mrs. Mildred Smith  
Principal, Combre-Fondel Elementary

  
Mrs. Pamela Bell  
Principal, JD Clifton Elementary

  
Ms. Carolyn Thomas-Clark  
Facilitator, Alignment Group

  
Mrs. Shonna Anderson  
Principal, Molo Middle School

  
Ms. Debora Garrick  
Principal, Ralph Wilson Elementary

  
Ms. Anya Miller  
Principal, JJ Johnson Elementary

## **BID REPORTS**

Mr. Hayes read the following item:

A. Classroom Pods/Phase X/Riverboat Funds

Bid Opening April 11, 2017

Classroom Pods/Phase X/Riverboat Funds/Bid #2017-05PC/Designer: C.R. Fugatt, AIA

Gunter Construction, Inc.	Base Bid \$12,890,000.00	Alt.1	\$1,031,653.00
Pat Williams Construction, Inc.	Base Bid \$12,988,000.00	Alt.1	\$ 937,000.00
Miller & Assoc. Dev. Co.	Base Bid \$12,600,000.00	Alt. 1	\$ 895,000.00
Alfred Palma, Inc.	Base Bid \$13,175,000.00	Alt. 1	\$ 908,000.00

# April 11, 2017

<u>Carlton Construction, Inc.</u>	<u>NO BID</u>	
<u>Trah Construction</u>	<u>Base Bid \$13,195,000.00</u>	<u>Alt. 1 \$1,435,000.00</u>
<u>Central Auction House</u>	<u>NO BID</u>	

The Committee recommends award of the contract to Miller & Assoc. Dev. Co., Inc. Base Bid and Alternate #1 in the amount of \$13,495,000.00 as the lowest qualified bidder Meeting specifications. *Description of Alternate #1: (ADD) College Street T&I for the lump sum of \$895,000 dollars.*

Mr. Hardy asked for a report on how much was spent in each district on pods.

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

**B.Bid #2017-01 Janitorial Supplies/General Funds**

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

# April 11, 2017

**BID REPORTS:**

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

**BID 2017-01 – JANITORIAL SUPPLIES** was opened on March 22, 2017 @ 10:00 a.m.

**BIDS WERE SENT TO THE FOLLOWING:**

A+ CHEMICAL CO  
DIXIE PAPER CO  
ECONOMINICAL JANITORIAL  
SCHNEIDER PAPER CO  
SOUTHWEST BAR NEEDS  
UNIPAK

**BID RESULTS AS FOLLOWS:**

A+ CHEMICAL	\$ 89,858.70
ECONOMICAL	\$ 78,894.72
GENESIS	\$ 1,225.44
INTERBORO	\$ 13,678.40
LAKE CITY SUPPLY	\$ <u>800.00</u>
TOTAL	\$184,457.26

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

C.Bid #2017-07 Copy Paper/General Funds

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

# April 11, 2017

**BID 2017-07 – COPY PAPER was opened on March 17, 2017 @ 10:00 a.m.**

**BIDS WERE SENT TO THE FOLLOWING:**

**CONTRACT PAPER GROUP  
ECONOMICAL JANITORIAL  
SAMS CLUB  
STAPLES  
UNISOURCE  
WB MASON**

**BID RESULTS AS FOLLOWS:**

	<u><b>8-1/2 X 11</b></u>	<u><b>8-1/2 X 14</b></u>
<b>CONTRACT PAPER GROUP</b>	<b>\$22.74</b>	<b>\$38.78</b>
<b>ECONOMICAL JANITORIAL</b>	<b>\$22.10</b>	<b>\$30.63</b>
<b>INT'L BINDING</b>	<b>\$21.27</b>	<b>\$36.07</b>
<b>LIBERTY</b>	<b>\$22.21</b>	<b>NB</b>
<b>QUILL</b>	<b>\$22.97</b>	<b>\$34.99</b>
<b>R&amp;R</b>	<b>\$22.85</b>	<b>NB</b>
<b>UNISOURCE (VERTIV)</b>	<b>* \$23.40</b>	<b>* \$31.80</b>
<b>WB MASON</b>	<b>\$22.12</b>	<b>\$31.20</b>

- **Unisource claiming 10% Louisiana Preference.**

**The staff recommends awarding to Unisource (Vertiv) as the lowest responsible responsive bidder in the amount of approximately \$374,418.00.**

**D. Bid #2017-14 Pest Control Services/General Funds**

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

# April 11, 2017

**BID 2017-14 – PEST CONTROL SERVICES was opened on March 15, 2017 @ 10:00 a.m.**

**BIDS WERE SENT TO THE FOLLOWING:**

**ACCU PEST CONTROL  
AK AFFORDABLE PEST  
ARROW TERMITE & PEST  
DEC'S PEST  
EXTERMATRIM  
J&J EXTERMINATING**

**BID RESULTS AS FOLLOWS:**

<b>AK AFFORDABLE PEST</b>	<b>\$ 55,000.00</b>
<b>ARROW TERMITE &amp; PEST</b>	<b>\$213,300.00</b>
<b>DEC'S PEST</b>	<b>\$ 59,505.60</b>

**THE STAFF RECOMMENDS AWARDOING TO AK AFFORDABLE PEST AS THE MOST RESPONSIBLE RESPONSIVE BIDDER.**

## **PERMISSION TO ADVERTISE**

Mr. Hayes read the following item:

**A. DeQuincy High School/New Pressbox/Riverboat Funds**

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

## **CONDOLENCE/RECOGNITION**

Mr. Hayes stated that he was appointing an evaluation committee for the annual superintendent evaluation. Those agreeing to be on the committee: Annette Ballard, John Duhon, Damon Hardesty, Ron Hayes, and Mack Dellafosse, Chair. The committee would work together to create evaluation objectives and the recommendation of an evaluation form to be presented to the full board. Evaluation objectives would be created by this committee and then recommend to the full Board in an evaluation form which would be presented no later than the meeting of August 8, 2017, with the adoption of the evaluation

**April 11, 2017**

protocol on the September 12, 2017, agenda. The formal evaluation would take place at the November 14, 2017, meeting.

Mrs. Ballard thanked PIO Holly Holland regarding the recent Partner in Education breakfast. She asked for a letter of condolence to the family of Mr. Harry Cormier.

Mr. Hardy asked for a letter of condolence to the family of Mrs. Gloria Smith. He asked that the new American Press education reporter, Lisa Addison, do more stories on board member issues.

Mr. Bruchhaus said that Mr. Guidry had called and asked for condolence letters to the following:

The family of Mrs. Bernice Landry  
The family of Mrs. Florence Clements

Mr. Bruchhaus also mentioned condolences to Donald Victorian at the loss of his mother.

**SCHEDULE COMMITTEES**

A&P Committee..... April 25, 2017, 5:00 p.m.  
Budget Committee.....May 23, 2017, 5:00 p.m.

**ADJOURN MEETING**

On a motion to adjourn by Mr. Dellafosse and a second by Mr. Hardy, the meeting was adjourned at 7:15 p.m.



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Ron Hayes, President



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Karl Bruchhaus, Secretary



## ITEM 5.A

### 1000 + AR points for 2016-2017

Isaac Jimney – Dolby

Han Giakonoski – Nelson

Michael Guynes – Iowa Middle

Parker Manns – TS Cooley

# Item 5. B

## Students of the Year 2016-2017

### Elementary Division

#### Winner

Samuel Patterson- Dolby Elementary School

#### Runner Up

Isabella Burke- Vinton Elementary School

### Middle School Division

#### Winner

Ivan Appleton - F.K .White Middle School

#### Runner Up

Erin Hidalgo - W.W. Lewis Middle School

### High School Division

#### Winner

Tyler Welch- Barbe High School

#### Runner Up

Alyssa Foreman- Sam Houston High School

## Item 5. C

# Teachers of the Year 2016-2017

- Kisha Guillory – Gillis Elementary School
- Brandi Felice – Westwood Elementary School
- Amanda Boudreaux – W.W. Lewis Middle School
- Rebecca White – Barbe High School

## Item 5. D

# Principals of the Year 2016-2017

- Carmen Lopez – LeBleu Settlement Elementary School
- Saberly O'Quain – Maplewood Middle School
- Shannon Foolkes – Sam Houston High School

## Item 5. E

### Counselors of the Year 2016-2017

- Tamara Keys, Brentwood Elementary – Elementary Counselor of the Year and Overall Calcasieu Parish Counselor of the Year
- Lee Richard, W.W. Lewis Middle School – Middle School Counselor of the Year
- Lakitria Johnson, DeQuincy High School – High School Counselor of the Year

## **ITEM 9.A**

### **Calcasieu Parish School Board Administration and Personnel Committee Minutes April 25, 2017**

The Calcasieu Parish School Board Administration and Personnel Committee met Tuesday, April 25, 2017 in the Board room at 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Present: Eric Tarver, Chair, Committee members, Annette Ballard, John Duhon, Glenda Gay, Damon Hardesty, Fred Hardy, Dean Roberts, Alvin Smith, Wayne Williams and Shannon LaFargue, Secretary. Other Board Members present Mack Dellafosse, Ron Hayes, and Aaron Natali.

Absent: Chad Guidry

Mr. Tarver called the meeting to order. Dr. LaFargue discussed Hiring criteria – Background Checks.

The board has recently expressed an interest in revisiting the hiring criteria related to felonies. CPSB currently does not hire anyone with a felony on their background check. In researching this topic, staff has discovered that there are vendors who will grade the felony according to criteria established by the district. The grade may take into account such items as the type of felony, how long ago the felony was committed, and the honesty of the applicant in revealing the felony on the application. Staff is asking if the board would like more research on this item and bring the item back to committee or no further discussion.

On a motion by Mr. Hardy and seconded by Mr. Dellafosse, it was recommended for staff to do more research and bring it back to the committee. The motion failed.

Next, Dr. LaFargue introduced School Food Services Director, Jacqueline Richard, to discuss School Food Services Updates. This was for information purposes only and did not require a motion. She discussed the progress that the department is making thus far, such as, the Smoothie King partnership, fresh fruit program, taste testing, menu upgrades, and higher quality ingredients and products. She also discussed plans for next school year which include prepackaged salads and sandwiches, grab-n-go options, and menu changes.

Next, Dr. LaFargue discussed School Food Service – Merging two positions (SFS clerk and Warehouse Driver for SFS) to create a Head Chef Position.

Two positions that were recently vacated were examined versus the overall needs of SFS and Warehouse delivery for SFS. The Warehouse Department and SFS both

**Calcasieu Parish School Board  
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Two positions that were recently vacated were examined versus the overall needs of SFS and Warehouse delivery for SFS. The Warehouse Department and SFS both

agree that the vacant positions respectively would be better served by merging them into one, thus creating the skillset needed to advance the ambitious goals of the SFS Department.

School Food Services Director, Jacqueline Richard, presented the request for a Head Chef position. Mrs. Richard discussed how a chef could be vital in improving the quality of the meals, presentation of our food, and improve the culinary skills of all of our staff.

On a motion by Mrs. Ballard and seconded by Mr. Duhon, it was approved to add a Head Chef Position.

Next, Dr. LaFargue discussed Social Media Policy – Request for board input and discussion.

Like students, employees benefit from the tremendous advantages of social media, but also like students, employees must be cognizant of the many pitfalls that social media may produce, thus harming the district-employee relationship. Staff feels it is the responsibility of CPSB to develop and educate our workforce by establishing standards and expectations to be adopted into policy.

On a motion by Mr. Dellafosse and seconded by Mr. Duhon, it was recommended to form a committee to conduct more research on the topic of social media policy and bring back to the Board at a later time.

Vicki Johnson, CAE representative, spoke on a Blue Card.

Agenda Item #5 was removed from the agenda.

Next, Superintendent Bruchhaus discussed a policy revision for CPSB Policy GBRIB – Personal Leave and Absences. Mr. Bruchhaus recommended adding the following language to a new section titled “Health Insurance Coverage”.

Employees who are absent from work for more than twelve consecutive months including but not limited to leave provided in this policy, policies EGAA and GBRK, except as otherwise provided in the School Board’s health insurance benefit plan for certain employees who are absent while on active duty military service or who are receiving total and permanent disability benefits under the workers’ compensation laws of Louisiana, are not eligible to continue health insurance coverage except pursuant to the COBRA provisions of the plan. The foregoing provision is applicable to absences from work whether paid leave, unpaid leave, or otherwise.

On a motion by Mr. Hayes and seconded by Mrs. Ballard, it was recommended to add the language “discontinue health insurance coverage for an employee who is absent for twelve consecutive months”.



Next, Superintendent Bruchhaus stated that he did not want to address the suggested revision to policy GBRIB related to "Certification of Absences" at this time.

Kathy Landry spoke on a Blue Card.

Dr. LaFargue then presented revision to Policy JD-R-(Zero Tolerance) to include language noting the cost of the cash bond of up to \$250 and up to \$500 in the body of the section titled "Program Provisions".

## JD-R - Zero Tolerance Language updated

FILE: JD-R  
Cf: [JD](#), [JDD](#), [JDE](#)  
Cf: [JDE](#), [JD-R-AP](#)

### **VIOLENCE PREVENTION PROGRAM ZERO TOLERANCE**

The Calcasieu Parish School Board, in implementing the Violence Prevention Program, requires that student aggressors be arrested by law enforcement officers when school officials determine that a fight has occurred on campus, at extra-curricular activities, on school buses, and at school bus stops.

The Violence Prevention Program shall be preventive in nature, and is intended to ensure that schools will be a safe haven for all students. Parents can be assured that every precaution will be taken to keep their children safe, and to prevent violent acts from occurring at our schools.

#### **PROGRAM PROVISIONS**

Students involved in a fight that has occurred on campus, at extracurricular activities, on school buses, or at school bus stops shall be taken into custody or arrested and a cash bond of [up to](#) \$250 shall be required to release the student from custody. Upon the 2nd offense in the same school year parents will be required to post a cash bond of [up to](#) \$500. Students shall also be required to attend conflict resolution sessions.

Some cases may be accepted by the District Attorney's Office for referral to court. Students may be suspended and/or expelled from school. Students involved in some cases may be ordered to perform community service and subject to any other orders deemed appropriate by the court.

Revised: September, 1997

Revised: October, 2003

Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:223](#), [17:416](#), [17:416.1](#)  
Board minutes, [6-4-96](#), [8-5-97](#), [7-22-03](#), [8-5-03](#)  
Calcasieu Parish School Board

Next, Dr. LaFargue presented Policy update JD-R-AP (Zero Tolerance Procedures) regarding changes to Administrative Procedures related to this policy.

## JD-R-AP – Zero Tolerance Procedures updated

**CALCASIEU PARISH SCHOOLS**  
**ADMINISTRATIVE PROCEDURES**  
**2013**

Date Issued: 7-22-

Subject: Zero Tolerance Checklist

1. Administer first aid for injuries/contact parents of injured student(s).
2. Investigate incident – have students that were actively involved in the incident complete a written statement.
3. Investigate thoroughly by seeking any witnesses to the aggression – have each witness complete a written statement.
4. Determine aggressor(s). Self-defense is defined as “the use of reasonable force when apparently necessary to prevent a forcible offense against a student or against property lawfully in a student’s possession”.
5. Complete the Fight Investigation Form, Pickup Affidavit Form and an Office Discipline Referral Form.
6. Fax the paperwork to the judge. Paperwork should include all witness statements and any other information deemed important. (Special disabilities, etc) Your coversheet should include the school name, school phone number and school fax.
7. After receiving the judge’s order, contact law enforcement.
8. Provide law enforcement with the judge’s order.
9. Make every effort to contact parent(s)/guardian(s). Call every number on the student’s emergency record if necessary.
10. Document all attempts to contact parent(s)/guardian(s).
11. If unsuccessful in reaching parent(s)/guardian(s), fax documentation of call attempts along with parent/guardian contact numbers to the M.A.R.C. (Multi-Agency Resource Center).
12. Make verbal contact with M.A.R.C. to verify receipt of fax that informs them that the parent(s)/guardian(s) have not been contacted.
13. If a student has special disabilities (such as autism/asperger) that may trigger an episode, contact the parent instead of law enforcement.
14. Provide the parent with the judge’s order.
15. If this is the student’s first offense, schedule the student into the site-based conflict resolution class.

16. [After completing the class, fax form indicating the students who have completed the class to M.A.R.C.](#)
17. [If this is the student's second offense in the current school year, the student may be recommended for alternative placement.](#)
18. [Second offense students and their parents will be required to attend conflict resolution classes at the Career Center.](#)
19. [No students will be transported by CPSO after 2:00 pm.](#)
20. [No students will be transported by CPSO on Fridays.](#)

Dr. LaFargue then presented Policy update DFAA (Drug Policy for Student Athletes) regarding changes to LHSAA requirements and procedures related to this policy.

## DFAA – Drug Policy for Student Athletes – updated LHSAA requirements

### **CALCASIEU PARISH SCHOOLS ADMINISTRATIVE PROCEDURES**

The LHSAA has included drug testing in its eligibility requirements for member schools. The policy stated below meets the requirements for eligibility rule 1.17 in the LHSAA handbook.

#### **I. School responsibilities**

A. Maintain an active file which includes the following properly signed documents:

1. LHSAA Substance Abuse/Misuse Contract and Consent Form
2. [School Drug Policy for Student Athletes](#)

B. Provide an accurate roster of all athletes for each sport upon request Central Office

1. Rosters shall include student I.D. numbers only (no names)
2. [School shall maintain a roster which includes both names and I.D. numbers](#)

C. Must ensure that all student athletes who have been randomly identified are tested.

#### **II. Student/Parent Responsibilities**

A. Student and parent must sign the LHSAA Substance Abuse/Misuse Contract and Consent Form

B. [Student must sign the School Drug Policy for Student Athletes](#)

#### **III. Testing Agency**

A. Must be state certified

B. Responsible for random selection of athletes to be tested

#### **IV. Student Selection**

- A. All student athletes in all sports are subject to testing throughout the school year
- B. At least ten percent of the athletes shall be tested each testing session
- C. Primary testing sessions will occur during the fall, winter, and spring
- D. Secondary testing may be conducted at the discretion of the school

V. Test Results

- A. Negative results require no further action
- B. First Positive Test
  - 1. Immediate conference with student athlete, parent, school Administrator and coach shall be conducted
  - 2. Student athlete becomes ineligible upon notification of the school of a positive  
  
test, for the remainder of the sport season
  - 3. Parents may request further verification of positive results
    - a. Parent is responsible for expenses incurred
    - b. Verification shall be conducted from the original sample and from the designated agency only
    - c. Verification must be accomplished within five working days
  - 4. If verification results in a negative test, student regains eligibility immediately
  - 5. If verification confirms the positive results, the student remains **Ineligible** for the remainder of that sport season including any post season games and/or activities.
  - 6. Counseling shall be offered to all students who test positively – school will provide a resource list
    - a. A minimum of 6 verified hours of Drug-Counseling is required from an accredited agency and/or counselor for those student athletes who wish to regain eligibility
    - b. The required 6 hours of counseling must be completed prior to additional drug testing – with a maximum of 2 counseling hours completed per week.
    - c. Regaining Eligibility
      - 1. After completion of the required counseling, the student must test negatively to regain eligibility for another sport and wait until the sport season in which the student tested positive has ended (including any post-season games).
      - a. Student cannot regain eligibility for original sport season for which he tested positive.
      - b. Student cannot start participating in another sport including practicing and/or participating in any team activities until the sport season for which the student tested positive has ended.
      - 2. A school coach/faculty member will be required to accompany the athlete to a certified drug testing agency to verify the appropriate process has been followed – all expenses acquired will be the responsibility of the athlete's guardian.
      - 3. Eligibility is regained immediately upon notification to the school by Central Office or certified drug testing agency of a negative test result by the student athlete in question and verification of the completed 6 hour of Drug Counseling Form.



D. Second Positive Test

1. Same as B.1
2. Same as B.2 except student athlete becomes ineligible for remainder of the school year.
3. Same as B.3
4. Same as B.4
5. Same as B.5
6. Same as B.6

E. Third Positive Test

1. Same as B.1
2. Same as B.2 except student becomes ineligible for the remainder of his high school career
3. Same as B.3
4. Same as B.4
5. Same as B.5
6. Counseling will be offered

As an LHSAA Athlete, I agree to abide by the Drug Policy for Student Athletes stated above. Parent has received a copy of LHSAA and CPSS Drug Policy.

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Parent/Guardian (Printed Name) \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian (Signature) \_\_\_\_\_

---

Student Athlete (Printed Name) \_\_\_\_\_ Date \_\_\_\_\_

---

Student Athlete (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Then Dr. LaFargue presented Policy update JDD-AP (Suspensions) regarding changes to Administrative Procedures that are now aligned with the Student Code of Conduct.

## JDD-AP –Suspensions/Now aligned with the code of conduct

**CALCASIEU PARISH SCHOOLS  
ADMINISTRATIVE PROCEDURES**

**DATE ISSUED: 7-25-**

**2013**

**SUBJECT: SUSPENSIONS**

Should a principal find it necessary to suspend a student, the suspension shall be made in accordance with state and local board policies. For administrative purposes, please refer to the Student Code of Conduct for an outline of infractions and appropriate corrective strategies.

All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion.

1. The school must conduct a student conference and school-level investigation.
2. Prior to any suspension or recommendation for expulsion, the principal or designee must inform the student of the "particular" misconduct of which he/she is accused and the basis for the accusation. \*
3. Prior to any suspension or recommendation for expulsion, the principal or designee must give the student an opportunity to present his/her version of the incident. The principal or designee may call witnesses requested by the student. The principal or designee shall make a reasonable effort to reach a fair determination of the incident before making any disposition. \*
4. The school must contact the parent/guardian by telephone or send a certified letter giving notice of the suspension, the reason for the suspension, and the date and time of a conference to be conducted within 5 days with the principal or his/her designee required for the readmission of the student.\*
5. If the parent/guardian fails to attend the required conference within 5 days of the mailing of the certified letter or other contact with the parent/guardian, the truancy laws shall become effective.
6. The school must give the parent/guardian notice in writing of the suspension and the reason for the suspension.\*
7. **THE STUDENT SHALL REMAIN IN SCHOOL UNTIL THE END OF THE SCHOOL DAY UNLESS RELEASED INTO THE CARE OF A PARENT/GUARDIAN. NO STUDENT SHOULD BE SENT HOME WITHOUT PROPER DOCUMENTATION OF THE PARTICULAR MISCONDUCT AND REASON FOR SUSPENSION.**
8. Any parent/guardian of a suspended student shall have the right to appeal a suspension to the Superintendent or to a designee of the Superintendent. The decision of the Superintendent is final.
9. The school must hold a school-level conference conducted within a reasonable time.

All students have the right to fair and reasonable treatment during disciplinary proceedings.

The suspension of a student from school shall be documented by the school principal or designee in the student information system.

Upon receipt of a third suspension form for a single student, the Office of Child Welfare and Attendance shall notify the parent in writing of the suspensions to date and inform the parent/guardian that upon the fourth suspension the student shall be recommended for expulsion or alternative placement by the school principal. Copies of this due process letter shall be sent to the principal and to the appropriate assistant superintendent.

Next, Dr. LaFargue presented Policy update JDE-AP (Expulsions) regarding changes to Administrative Procedures that are aligned with the student code of conduct.

## JDE-AP –Expulsions/Now aligned with the code of conduct

**CALCASIEU PARISH SCHOOLS  
ADMINISTRATIVE PROCEDURES  
25-2013**

**DATE ISSUED: 7-**

### **SUBJECT: Recommendation for Expulsions/Alternative Placements**

A principal can recommend a student for expulsion/alternative placement. If a principal recommends a student for expulsion/alternative placement the student will then be suspended pending a hearing. The student will have an expulsion/alternative placement hearing, in which a hearing officer working for the district will determine if the recommendation is upheld, denied, or modified. The due process procedures for recommendations for expulsion/alternative placement and hearings are as follows:

1. The school must conduct a student conference and school-level investigation.
2. Prior to any suspension or recommendation for expulsion, the principal or designee must inform the student of the "particular" misconduct of which he/she is accused and the basis for the accusation.
3. Prior to any suspension or recommendation for expulsion, the principal or designee must give the student an opportunity to present his/her version of the incident. The principal or designee may call witnesses requested by the student. The principal or designee shall make a reasonable effort to reach a fair determination of the incident before making any disposition.
4. The school must hold a school-level conference conducted within a reasonable time.
5. A recommendation for expulsion/alternative placement is made by principal in writing to the Superintendent or designee. The student will be suspended pending hearing. Procedures for suspensions will be followed. Copies of all previous suspensions for the school year and any supporting documentation shall accompany the recommendation letter. A copy of the letter shall be forwarded to the Office of Child Welfare and Attendance.
6. The school must contact the parent/guardian by telephone or send a certified letter giving notice of the recommendation, the reason for the recommendation, and the date and time of a hearing to determine whether the student will be expelled or assigned an alternative placement.
7. The school must give the parent/guardian notice in writing of the recommendation and the reason behind the recommendation.
8. If the parent/guardian fails to attend the required conference within 5 days of the mailing of the certified letter or other contact with the parent/guardian, the truancy laws shall become effective.



9. THE STUDENT SHALL REMAIN IN SCHOOL UNTIL THE END OF THE SCHOOL DAY UNLESS RELEASED INTO THE CARE OF A PARENT/GUARDIAN. NO STUDENT SHOULD BE SENT HOME WITHOUT PROPER DOCUMENTATION OF THE PARTICULAR MISCONDUCT AND REASON FOR RECOMMENDATION.
10. A hearing is conducted by the Superintendent or designee within 10 school days of the incident. At the hearing the principal or teachers concerned may be represented by any other person appointed by the Superintendent. At the hearing, the student needs to be in attendance and may be represented by any person of his/her choice.
11. Superintendent or designee will make a determination of whether to expel, assign an alternative placement or other corrective or disciplinary action shall be taken.
12. The parent/guardian of the student, within five days after the decision to expel or assign the student to alternative placement has been rendered, may request the district to review the findings. Otherwise, the decision of the Superintendent or his designee shall be final.
13. The district, in reviewing the case, may affirm, modify, or reverse the action previously taken.
14. The parent/guardian of the student may, within five (5) days after the decision is rendered, request in writing that the School Board review the decision of the Superintendent or his/her designee at a time set by the School Board; otherwise, the decision of the Superintendent shall be final. After reviewing the decision of the Superintendent or his/her designee, the School Board may affirm, modify, or reverse the action previously taken.
15. If the district upholds the decision of the Superintendent, the parent/guardian may within 10 days, appeal to the district court for the parish in which the student's school is located.

On a motion by Ms. Ballard, and seconded by Mr. Duhon, it was recommended to approve changes for the following policies: **JD-R – Zero Tolerance, JD-R-AP – Zero Tolerance Procedures, IDFAA – Drug Policy for Student Athletes-updated LHSAA requirements, JDD-AP – Administrative Procedures for Suspensions, JDE-AP – Administrative Procedures for Expulsions** as presented.

For the final item, Mr. Campbell discussed a recommended Turnaround School Principal position. Mr. Campbell recommended that the board approve the position of Turnaround Principal. The position includes an increase in pay with the opportunity for performance incentive pay. Mr. Campbell discussed the criteria to be eligible for the position as well as the condition that the position will only be available for “persistently struggling” schools when a principal position becomes available at one of these schools. There are two types of Turnaround Principal positions, Level I and Level II. A Level I Principal is a current “Highly Effective” principal who will earn a \$10,000 yearly supplement and may earn up to \$5,000 of individual performance targets. A Level II Turnaround Principal would be defined as any current Assistant Principal who exhibits the competencies of a Transformational Leader. The Level II principal would earn a \$5,000 per year supplement for choosing to work in a “persistently struggling” school and have the opportunity to earn \$10,000 in individual performance targets.



On a motion by Mrs. Ballard, and seconded by Mr. Hardy, it was recommended to accept the Turnaround School Principal Position.

## Turnaround School – Principal Position

### McREL Leadership Responsibilities

<b>Responsibilities</b>	<i>The extent to which the principal ...</i>
1. Affirmation	recognizes and celebrates school accomplishments and acknowledges failures
2. Change agent	is willing to and actively challenges the status quo
3. Communication	establishes strong lines of communication with teachers and among students
4. Contingent reward	recognizes and rewards individual accomplishments
5. Culture	fosters shared beliefs and a sense of community and cooperation
6. Discipline	protects teachers from issues and influences that would detract from their teaching time and focus
7. Flexibility	adapts his or her leadership behavior to the needs of the current situation and is comfortable with dissent
8. Focus	establishes clear goals and keeps those goals in the forefront of the school's attention
9. Ideals and beliefs	communicates and operates from strong ideals and beliefs about schooling
10. Input	involves teachers in the design and implementation of important decisions and policies
11. Intellectual stimulation	ensures that faculty and staff are aware of the most current theories and practices, and makes the discussion of these a regular aspect of the school's culture
12. Involvement with Curriculum, Instruction and Assessment (CIA)	is directly involved in the design and implementation of curriculum, instruction and assessment processes
13. Knowledge of CIA	is knowledgeable about current curriculum, instruction and assessment processes
14. Monitor/evaluate	monitors the effectiveness of school practices and their impact on student learning
15. Optimizer	inspires and leads new and challenging innovations

16. Order	establishes a set of standard operating procedures and routines
17. Outreach	is an advocate and spokesperson for the school to all stakeholders
18. Relationships	demonstrates an awareness of the personal aspects of teachers and staff
19. Resources	provides teachers with materials and professional development necessary for the successful execution of their jobs
20. Situational awareness	is aware of the details and undercurrents in the running of the school and uses this information to address current and potential problems
21. Visibility	has quality contact and interaction with teachers and students

### **Review of the Literature**

- There is a growing body of evidence that school leadership has an impact on student outcomes second only to the influence of teachers in the classroom (Hattie, 2003; Leithwood et al, 2006; Tooley, 2009; Day et al, 2009; New Leaders for New Schools, 2009; Day et al, 2010; Barber et al, 2010).
- A recent RAND Corporation report found that nearly 60% of a school's impact on student achievement is attributable to leadership and teacher effectiveness, with principals accounting for 25% of a school's total impact on achievement. Furthermore, the report found that while effective teachers have a profound effect on student outcomes, this effect soon fades when the student moves on to another teacher, unless the new teacher is equally effective. In order for students to have high-quality learning every year, whole schools must be high functioning, and this means they must be led by effective principals. (New Leaders for New Schools, 2009)
- A research paper written by Leithwood and colleagues (2006) concludes, 'as far as we are aware, there is not a single documented case of a school successfully turning around its pupil achievement trajectory in the absence of talented leadership.
- Leadership is second only to classroom instruction among all school-related factors that contribute to what students learn at school. The total (direct and indirect) effects of leadership on student learning account for about a quarter of total school effects.

Leadership effects are usually largest where and when they are needed most. Especially when we think of leaders in formal administrative roles, the greater the challenge the greater the impact of their actions on learning. While the evidence shows small but significant effects of leadership actions on student learning across the spectrum of schools, existing research also shows that demonstrated effects of successful leadership

are considerably greater in schools that are in more difficult circumstances. Indeed, there are virtually no documented instances of troubled schools being turned around without intervention by a powerful leader. Many other factors may contribute to such turnarounds, but leadership is the catalyst. (How leadership Influences Student Learning,

Kenneth Leithwood, Karen Seashore Louis, Stephen Anderson and Kyla Wahlstrom)

- Educational research shows that most school variables considered separately, have at best small effects on learning. The real payoff comes when individual variables combine to reach critical mass. Creating the conditions under which that can occur is the job of the principal. (Wallace Foundation, 2011, p.2)
- Leadership is second only to classroom instruction as an influence on student learning. To date we have not found a single case of a school improving its student achievement record in the absence of a strong leader. Leadership's effects are usually largest where and when they are needed most. Six years of research have shown us that the demonstrated effects of successful leadership are considerably greater in schools that are in more difficult circumstances. (Lewis, Leithwood, Wahlstrom, and Anderson 2010, p.9)
- Good principals attract, support, and retain a high-quality teaching staff. Pick the right school leader and great teachers will come and stay. Pick the wrong one and, over time, good teachers leave, mediocre ones stay, and the school gradually (or not so gradually) declines. Reversing the impact of a poor principal can take years. (Cerf, as cited in Mitgang, 2008, p. 3)
- In response to a study conducted in South Carolina, more than one-quarter of the teachers identified leadership as the "most crucial working condition in making their decisions about whether to stay in a school," and this factor was "significantly predictive of teacher retention" (Center for Comprehensive School Reform and Improvement, 2007, p. 2).
- Maryland teachers emphasized the importance of school leadership on teaching retention:  
School leadership was the most important condition affecting teachers' willingness to remain teaching at their school. Teachers who indicated that they plan to remain teaching in their school were twice as likely to agree they work in trusting and supportive environments. (Hirsch, Sioberg, & Germuth, 2010, p. vii)

- Finally, a study of principals in high-need districts characterized most of those principals as falling into one of two categories—“transformers” or “copers.” The “transformers” [the more effective principals] had an explicit vision of what their school might be like and brought a “can-do” attitude to their job.... [They] focused intently on creating a culture in which each child can learn. Giving up is not an option. In contrast, the copers were “typically struggling to avoid being overwhelmed.” (Johnson et al., 2008, p. 3)
- What Stands in the Way of effective School Leadership? It is important to celebrate the principalship and talk about the positive impact that effective principals have on their schools. But the broader view of celebrating the principalship should include recognizing that every school—and every student—deserves such a principal. Johnson (2005)
- The new understanding of the principal’s impact on learning should motivate all policymakers and others with a stake in student learning to advocate for effective, ongoing principal development. Everyone shares a common aspiration for all students to attend high-quality schools. Yet, as the research definitively illustrates, that goal will remain out of reach without a similar commitment to high-quality principal leadership. The bottom line is that investments in good principals are a particularly cost-effective way to improve teaching and learning. (devita, 2010, p. 3–4)

### **Turnaround Principal Position**

Staff recommends adding two additional supplements to the CPSB Principal’s salary schedules for the following two positions:

1. A **“Level I Turnaround Principal”** would be defined as any current sitting principal who has a proven record of Transformational Leadership with documented successes in student growth, teacher development, and positive school culture that transfers to a “Persistently Struggling School”.

Qualified Level I Turnaround Principals must have:

- Highly Effective Compass Evaluations in each of the past two school years.
- A record of sustained student and school growth over their time as principal.
- A rating of 3.5 or above on the “Staff’s Review of the Principal’s Performance Survey”.

The yearly supplement for a Level I Turnaround Principal would be divided into two parts.

**Part One** would be a \$10,000 yearly supplement for choosing to work in a Persistently Struggling School. This supplement would continue each year as long as the principal earned Effective end of the year evaluations and as long as they are assigned to a school designated as Persistently Struggling.

**Part Two** would be a \$5,000 yearly supplement tied to the achievement of individual Performance Targets assigned to the principal. The principal would earn \$1,000 of the Part Two Supplement for each performance target listed below met or exceeded by the end of each school year.

Performance Targets:

- Growth in the School Performance Score
- Increased percent of students scoring Basic and Above on State Standardized Tests
- Growth in the percentage of students scoring proficient on Core District Common Assessments
- A score of 80 or above on the District SWPBIS Monitoring Instrument
- A rating of 3.0 – 4.0 by the faculty on the *McREL Leadership Responsibility Survey*

**2. A “Level II Turnaround Principal”** would be defined as any current Assistant Principal, who exhibits the competencies of a Transformational Leader and has documented success working with students and teachers in a school that has seen sustained growth and documented success over the past two years who is appointed as principal of a Persistently Struggling School.

Qualified Level II Turnaround Principals must have:

- Highly Effective Compass Evaluations as an Assistant Principal in each of the past two school years.
  - Served in a school that has achieved sustained school and student growth with documented successes over their time there as an assistant principal.
- The yearly supplement for a Level I Turnaround Principal would be divided into two parts.

**Part One** would be a \$5,000 yearly supplement for choosing to work in a Persistently Struggling School. This supplement would continue each year as

long as the principal earned Effective end of the year evaluations and as long as they are assigned to a school designated as Persistently Struggling.

**Part Two** would be a \$10,000 yearly supplement tied to the achievement of individual Performance Targets assigned to the principal. The principal would earn \$2,000 of the Part Two Supplement for each Performance Target met by the end of each school year.

- Growth in the School Performance Score
- Increased percent of students scoring Basic and above on State Standardized Tests
- Growth in the percentage of students scoring proficient on District Common Assessments
- A score of 80% or above on the District SWPBIS TFI Monitoring Instrument
- A rating of 3.0 – 4.0 by the faculty on the *McREL Leadership Responsibilities Survey*

***Persistently Struggling Schools*** in the district will be identified by the Superintendent and will be defined as a school exhibiting the following characteristics:

- The school has been assigned a D or F through the state accountability system in at least two of the previous three school years.
  - The school has a high turnover rate of teachers and has been consistently hard to staff.
  - The school's enrollment is decreasing due to a prevalent perception that the school does not provide effective instruction or a safe and orderly learning environment.
  - The faculty exhibits low teacher morale and expresses a lack of support from the current school principal as measured through teacher surveys.
- Turnaround Principal Positions will be created as vacancies occur through normal personnel processes like retirements or transfers.

We are specifically seeking ***transformational leaders*** with a commitment to serve a diverse school community in an urban context. Strong candidates must:

- be focused on results and have proven success in increasing student achievement and adult performance.
- have the ability to influence and motivate others to reach their potential.
- be solution-oriented and creative problem solvers with experience in data analysis and creating and managing systems.
- set high expectations and communicate them to a variety of stakeholders.
- understand, communicate and effectively interact with people across racial, cultural and linguistic differences.
- continually reflect and seek feedback to improve their practice.
- have demonstrated perseverance and a “So what. Now what.” attitude in their career.
- possess strong pedagogical skills and be highly effective at coaching other adults.

### **The Seven Principles of Calcasieu Parish School Turnaround Plan**

#### **1. Appoint highly effective Turnaround Principals with the ability to:**

- create a culture of high expectations and no excuses.
- recruit, mentor, and retain quality teachers and support staff members.
- creatively use the operational flexibility in the areas of scheduling, staffing, curriculum, and budget that will be given them by the district.

#### **2. Ensuring that teachers are effective and able to improve instruction by:**

- evaluating the quality of all current staff members.
- providing frequent high quality observation feedback to teachers using the Teacher Advancement Program (TAP).
- providing high quality coaching in the form of Master and Mentor Teachers.
- providing job-embedded, ongoing professional development informed by the teacher evaluations and support systems tied to teacher and student needs.

#### **3. Redesigning the school day by:**

- including additional time for student learning and teacher collaboration.
- adjusting instructional times for subjects and grade levels
- Providing time after school and during the summer for targeted support programs

#### **4. Strengthening the school’s instructional program by:**

- ensuring that the instructional program is research-based, rigorous, and aligned with State academic content standards.
- evaluating and then streamlining the school’s use of instructional programs.

#### **5. Using data to inform instruction for continuous improvement by:**

- frequent monitoring of student progress through the use of diagnostic, interim, and summative assessments.

- providing embedded time for teachers and instructional leaders to collaborate and analyze data.

**6. Establishing a school environment that improves school safety, discipline, and teacher moral by:**

- appointing and training Turnaround Principals in the Transformational Leadership competencies of idealized influence, inspirational motivation, individual consideration, and intellectual stimulation.
- practicing shared leadership through active School Leadership Teams.
- providing additional resources that target positive behavior and RTI interventions.
- addressing other non-academic factors that impact student achievement, such as students' social, emotional, and health needs.

**7. Providing ongoing mechanisms for family and community engagement by:**

- championing the promoting the school through every media available.
- creating a Parent Involvement Plan which includes the creation of a parent organization along with numerous family involvement activities throughout the school year.

There being no further business to discuss, on motion by Mrs. Ballard and seconded by Mr. Dellafosse the committee adjourned the meeting at 8:01p.m.

Shannon LaFargue  
Secretary



To: Karl Bruchhaus, Superintendent  
From: Margaret Goode, Grants Supervisor  
CC: Tommy Campbell, CAO  
Subject: Board Approval for Grant Proposals

April 13, 2017

I am requesting Board approval on May 9, 2017, for the following Grant Proposal:

**Item 10. A**

**Grant Title:** TAP Best Practices

**Funding Authority:** Louisiana Department of Education

**Person Applying for Grant:** Margaret Goode, Grants Supervisor

**Grant Amount:** \$319,552

**Grant Period:** July 1, 2017 – June 30, 2018

**Purpose:** Principals are the leaders of instructional change in schools. The most important work they lead instructionally is to provide teachers with academic supports and direction and to build leadership capacity.

The Louisiana Department of Education's Expansion of TAP and NIET Best Practices is part of the state's ongoing efforts to support principals in their work and to increase educator effectiveness and student achievement in struggling schools. The LDOE is partnering with the National Institute for Excellence in Teaching (NIET) to significantly expand the reach of TAP and NIET Best Practices in schools across the state in a customized and district-tailored fashion. The department believes this expanded and customized approach will allow districts and principals to build on their current efforts in a manner that best addresses the needs of their schools to:

- Set goals and direction with a sharpened focus on student needs and academic improvement;
- Build and support teacher leadership within schools;
- Implement learning teams that provides student-centered professional development to improve instruction; and
- Utilize multiple measures as part of continuing efforts to evaluate, support, and provide feedback to all teachers.

Calcasieu (CPSB) is requesting funding for principal support at **Ralph Wilson Elementary (RWE)** to implement NIET Best Practices. RWE is one of two recently reconfigured Grade 3-5 schools that feed into Washington Marion High School (WMHS); Combre Fondel Elementary (CFE) and WMHS will implement full TAP next year through the SIG and other braided funds. In addition, CPSB is planning the Redesign (ESSA), tentatively scheduled for application in 2018, for the nine schools identified as "persistently struggling schools with the LDOE criteria of at least a three-year history of school report card D's and F's. CPSB has selected RWE, a struggling school, for this current TAP funding because RWE does not meet the criteria for Redesign, since it received a C in 2014. Although the criteria for the SPS has varied over the years, the report card grades still have reflected low performance and persistently struggling students.

	Grade Config	School Pop	Economically Disadvantaged	Sped Pop	On Track (mastery+)	Need Support (basic & below)	Report SPS 2016	Report SPS 2015	Report SPS 2014	Report SPS 2013	Report SPS 2012	Report SPS 2011
Ralph Wilson	3-5	192	98%	15%	12%	88%	F 46.6	D 52.9	C 82.3	D 65.8	D 80.3	D 75.2

The comprehensive school-reform TAP model will best support reform and consistency in this school with *shared* leadership, teacher *effectiveness*, and improved student outcomes through three of the key elements:

- Multiple career paths for teachers with TAP certified onsite master and mentor teachers,
- Instructionally focused accountability, including more frequent classroom visits and evaluations with personalized feedback cycle, and
- Ongoing, applied professional growth, including weekly clusters focused on data-based instructional decisions and best practices AND NIET training.

This funding will provide TAP certified onsite master and mentor teachers. This grant does not support performance-based compensation.

**2017 EXPIRATIONS**

<b>CONTRACTED EMPLOYEE</b>	<b>EXPIRATION DATE</b>	<b>LOCATION</b>
<b>PRINCIPALS</b>		
Bell, Pam	7/31/2017	J.D. Clifton Elementary
Burkhead, Shauna	7/31/2017	Moss Bluff Elementary
Flanagan Beth	7/31/2017	Western Heights Elementary
Fontenot, Kendall	7/31/2017	Moss Bluff Middle
Foolkes, Shannon	7/31/2017	Sam Houston High
Guerrero, Amanda	7/31/2017	DeQuincy Primary
Guillory, Martin	7/31/2017	Oak Park Middle
Guillory, Rico	7/31/2017	Testing & Assessment
Harvey, Ronnie	7/31/2017	CPAS
Jenkins-Stewart, Chasity	7/31/2017	Brentwood Elementary
Kay, DeaAnne	7/31/2017	W.T. Henning Elementary
LeBlanc, Michelle	7/31/2017	Frasch Elementary
Matthews, Sandy	7/31/2017	St. John Elementary
Neal, Benny Craig	7/31/2017	DeQuincy High
O'Quain, Saberly	7/31/2017	Maplewood Middle
Ruffin-Hardy, Sharon	7/31/2017	Barbe Elementary
Spann, Julee	7/31/2017	Vincent Settlement Elementary
Thompson, Bobby Jack	7/31/2017	S. J. Welsh Middle
Treme, Gerald	7/31/2017	Westwood Elementary
VanMetre, Jason	7/31/2017	Westlake High
Young, Lori	7/31/2017	Vinton Elementary

**ASSISTANT PRINCIPALS**

Askew, Kashia	7/31/2017	Gillis Elementary
Catlon, Darnold	7/31/2017	Molo Middle
Champagne, Paul	7/31/2017	Western Heights Elementary
Collins, Marlana	7/31/2017	Fairview Elementary
Conner, Andrea	7/31/2017	Oak Park Elementary
Crick, Lee	7/31/2017	Sulphur High 9th
Deshotel, Crystal	7/31/2017	St. John Elementary
Dietz, Lisa	7/31/2017	Nelson Elementary
Dietz, Lucas	7/31/2017	Iowa High
Durio, Brad	7/31/2017	S.J. Welsh Middle

Enright, Melissa	7/31/2017	LaGrange High
Foreman, Mary	7/31/2017	Moss Bluff Middle
Gauthier, Greg	7/31/2017	Oak Park Middle
Giardina, William	7/31/2017	Sulphur High
Holder, Elizabeth	7/31/2017	DeQuincy Elementary
Johnson, Ashley	7/31/2017	T.H. Watkins Elementary
Jones, Nina	7/31/2017	Brentwood Elementary
Juneau, Kelly	7/31/2017	Henry Heights Elementary
Langley, Gwendola	7/31/2017	DeQuincy Primary
LeDoux, Hope	7/31/2017	Frasch Elementary
McDonald, Aaron	7/31/2017	CPAS
Miller, Sonia	7/31/2017	Moss Bluff Elementary
Nelson, Laura	7/31/2017	Barbe Elementary
Perkins, Vicki	7/31/2017	LeBlanc Middle
Pousson, John	7/31/2017	DeQuincy Middle
Powers, Paige	7/31/2017	Westwood Elementary
Richard, Julie	7/31/2017	Vincent Settlement Elementary
Rose, Kathleen	7/31/2017	LeBleu Settlement Elementary
Shamsie, Brian	7/31/2017	Sam Houston High
Steward, Mark	7/31/2017	Combre/Fondel Elementary
Trahan, Bryan	7/31/2017	Sulphur High
Trahan, Gary	7/31/2017	College Oaks Elementary
Tripplett, Patricia	7/31/2017	J.D. Clifton Elementary
Waddell, Damian Keith	7/31/2017	Westlake High
Whitaker, Rene	7/31/2017	Maplewood Elementary
Whitman, Angela	7/31/2017	Vinton Elementary
Williams, Carla	7/31/2017	Moss Bluff Elementary
Zaunbrecher, Rachel	7/31/2017	Iowa High

## **SUPERVISORS**

Caldarera, Mary Lou	6/30/2017	Testing & Assessment
Cantrell, Pam	6/30/2017	Special Services

## **ADMINISTRATIVE COORDINATOR**

Micheal Hill	6/30/2017	Pupil Appraisal
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## **ADMINISTRATIVE DIRECTORS**

Gallemore, Charlotte	6/30/2017	Curriculum & Instruction
Portie, Jill	6/30/2017	Curriculum & Instruction

## **DIRECTORS**

McCardle, Tony	6/30/2017	Career & Tech
Spikes, John	6/30/2017	Federal Programs
Washington, Betty	6/30/2017	SPED
Wieschhaus, Steve	6/30/2017	Warehouse

## Item 10. C

### RESOLUTION

A RESOLUTION PROMULGATING THE RESULTS OF A SPECIAL ELECTION HELD IN SALES TAX DISTRICT NO. THREE OF CALCASIEU PARISH, LOUISIANA ON APRIL 29, 2017.

WHEREAS, on April 29, 2017, an election was held in Sales Tax District No. Three of Calcasieu Parish, Louisiana, to determine the proposition hereinafter set out;

WHEREAS, the returns of said election were canvassed by the School Board according to law and notice duly given as provided by law, and the result of said election was declared to be against the Proposition;

NOW, THEREFORE, BE IT RESOLVED by the School Board, acting as governing authority of Sales Tax District No. Three of Calcasieu Parish, Louisiana, as follows:

SECTION 1. An election was held in Sales Tax District No. Three of Calcasieu Parish, Louisiana, on April 29, 2017, to determine the proposition hereinafter set out; that said election was duly and properly called by the School Board by a resolution adopted on January 10, 2017, and recorded in the records of said School Board, that notice of said election embracing all matters required by law to be contained therein was given by publication in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in Sales Tax District No. Three, on February 23, March 2, March 9, and March 16, 2017, the first of said publications being not less than 45 days nor more than 90 days prior to the date set for said election; that this School Board did in said resolution designate the polling places for said election and did provide for the use of voting machines in the conduct of said election; that election officials

were duly selected; that each election official received the certificate of instruction of the use of the voting machines and his duties in connection therewith as required by law; that the State Custodian of Voting Machines and the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines of Calcasieu Parish made available on the day of the election at the polling places designated for the conduct of said election the necessary voting machines and all necessary equipment and paraphernalia required by law in connection with the use of voting machines at elections; that the Registrar of Voters and the Clerk of Court of Calcasieu Parish furnished to the election Commissioners and Commissioners-in-Charge copies of the precinct registers for each precinct or ward entitled to vote at such polling places; that the Louisiana Secretary of State prepared and certified the ballot used in the voting machines as required by law; that the proposition voted on in said election and as it appeared in said voting machine was in due form provided by law and the resolution adopted by this School Board on January 10, 2017, calling said special election; that the results of said election were written on a large sheet of paper at said polling places, which sheet of paper was signed by each of the election officials designated to conduct such election at said polling places and which sheet was thereupon posted in public view at the polling places in accordance with law; that only qualified electors under the Constitution and laws of the State of Louisiana voted at said election; that the officials who served at said election were duly and properly appointed; that the places of all absent election officials were properly filled in accordance with law; that before opening the polls all election officials were properly sworn in accordance with law; that the polls at the voting places were opened at 7:00 a.m. and remained open and until not later than 8:00 p.m.; that after the closing of the polls the votes for and against the proposition were properly counted and tallied and the necessary tabulation blanks, certificates and statements were made by the election officials in accordance with law and the voting machines delivered to the Clerk of Court and Ex Officio Custodian of Voting Machines in and for Calcasieu Parish, Louisiana, and a copy of the results of said election delivered to the Clerk of the District Court of Calcasieu Parish as required by Louisiana Revised Statutes 18:1190 E; that on May 2, 2017, that being the third day after said election the Clerk of Court and Ex-Officio Custodian of Voting Machines, after breaking the seals and opening the voting machines used in said election did transcript the totals for the proposition voted upon at said election; and that all things whatsoever required by law to be done in connection with the holding of said election were properly and duly performed in manner and form as required

by Chapter 4 of Subtitle II of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and the general election laws of the State of Louisiana.

SECTION 2. In said election the following proposition was rejected by a majority of the electors qualified to vote and voting in said election in Sales Tax District No. Three of Calcasieu Parish, Louisiana:

#### SALES TAX PROPOSITION

Shall Sales Tax District No. Three of Calcasieu Parish, Louisiana ("District") levy and collect for 20 years beginning October 1, 2017, 1-1/2% upon sale at retail, use, lease or rental, consumption and storage for use or consumption of tangible personal property and on sales of services defined in La. R.S. 47:301-318 ("Tax"), with avails of the Tax, after payment of costs of levy and collection, dedicated and used for acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other related facilities and necessary equipment and furnishings therefor, title to which shall be in the public; with avails of the Tax for one entire year upon initial levy estimated at \$3,386,000; and to issue bonds, in multiple series, for not exceeding twenty (20) years from date thereof, with interest at a rate(s) not exceeding eight (8%) percent per annum, which bonds shall be retired with, paid from and secured by a pledge and dedication of the Tax; and, simultaneously, upon levy of the Tax, cancel levy and collection of the sales and use tax approved by electors of the District on July 15, 2000, and initially levied on October 1, 2000?

SECTION 3. The results of said election shall be promulgated by publication of this resolution of promulgation one time in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, the official journal of the School Board and of general circulation in Sales Tax District No. Three.

ADOPTED AND APPROVED this 9th day of May, 2017.

/s/ Ron Hayes  
**RON HAYES, President**

/s/ Karl Bruchhaus  
**KARL BRUCHHAUS, Secretary**

(Other business not pertinent to the present excerpt may be found of record in the official minute book.)



**The results of the election will be  
available prior to the board  
meeting.**

<u>PRECINCT</u>	<u>NUMBER OF VOTES IN FAVOR OF PROPOSITION</u>	<u>NUMBER OF VOTES AGAINST PROPOSITION</u>
160E		
160W		
161		
162E		
162W		
163		
164		
165		
166E		
166W		
167		
360 (Part)		
Absentees		
TOTALS		

# Item 10. C

## RESOLUTION

A RESOLUTION PROMULGATING THE RESULTS OF A SPECIAL ELECTION HELD IN SALES TAX DISTRICT NO. THREE OF CALCASIEU PARISH, LOUISIANA ON APRIL 29, 2017.

WHEREAS, on April 29, 2017, an election was held in Sales Tax District No. Three of Calcasieu Parish, Louisiana, to determine the proposition hereinafter set out;

WHEREAS, the returns of said election were canvassed by the School Board according to law and notice duly given as provided by law, and the result of said election was declared to be against the Proposition;

NOW, THEREFORE, BE IT RESOLVED by the School Board, acting as governing authority of Sales Tax District No. Three of Calcasieu Parish, Louisiana, as follows:

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were duly selected; that each election official received the certificate of instruction of the use of the voting machines and his duties in connection therewith as required by law; that the State Custodian of Voting Machines and the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines of Calcasieu Parish made available on the day of the election at the polling places designated for the conduct of said election the necessary voting machines and all necessary equipment and paraphernalia required by law in connection with the use of voting machines at elections; that the Registrar of Voters and the Clerk of Court of Calcasieu Parish furnished to the election Commissioners and Commissioners-in-Charge copies of the precinct registers for each precinct or ward entitled to vote at such polling places; that the Louisiana Secretary of State prepared and certified the ballot used in the voting machines as required by law; that the proposition voted on in said election and as it appeared in said voting machine was in due form provided by law and the resolution adopted by this School Board on January 10, 2017, calling said special election; that the results of said election were written on a large sheet of paper at said polling places, which sheet of paper was signed by each of the election officials designated to conduct such election at said polling places and which sheet was thereupon posted in public view at the polling places in accordance with law; that only qualified electors under the Constitution and laws of the State of Louisiana voted at said election; that the officials who served at said election were duly and properly appointed; that the places of all absent election officials were properly filled in accordance with law; that before opening the polls all election officials were properly sworn in accordance with law; that the polls at the voting places were opened at 7:00 a.m. and remained open and until not later than 8:00 p.m.; that after the closing of the polls the votes for and against the proposition were properly counted and tallied and the necessary tabulation blanks, certificates and statements were made by the election officials in accordance with law and the voting machines delivered to the Clerk of Court and Ex Officio Custodian of Voting Machines in and for Calcasieu Parish, Louisiana, and a copy of the results of said election delivered to the Clerk of the District Court of Calcasieu Parish as required by Louisiana Revised Statutes 18:1190 E; that on May 2, 2017, that being the third day after said election the Clerk of Court and Ex-Officio Custodian of Voting Machines, after breaking the seals and opening the voting machines used in said election did transcript the totals for the proposition voted upon at said election; and that all things whatsoever required by law to be done in connection with the holding of said election were properly and duly performed in manner and form as required

by Chapter 4 of Subtitle II of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and the general election laws of the State of Louisiana.

SECTION 2. In said election the following proposition was rejected by a majority of the electors qualified to vote and voting in said election in Sales Tax District No. Three of Calcasieu Parish, Louisiana:

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SECTION 3. The results of said election shall be promulgated by publication of this resolution of promulgation one time in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, the official journal of the School Board and of general circulation in Sales Tax District No. Three.

ADOPTED AND APPROVED this 9th day of May, 2017.

/s/ Ron Hayes

**RON HAYES, President**

/s/ Karl Bruchhaus

**KARL BRUCHHAUS, Secretary**

(Other business not pertinent to the present excerpt may be found of record in the official minute book.)

## ITEM 10.D

STATE OF LOUISIANA

PARISH OF CALCASIEU

### JOINT SERVICES AGREEMENT AND LEASE

This agreement is entered into between the Calcasieu Parish School Board ("School Board") and Recreation District No. 1 of Ward 8 of Calcasieu Parish (the "District") in accord with the authority of Article 6, Section 20 and Article 7, Section 14 of the 1974 Louisiana Constitution and the Local Services Law (La. R.S. 33:1231 et. seq.).

The parties, through their undersigned representatives authorized by their respective boards' resolutions, hereby entered into a "Joint Services Agreement and Lease" and enter in a new contract under the following terms and conditions:

(1)

The District will use due diligence and its best efforts to obtain grants and donations and propose ad valorem property taxes to the electorate for the construction, operation, and maintenance of park and recreational facilities on the leased premises and to provide access to and use of the facilities to the School Board. The District accepts the premises in its present condition said premises being described as follows:

Commencing at a point 2,265 feet more or less West of the Northeast corner of Section 16, T9S – R7W, Calcasieu Parish, Louisiana, point being the intersection of the North line of said Section 16 and the centerline of Kinner Gully; thence Southwesterly along Kinner Gully centerline 1,115 feet more or less, point being 800 feet more or less South of the North line of said Section 16; thence East 2,144 feet to its intersection with the centerline of an existing drainage ditch, point being 800 feet more or less South of the North line of said Section 16; thence Northwesterly along centerline of said drainage ditch 1,453 feet more or less to North line of said Section 16, point being the intersection of the North line of said

Section 16 and the centerline of said existing drainage ditch ; thence West to point of beginning 501 feet more or less.

(2)

Buildings, structures, or other facilities to be constructed or placed on the premises shall be by joint approval of the parties and shall comply with all applicable codes, standards, and/or regulations. Any and all movable property installed or placed upon the premises shall be and remain the property of the party which provided it. District shall hold harmless CPSB and District shall be responsible for maintenance of land and improvements in a safe and usable condition and for operation of the premises as a recreational complex. Ownership of improvements shall vest in CPSB upon termination of the agreement. Ownership of minerals remains with CPSB, except that surface of the premises may not be used for mineral exploration or production.

(3)

Upon termination of this contract, and within 90 days thereof, the District shall have the right, but not the obligation, to remove from the premises all or any part of its property mentioned in (2) above, provided that the School Board, within 90 days of termination of this contract, may, in writing, order the District to remove all or any part of said property in which event the District shall remove said property within 90 days of receipt of said written notice.

(4)

From 8:00 a.m. to 3:30 p.m., during the school calendar year, the premises and facilities shall not be open to public use. When school is not in session the premises will be open for public use according to a schedule to be determined by the parties.

(5)

The District shall be responsible for the following items: (1) the maintenance and safety of the premises and the facilities and the safety of those who are present on the premises, (2) payment of all utilities services and (3) the maintenance of suitable general liability insurance coverage for the premises and facilities with the School Board, its agents, officers, and employees as additional insureds. The District assumes full responsibility for the condition of the premises.

(6)

The District may use the premises for the lawful purposes of the District, including construction, operation, maintenance, development, expansion and addition of buildings and structures, and other facilities and service as necessary and incidental to the operation and development of the park facilities and providing of public access, but such use shall not be for any purpose that is unlawful. The District shall not engage in any activities which may endanger the welfare, health, safety or well being of students or employees of the School Board, nor any activities which may interfere with instruction provided by the School Board. The premises shall not be held open for public use during any time the Lebleu Settlement Elementary School is open or in session.

The parties further agree that the school board shall at all times be granted use of and provided access to the facilities. CPSB shall have priority, subject to reasonable scheduling, in the use of the premises and improvements for school recreational, physical activity and sporting events, and other related activities at no cost to CPSB.

(7)

District shall not use the premises for commercial purposes. It is the intent of the parties that District shall construct and maintain recreational facilities for public use and for use by CPSB students and staff.

(8)

The parties each warrant that neither of them shall discriminate against any person, organization, or group in the provision of services or use of the premises on the grounds of race, color, creed, religion, sex, national origin, age, handicap or any other criterion prohibited by law.

(9)

Neither this contract nor the exercise of any rights granted herein will create any servitude or right of use in favor of the public or either of the parties.

(10)

The initial of term of this contract shall commence on June 1, 2017 and shall end on May 31, 2027, which may be renewed for not more than two additional ten year terms on 90 day notice before expiration of the primary term or any extended term.

(11)

The School Board covenants that it will not mortgage, sell, assign, transfer or convey all or any part of the premises or its interest in this contract. The School Board shall secure to the District the



quiet and peaceful possession and enjoyment of the premises. The District will not allow use of the premises in a manner which unreasonably disturbs educational activities at the school or the peace of neighbors of the facility.

(12)

District may not lease the premises or any portion thereof to anyone, except that sports contests may be conducted on the premises on an "event" basis. No permanent advertising signs or billboards, except for the District and facility's name, shall be permitted on the premises.

(13)

The District may not assign, sublease, or transfer in any manner whatsoever any of its rights under this contract without prior written approval of the School Board. District shall obtain funding for and commence construction of recreational facilities within 3 years from date of this agreement, and shall thereafter diligently proceed with completion of construction. CPSB shall have the right to terminate the agreement if the District fails to comply with these requirements. No chemicals subject to jurisdiction of state or federal environmental agencies shall be placed upon or stored upon the premises without permission of CPSB.

(14)

This contract is executed in triplicate originals with each party retaining 1 original and 1 original being recorded in the office of the Clerk of Court of Calcasieu Parish in the mortgage records thereof.

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For the Recreation District

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For the School Board

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Witness Signature

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Witness Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Printed Name

Sworn to and subscribed before me on  
this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

Sworn to and subscribed before me on  
this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed Name and Number

\_\_\_\_\_  
Notary Public Printed Name and Number

DRAFT



**TO:** WILFRED BOURNE  
 PEGGY CARLILE  
 SHANNON LAFARGUE  
 DENNIS BENT

**FROM:** JENNIFER HAGAN, PURCHASING SUPERVISOR

**RE:** BIDS FOR MAY 2017

**PERMISSION TO ADVERTISE**  
 NONE

**BID REPORTS:**  
 ALL BIDS WERE POSTED ON [WWW.CENTRALBIDDING.COM](http://WWW.CENTRALBIDDING.COM) AND [WWW.CPSB.ORG](http://WWW.CPSB.ORG)

**BID 2017-02 – MAGAZINES FOR CPSB LIBRARIES** was opened on April 4, 2017 @ 10:00 a.m.

**BIDS WERE SENT TO THE FOLLOWING:**  
 DISCOUNT MAGAZINE  
 EBSCO  
 POPULAR SUBSCRIPTIONS  
 RIVISTAS SUBSCRIPTION SVC  
 WT COX SUBSCRIPTIONS

BID RESULTS AS FOLLOWS:	# OF SUBSCRIPTIONS	AVG SUBSCRIPTION PRICE
DISCOUNT MAGAZINE	1007	\$26.68
PTP MAGAZINE	1009	\$27.78
POPULAR SUBSCRIPTIONS	1032	\$27.90
RIVISTAS	bid received after opening deadline	
SUBSCRIPTION SVCS	1016	\$28.63
WT COX	1015	\$32.98

**THE STAFF RECOMMENDS AWARDDING TO DISCOUNT MAGAZINE AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.**

*Building Foundations for the Future*

**BID 2017-08 – FOOD ITEMS & SUPPLIES** was opened on March 23, 2017 @ 9:00 a.m.

**BIDS WERE SENT TO THE FOLLOWING:**

ALPHA FOODS  
BIMBO BAKERIES  
BORDEN DAIRY  
BROTHERS PRODUCE  
CALICO INDUSTRIAL  
CAPITOL CITY PRODUCE  
CHURCHFIELD TRADING  
DIAMOND FOODS  
ECONOMICAL JANITORIAL  
FLOWERS BAKING  
INTERBORO PACKAGING  
KEVIN GUIDRY PRODUCE  
LABATT FOODS  
LACASSAGNES  
NARDONE BROS  
NUHEALTH FRUIT  
OAK FARMS DAIRY  
OASIS FOODS  
PLANTATION FOODS  
PON FOODS  
SIMCO  
UNO FOODS  
WILLIAM GEORGE

**BID RESULTS AS FOLLOWS:**

BIMBO BAKERIES	\$ 163,662.50
BORDEN DAIRY	\$1,253,530.00
DAXWELL	\$ 8,900.00
DIAMOND FOODS	\$ 306,243.90
ECONOMICAL JANITORIAL	\$ 156,682.85
INTERBORO PACKAGING	\$ 1,696.00
LABATT FOODS	\$ 87,195.40
LACASSAGNES	\$ 277,407.00
NARDONE BROS	\$ 183,971.20
OASIS FOODS	\$ 18,205.00
PON FOODS	\$ 923,642.78
WILLIAM GEORGE	<u>\$1,252,982.82</u>
TOTAL	\$4,634,119.45

The staff recommends awarding as indicated above as the lowest responsible responsive bidders in the amount of approximately \$4,634,119.45.

NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
<b>RESIGNATIONS</b>				
Jessica Herb	Teacher	Kaufman Elementary	05/26/17	Relocating
Jillian Hardin	Teacher	LeBleu Settlement Elementary	05/26/17	Relocating
Brittney Link	Teacher	St. John Elementary	05/26/17	Accepted employment in another district
Karen Riffle	Teacher	J.J. Johnson Elementary	05/26/17	Relocating
Sonia Williams	Cafeteria Technician	Bell City High	04/28/17	Accepted other employment
Walter Champagne	Teacher	Barbe High	05/26/17	Personal reasons
Megan Moss	Bus Driver	R.W. Vincent Elementary	04/25/17	Accepted other employment
John Ezell	Teacher	LaGrange High	05/26/17	Personal reasons
Gregory Gales	Custodian	LaGrange High	05/26/17	Personal reasons
Peter Adams	Part Time Custodian	Maplewood Middle	03/28/07	Personal reasons
Martial Landry	Interpreter	Barbe High	04/04/17	Personal reasons
Melissa Prejean	Teacher	Combre-Fondel Elementary	04/04/17	Personal reasons
Kelly Keller	Paraprofessional	Maplewood Middle	05/31/17	Personal reasons
Sybil Walker	Clerk	Clifton Head Start	04/05/17	Personal reasons
Kathy Broussard	Cafeteria Technician	LeBlanc Middle	04/06/17	Accepted other employment
Deborah Milner	Teacher	CPAS	05/26/17	Personal reasons
Amber Richard	Teacher	Brentwood Elementary	04/06/17	Personal reasons
Linda Chance	Teacher	Barbe High	04/06/17	Personal reasons
Trisha Nix	Teacher	DeQuincy Elementary	05/31/17	Relocating
Raymond Johnson	Teacher	LaGrange High	04/11/17	Personal reasons
Lindsey Simar	Teacher	J.I. Watson Elementary	05/26/17	Personal reasons
Kyle Keeley	Teacher	LaGrange High	07/31/17	Relocating

Gerard Guillory	Custodian	F.K. White Middle	05/31/17	Personal reasons
Krystal Grice	Bookkeeper	Brentwood Elementary	05/26/17	Relocating
Sara LaFleur	Teacher	St. John Elementary	05/26/17	Relocating
Carrie Skipworth	Teacher	R.W. Vincent Elementary	06/30/17	Relocating
Linda Becton	Bus Aide	Gillis Elementary	05/25/17	Personal reasons
<b>RETIREMENT</b>				
Brenda Greathouse	Clerk	MIS	06/14/17	
Debra Scritchfield	Clerk	Career & Tech	06/30/17	
Mary Tucker	Paraprofessional	E. K. Key Elementary	03/07/17	
Vaughn Eggleston	Teacher/Coach	Sam Houston High	07/01/17	
Semoyen Jackson	Paraprofessional	Barbe High	05/26/17	
Shera Garber	Teacher	J.J. Johnson Elementary	05/26/17	
Mary Dunn	Teacher	Sulphur High	05/26/17	
Tana Pike	Paraprofessional	W.W. Lewis Middle	04/04/17	
Vernon Shane Benoit	Teacher	Sulphur High	04/30/17	
Alison Reed	Curriculum Coordinator	LaGrange High	06/16/17	
Jeanette Webre	Librarian	College Oaks Elementary	05/26/17	
Cynthia Jones	Teacher	F.K. White Middle	05/26/17	
Jean-Paul Burette	Teacher	Gillis Elementary	05/26/17	
Sheila O'Neal	Teacher	Kennedy Elementary	05/26/17	
Barbara Morris	Educational Diagnostician	Pupil Appraisal	06/09/17	
Jeanette LeFrere	Paraprofessional	Henry Heights Elementary	05/26/17	
Carla Amy	Program Facilitator	Special Services	06/16/17	
Connie Abbott	Teacher	Special Services	05/31/17	

Frances Ortego	Paraprofessional	Sam Houston High	05/26/17	
Alyson Chance	Teacher	S.P. Arnett Middle	05/26/17	
Peggy Freese	Paraprofessional	Barbe Elementary	05/26/17	
LaDaina England	Teacher	St. John Elementary	07/25/17	
Patricia Tripplett	Assistant Principal	J.D. Clifton Elementary	06/16/17	
Linda Dunham	Teacher	DeQuincy Elementary	05/26/17	
Glenda Roy	Custodian	LeBleu Settlement Elementary	06/30/17	
Ada Wood	Teacher	DeQuincy Primary	05/26/17	Waive Act 715
<b>MATERNITY LEAVE</b>			Due Date:	
Angela Guillory	Curriculum Coordinator	Oak Park Middle	5/3/17 - 10/1/17	6/18/17 {B}
Danielle Brown	Teacher	St. John Elementary	4/10/17 - 5/26/17	4/15/17 {A}
Jacquelyn Thibodeaux	Teacher	Vincent Settlement	4/24/17 - 5/26/17	5/6/17 {B}
<b>Leave Without Pay</b>				
Adeanna Simon	Bus Aide	Starks High	4/3/17 - 4/24/17	
Nancy Norman	Teacher	Special Services	4/13/17 - 5/26/17	
Leslie Vincent	Teacher	Iowa High	4/10/17 - 5/26/17	
<b>Professional Development</b>				
Helen Elizabeth Long	Teacher	Barbe High	04/24/17	Approved to return to work 4/24/17.

APPROVED - May 1, 2017

