

**AGENDA**  
**CALCASIEU PARISH SCHOOL BOARD**  
**3310 BROAD STREET**  
**LAKE CHARLES, LOUISIANA**  
**Tuesday, June 13, 2017**

- 1. Prayer**— Eric Tarver
- 2. Pledge of Allegiance** — Damon Hardesty
- 3. Roll Call**
- 4. Approval of Minutes**
  - A. May 9, 2017
  - B. May 23, 2017
  - C. May 31, 2017
- 5. Presentations**
  - A. Perfect Attendance Presentation/Keith LeLeux, Director, CWA
- 6. Superintendent's Report**
- 7. Executive Session**

(None)
- 8. Take Appropriate Action**

(None)
- 9. Committee Reports**
  - A. Budget Committee, May 23, 2017/Mack Dellafosse, *Chair*
  - B. Superintendent Evaluation Committee, May 23, 2017/Mack Dellafosse, *Chair*
- 10. Take Appropriate Action**

- A. Permission to appoint educators and parents to serve on the Pupil Progression Plan Committee for 2017-2018
- B. Consideration and approval of Cooperative Endeavor Agreement between CPSB and Recreation District No.1 of Ward 8 on lease of property
- C. Consideration and approval for Cooperative Endeavor Agreement with the Calcasieu Parish Police Jury/Summer Food Service Program

#### **11. Bid Reports**

- A. Approval of Official Journal/Renewal-1/Lake Charles American Press/General Fund
- B. Bid #2018-08 Rebid Food Items/Food Services Department
- C. Bid #2018-26 Plumbing Services Agreement/General Fund
- D. Bid #2018-27 Electrical Services Agreement/General Fund
- E. Bid #2018-28 General Repair Services Agreement/General Fund

#### **12. Permission to Advertise**

- A. Permission to advertise for band instruments/Sam Houston High School/Sales Tax District #3 Capital Projects funds
- B. Permission to advertise for uniform rental and laundry service/Transportation Department/General Fund
- C. Re-advertisement for property west of Sam Houston High School Stadium

#### **13. Correspondence**

- A. Change Order Number One(1) for the Project, "CPSB Classroom Pods, Phase X", Project #201705Pc; Champeaux, Evans, Hotard, APAC, Designer; Miller & Associates Development Co., Inc., Contractor; *Increase* of \$37,047.40 and *Increase* of sixteen (16) days.

#### **14. Condolences/Recognitions**

#### **15. Schedule Committees**

- C&I Committee/August 22, 2017/5:00 p.m.
- A&P Committee/August 22, 2017/ (to follow)
- Budget Committee/September 26, 2017/5:00 p.m.

#### **16. Adjourn Meeting**

**May 9, 2017**

**Item 4.A.**

**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 May 9, 2017, at 5:00 p.m.

The meeting was called to order by Ron Hayes, President. The prayer was led by Glenda Gay. The Pledge of Allegiance was led by Tristan Baggett and Sydney Seaford, students at Sulphur High School.

Mr. Hayes stated that Item 10. D. would be deleted from the agenda and discussed at a later time.

Mr. Dellafosse offered a motion to accept the Supplemental Agenda, with a second by Mr. Guidry. On a vote, the motion passed unanimously.

**ROLL CALL**

The roll was called by Superintendent Bruchhaus and the following members were present: Aaron Natali, Glenda Gay, Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Billy Breaux, Russell Castille, Chad Guidry, and Wayne Williams.

Absent: Mr. Duhon, Mr. Roberts, Mr. Hardy

**APPROVAL OF MINUTES**

Mr. Dellafosse, with a second by Mr. Tarver, offered a motion to approve the Minutes of April 11, 2017. The motion carried.

**PRESENTATIONS**

**A.** Presentation of students with 1000+ AR points/Tommy Campbell, CAO

Isaac Jimney, Dolby Elementary  
Han Giakonoski, Nelson Elementary  
Michael Guynes, Iowa Middle  
Parker Manns, T.S. Cooley Elementary

**B.** 2016-2017 Calcasieu Parish Students of the Year/Matt Rion, HS Consultant

**Elementary School Division**

Samuel Patterson, Dolby Elementary, Winner  
Isabella Burke, Vinton Elementary, Runner Up

**Middle School Division**

Ivan Appleton, F.K. White Middle, Winner

# May 9, 2017

Erin Hidalgo, W.W. Lewis Middle, Runner Up

**High School Division**

Tyler Welch, Barbe High, Winner

Alyssa Foreman, Sam Houston High, Runner Up

C. 2016-2017 Calcasieu Parish Teachers of the Year/Matt Rion/HS Consultant

**Elementary School Division**

Kisha Guillory, Gillis Elementary and Brandi Felice, Westwood Elementary

**Middle School Division**

Amanda Boudreaux, W.W. Lewis Middle

**High School Division**

Rebecca White, Barbe High School

D. 2016-2017 Calcasieu Parish Principals of the Year/Matt Rion/HS Consultant

**Elementary School Division**

Carmen Lopez, LeBleu Settlement Elementary

**Middle School Division**

Saberly O'Quain, Maplewood Middle

**High School Division**

Shannon Foolkes, Sam Houston High

E. 2016-2017 Calcasieu Parish Counselors of the Year/Tony McCardle/Director,  
Career and Technical Education

**Elementary School Division**

Tamara Keys, Brentwood Elementary

Counselor of the Year and Over-all Calcasieu Parish Counselor of the Year

**Middle School Division**

Lee Richard, W.W. Lewis Middle

**High School Division**

Lakitria Johnson, DeQuincy High School

F. Zaner-Bloser Handwriting Winners, Greg Thomas representing Zaner-Bloser

**Cypress Cove Elementary School/State Winners**

Kamden Clark      Grade 4

Emma Ogea        Grade 5

**T. S. Cooley Elementary School/State Winners**

Kamryn Washington      Grade K

Megan Behne              Grade 1

Lilli Drounette            Grade 2

G. 5A State Golf Champions/Sulphur High School

Brooke Duzan

# May 9, 2017

Brooke Tyree  
Abbie Richard

H. Special presentation from Sulphur High School, Robert Barrentine, Principal

Mr. Barrentine presented a check for \$100,000 from Sulphur High School to be applied to the Board approved loan for the Sulphur High School football stadium.

## **SUPERINTENDENT'S REPORT**

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

1. All board members have received their April school population report.
2. All board members have received the April Head Start Report

Enrollment – 447

The 2017-2018 Head Start Continuation Grant was submitted to the Office of Head Start.

The Head Start Health Advisory Committee met on April 5, 2017. Immunization updates and Calcasieu Water System report were shared.

2017-2018 Coordinated Enrollment and Recruitment are still in process at all Head Start sites.

Policy Council members met to update Policy Council By-laws on April 26, 2017.

Policy Council Meeting was held on April 10, 2017. The following items were approved: Policy Council Meetings to be held at 5:30 p.m.

3. I would like to report our current sales tax numbers for our general fund which show April 2017, collections at \$6,395,449 or 60.7% above budget for the tenth month of the 2016-2017 year.

Collections are \$3,307,336 or 24.3% above collections for the same month last year.

Collections for the 2016-2017 year, after ten months, are \$12,995,641 or 11% over budget and \$7,906,941 or 6.4% 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.

# May 9, 2017

5. We regret to announce the passing of former Superintendent Charles Oakley Charles Lynn Oakley, age 85, passed away on Monday, April 10, 2017.

He is survived by his wife of 64 years, Pat; son, Mike (Adrienne) Oakley; daughters, Beth, Susan, and Cindy. Mr. Oakley was a 3-sport athlete at Lake Charles High School and received a football scholarship to Louisiana State University. At LSU he earned honors as a defensive safety and as a senior was captain of the team and chosen to play in the Blue-Gray All-Star game in Montgomery, Ala. He was drafted and played professional football for the NFL Cardinals in Chicago. He began his 40-year education career as a teacher and coach for 17 years, was then a school principal for 13 years, administrator of middle schools for two years, then served as superintendent of the Calcasieu Parish School System for eight years. The school system earned national and international recognition for the incorporation of computer technology in the classroom and the development of software for educational instruction for classroom teachers. Mr. Oakley was also a past member of Lake Charles Kiwanis Club, The Fellowship of Christian Athletes, and a 32nd Degree Mason and Shriner. A memorial service and interment for Mr. Oakley will take place in Lake Charles, La., in late June.

## **EXECUTIVE SESSION**

On a motion to adjourn into Executive Session at 6:07 by Mr. Guidry and seconded by Mr. Dellafosse, the Board voted unanimously to accept; Regular Session resumed at 6:16 on motions by Mr. Dellafosse and Mr. Tarver, with a unanimous vote.

A. Discussion of settlement of Worker Compensation Claim #3899761/Attorney Kevin Koenig

On a motion to approve the staff recommendation to settle Claim #3899761 by Mr. Tarver and a second by Mr. Dellafosse, the motion carried.

## **COMMITTEE REPORTS**

A&P Committee, April 25, 2017/Eric Tarver, *Chair*

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

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

# May 9, 2017

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 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.

**On behalf of the committee, Mr. Tarver offered a motion to accept the recommendation. A second was not needed and the motion passed on a vote.**

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.

# May 9, 2017

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.

**On behalf of the committee, Mr. Tarver offered a motion to accept the recommendation. A second was not needed and the motion passed on a vote.**

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”.

**On behalf of the committee, Mr. Tarver offered a motion to accept the recommendation, with the modification that instead of total and permanent disability it should say permanent total disability. Mr. Breaux seconded the change. The motion carried.**

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”.



# May 9, 2017

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**

**Date Issued: 7-22-2013**

**Subject: Zero Tolerance Checklist**

# May 9, 2017

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.

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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

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## 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.

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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)DateParent/Guardian (Signature)

Date

---

Student Athlete (Printed Name)

Date

---

Student Athlete (Signature)

Date



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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**

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## 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**  
**DATE ISSUED: 7-25-2013**

### 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.



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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.



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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 of 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.

**On behalf of the committee, Mr. Tarver offered a motion to accept the recommendation. A second was not needed and the motion passed on a vote.**

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.

**On behalf of the committee, Mr. Tarver offered a motion to accept the recommendation. A second was not needed and the motion passed on a vote. There were two nay votes.**

**Turnaround School – Principal Position**

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## 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

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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

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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

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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

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- 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.

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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:**

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- 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

## **TAKE APPROPRIATE ACTION**

Mr. Hayes read the following items:

**A.** Approval of TAP Best Practices Grant/Ralph Wilson Elementary

**Grant Title:** TAP Best Practices



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**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.

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

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

## B. Renewal of 2017 employment contracts

### 2017 EXPIRATIONS

CONTRACTED EMPLOYEE	EXPIRATION DATE	LOCATION
<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
<b>ASSISTANT PRINCIPALS</b>		
Askew, Kashia	7/31/2017	Gillis Elementary

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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

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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

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

C. Adoption of Resolution promulgating the results of a special election held in Sales Tax District 3 on April 29, 2017

Lake Charles, Louisiana  
May 9, 2017

The Calcasieu Parish School Board, serving as governing authority of Sales Tax District No. Three of Calcasieu Parish, Louisiana, met in regular public session at its regular meeting place in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, at 5:00 o'clock p.m. on Tuesday, May 9, 2017, pursuant to written notice given to each and every member thereof and duly posted in the manner required by law.

# May 9, 2017

The President called the meeting to order and on roll call, the following members were present:

Annette Ballard, Billy Breaux, Russell Castille, Mack Dellafosse, Glenda Gay, Chad Guidry, Damon Hardesty, Ron Hayes, Aaron Natali, Alvin Smith, Eric Tarver, Wayne Williams

ABSENT: Fred Hardy, Dean Roberts, John Duhon

The meeting was called to order and the roll called with the above results.

The President of the Board stated that the purpose of the meeting was for canvassing and tabulating the returns of an election held in Sales Tax District No. Three of Calcasieu Parish, Louisiana (the "District") on April 29, 2017, on the question of authorizing a levy of a special sales and use tax on all taxable property within the District, and thereupon presented the following proces verbal, which was adopted by the following vote:

YEAS: Ms. Ballard, Mr. Breaux, Mr. Castille, Mr. Dellafosse, Ms. Gay, Mr. Guidry, Mr. Hardesty, Mr. Hayes, Mr. Natali, Mr. Smith, Mr. Tarver, Mr. Williams

NAYS: None

## PROCES VERBAL

BE IT KNOWN AND REMEMBERED that on this 9th day of May, 2017, at 5:00 o'clock p.m., in accordance with a resolution of the Calcasieu Parish School Board ("School Board"), serving as governing authority of Sales Tax District No. Three of Calcasieu Parish, Louisiana, adopted on January 10, 2017, and recorded in the records of said School Board, notice of which meeting was issued and published according to law, the undersigned members of the School Board, being a quorum thereof, met at the regular meeting place of the School Board, and

# May 9, 2017

according to law examined the tabulation blanks, certificates and statements which were received from the Commissioners and Commissioners-in-Charge of the election held in

Sales Tax District No. Three of Calcasieu Parish, Louisiana on April 29, 2017, in accordance with said resolution, together with the transcription of the totals made by the Clerk of Court and Ex-Officio Parish Custodian of Voting Machine in and for Calcasieu Parish to determine the following proposition:

## 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?

The results of said election proved to be as follows:

PRECINCT	NUMBER OF VOTES IN FAVOR OF	NUMBER OF VOTES AGAINST
160E	12	53
160W	21	59
161	13	73
162E	48	111

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162W	55	98
163	45	112
164	13	29
165	40	95
166E	51	72
166W	28	57
167	45	95
360 (Part)	2	2
Absentees	<u>199</u>	<u>603</u>
TOTALS	572	1459

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We therefore ascertained that the majority of qualified electors of Sales Tax District No. Three of Calcasieu Parish, Louisiana qualified to vote under the Constitution and laws of the State of Louisiana voting in said election in the District voted against the Proposition.

At the same time and place, we did examine and canvass the returns as evidenced by said tabulation blanks, certificates, and statements received from the election Commissioners and Commissioners-in-Charge, the correctness of which were sworn to by the election Commissioners- in-Charge and Commissioners according to law, and our finding was that the returns indicated a majority voted against the Sales Tax Proposition.

Therefore, we declare that the result of said election is against the Sales Tax Proposition as stated above.

In accordance with law, a resolution promulgating the aforesaid results was adopted, and the Secretary of the School Board was ordered to have a copy of said resolution signed by the President and published in one issue of the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in said Sales Tax District No. Three.

We did, likewise, order that one copy of this proces verbal be sent to the Secretary of State to be recorded in the archives of the State of Louisiana, and that one copy be sent to the Clerk of the District Court of Calcasieu Parish to be recorded in the mortgage records of said Parish and that one copy be filed in the archives of this School Board.

THUS DONE AND SIGNED in the presence of Peggy Carlile and Lori Ewalt, competent witnesses on this 9<sup>th</sup> day of May, 2017, at a meeting of the School Board, governing authority of Sales Tax District No. Three, in Calcasieu, Louisiana, by the undersigned members of said School Board present and participating in the canvass of said election.



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The following resolution was thereupon introduced, and pursuant to a motion made by Mack Dellafosse and seconded by Annette Ballard, was adopted by the following vote:

YEAS: Ms. Ballard, Mr. Breaux, Mr. Castille, Mr. Dellafosse, Ms. Gay, Mr. Guidry, Mr. Hardesty, Mr. Hayes, Mr. Natali, Mr. Smith, Mr. Tarver, Mr. Williams

NAYS: None

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

# May 9, 2017

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

# May 9, 2017

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:

# May 9, 2017

## 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 9<sup>th</sup> day of May, 2017.

/s/ Ron Hayes

**RON HAYES**, President

/s/ Karl Bruchhaus

# May 9, 2017

**KARL BRUCHHAUS**, Secretary

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

**D. Consideration and approval of Cooperative Endeavor Agreement between CPSB and Recreation District No.1 of Ward 8 on lease of property –  
REMOVED FROM AGENDA**

**E. Consideration of Resolution supporting continued legislative funding of school based Health clinics.**

**RESOLUTION  
REQUESTING CONTINUED FUNDING OF SCHOOL BASED HEALTH CLINICS**

**WHEREAS**, the Louisiana State Legislature is facing significant revenue shortages for the next fiscal year; and

**WHEREAS**, the Calcasieu Parish School board recognizes that the Legislature must determine priorities in the allocation of governmental funds; and

**WHEREAS**, the Calcasieu Parish School Board has been advised the Legislature is considering termination of funding of school based health clinics; and

**WHEREAS**, school based health clinics provide much needed health care services to students in high risk, low socio-economic areas where they may not normally have access to care; and

**WHEREAS**, Calcasieu Parish school based health clinics are staffed with Nurse Practitioners, Registered Nurses, Licensed Clinical and Social Workers who provide such services as immunizations, acute care and testing, treatment of minor illnesses which would normally require students to miss school, assist with chronic management of illnesses such as diabetes, and physical and mental health evaluations, among other services; and

**WHEREAS**, clinic staff work directly with school staff and administration to address the needs of students; and

**WHEREAS**, at four (4) Calcasieu Parish public schools approximately 1,389 students have registered with school based health clinics.

**NOW THEREFORE BE IT RESOLVED**, by the Calcasieu Parish School Board that the Governor of the State of Louisiana and the Louisiana State Legislature are encouraged to continue funding school based health clinics which provide needed health care services to economically disadvantaged students.

# May 9, 2017

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

\_\_\_\_\_  
RON HAYES, President

\_\_\_\_\_  
KARL BRUCHHAUS, Secretary

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

## **BID REPORTS**

Mr. Hayes read the following items:

### **A. Magazines for CPSB Libraries/General Funds**

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

#### **BID REPORTS:**

ALL BIDS WERE POSTED ON WWW.CENTRALBIDDING.COM AND 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

<b>BID RESULTS AS FOLLOWS:</b>	<b># OF SUBSCRIPTIONS</b>	<b>AVG SUBSCRIPTION PRICE</b>
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.**

# May 9, 2017

B. Food Items and Supplies/Food Service Department

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

**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

# May 9, 2017

**BID RESULTS AS FOLLOWS:**

<b>BIMBO BAKERIES</b>	<b>\$ 163,662.50</b>
<b>BORDEN DAIRY</b>	<b>\$1,253,530.00</b>
<b>DAXWELL</b>	<b>\$ 8,900.00</b>
<b>DIAMOND FOODS</b>	<b>\$ 233,204.19</b>
<b>ECONOMICAL JANITORIAL</b>	<b>\$ 156,682.85</b>
<b>INTERBORO PACKAGING</b>	<b>\$ 1,696.00</b>
<b>LABATT FOODS</b>	<b>\$ 30,049.84</b>
<b>LACASSAGNES</b>	<b>\$ 295,602.00</b>
<b>NARDONE BROS</b>	<b>\$ 183,971.20</b>
<b>OASIS FOODS</b>	<b>\$ 127,435.00</b>
<b>PON FOODS</b>	<b>\$ 727,875.54</b>
<b>WILLIAM GEORGE</b>	<b>\$ 892,070.00</b>
<b>TOTAL</b>	<b>\$4,074,679.12</b>

**The staff recommends awarding as indicated above as the lowest responsible responsive bidders in the amount of approximately \$4,074,679.12.**

## CONDOLENCE/RECOGNITION

Mr. Natali asked for a letter of condolence to the family of Rose Holland.

Mr. Williams congratulated the LaGrange Choir for their recent state award win.

Mr. Smith asked for a letter of condolence to the family of Charlene Burnett.

Mrs. Ballard congratulated staff for the recent ASBO Certificate of Excellence for Financial Reporting designation.

Mrs. Gay congratulated Mr. Hardy on the birth of a new grandson.

Mr. Dellafosse mentioned Teacher Appreciation Week and thanked all teachers for the hard work and dedication to our students.

## SCHEDULE COMMITTEES

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



# May 9, 2017

## ADJOURN MEETING

On a motion to adjourn by Mr. Dellafosse and a second by Mr. Guidry, the meeting was adjourned at 7:31 p.m.

\_\_\_\_\_  
Ron Hayes, President

\_\_\_\_\_  
Karl Bruchhaus, Secretary

**MAY 23, 2017**

**Item 4.B.**

**DATE, TIME, PLACE OF MEETING**

The Calcasieu Parish School Board Special Called meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on May 23, 2017, at 5:00 p.m.

The meeting was called to order by Ron Hayes, President. The prayer and pledge were led by Annette Ballard.

**ROLL CALL**

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

Absent: Billy Breaux, Eric Tarver

**CORRESPONDENCE**

Mr. Hayes read the following item:

A. Consideration and Appropriate Action on final change order for Prien Lake Road Project

Mr. Guidry offered a motion to approve Option #1; Mrs. Ballard seconded.

Mr. Castille offered an amendment to the original motion, with a second by Mrs. Gay, to approve the original 4" of asphalt at a cost of \$52,900.00. This amendment failed on a 3 to 10 vote. Prior to this vote, Mr. Natali withdrew his motion to amend the amendment; there was no second. After much discussion, the original motion passed on a vote of 8 to 5, to approve the 2" of asphalt at a cost of \$33,153.00.

**Option 1 – Adds cost for additional dirt work and changes asphalt east/west Portion of road from 4 inches to 2 inches. Net Additional Cost - \$33,153**

# MAY 23, 2017

## 2016-2017 Prien Lake Elementary Traffic Control Project

### Budgets -2016-2017 General Fund

Road	\$350,000
Canopy	<u>\$100,000</u>
TOTAL GENERAL FUND	\$450,000

### Outside Funding

Lake Charles LNG	\$200,000
Calcasieu Parish Police Jury	<u>\$50,000</u>
Total Outside Funding	\$250,000

Total Available	<u>\$700,000</u>
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### Current Costs

Road	\$482,676
Canopy	<u>\$ 146,395</u>
Total Current Costs	\$629,071

Balance Available	<u>\$ 70,929</u>
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# May 23, 2017

## REQUEST FOR CHANGE NO. 4

Dear Mr. Conner,

Pat Williams Construction LLC proposes to supply the material, labor, and equipment necessary to complete the scope of work required to perform the additional work as instructed by Mr. Eric Conner per the Adjusted Roadway drawings dated 3-28-17.

RC Paving (Credit for 4" Asphalt)	\$ (52,900.00)
Creative Development LLC (Add for Site work)	\$ 49,555.00
RC Paving (Add for 2" of Asphalt)	\$ 28,350.00
Creative Development LLC	\$ 1,500.00
Subtotal	\$ 26,505.00
PWC (OH&P Subs-10%)	\$ 2,651.00
PWC Material & Labor	\$ 2,910.00
PWC (Mark Up-15%)	\$ 437.00
Bond	\$ 650.00
Total Change Request	\$ 33,153.00

### Description of Additional Work by Trade:

- RC Paving shall provide a credit for the 4" of asphalt shown on the drawings dated 3-28-17 as requested.
- Creative Development provided all material, labor and equipment necessary to complete the scope of work associated with the additional fill for tree stump holes, the over excavation of unsuitable soils, and the additional 18" of lime treated fill materials as recommended by Fugro Testing Laboratory.
- RC Paving shall provide all of the material, labor and equipment required to complete the installation of approximately 16,343 sf of 2" asphalt as per the drawings dated 3-28-17.
- Creative Development shall provide the labor and equipment necessary to complete the scope of work associated with adding a swale ditch from station 13+50 to 15+80 along the south side of the property.

- Pat Williams Construction LLC shall provide the material, labor and equipment necessary to complete the scope of work of installing rock road base to make a smooth transition from the 2" asphalt to the rock road at station 14+50 per the drawings dated 3-28-17 as requested.

*This proposal includes the full amount of 2" asphalt required per the drawings dated 3-28-17. Once provided by the subcontractor, the contractor shall offer a credit for approximately 465 sy of the 2" asphalt not installed from stations 14+50 east to just past the "Y" as indicated on the drawings, as requested by Mr. Eric Conner.*

**ADJOURN MEETING**

# May 23, 2017

On a motion to adjourn by Mr. Dellafosse and a second by Mr. Roberts, the meeting was adjourned at 5:28 p.m.

---

Ron Hayes, President

---

Karl Bruchhaus, Secretary

# Option 1

Adds cost for additional dirt work and changes asphalt east/west portion of road from 4 inches to 2 inches.

Net Additional Cost - \$33,153

# Construction Contract Change Order BREAKDOWN

Breakdown No. 1  
Item No. \_\_\_\_\_  
COR No. \_\_\_\_\_

Date: 5/17/2017

Project Name: Prien Lake Elementary Access Road

Contractor/Subcontractor Name: Pat Williams Construction LLC

## Direct Cost of Work :

<b>A. Labor</b>		Check here if explained on the Comment Sheet	↓	Hourly Wage Rate	Hours	Total Cost
1	Operator			30.00	28	\$840
2			<input type="checkbox"/>			
3			<input type="checkbox"/>			
4			<input type="checkbox"/>			
5			<input type="checkbox"/>			
6			<input type="checkbox"/>			
7			<input type="checkbox"/>			
				Add Labor Burden @	31 %	\$260.00

**LABOR TOTAL**

**\$1,100**

<b>B. Material</b>		Unit Price	Unit	Units	Total Cost
1	Rock Road Base	35.00	ton	36	\$1,260
2					
3					
4					
5					
6					
7					
(Copies of invoices may be required.)					
				Add Tax @	%

**MATERIAL TOTAL**

**\$1,260**

<b>C. Equipment</b>		Unit Rate	Unit	Units	Total Cost
1	Equipment to spread rock at transition	550.00	1 wk	1	\$550.00
2					
3					
4					
5					
6					
7					
(Copies of invoices may be required.)					
				Add Tax @	%

**EQUIPMENT TOTAL**

**\$550.00**

**TOTAL DIRECT COST FOR THIS BREAKDOWN:**

(Sum A, B & C)

1

**\$2,910**

# *R. C. Paving, Inc.*

September 9, 2016

Zane Long  
Pat Williams Construction

Dear Zang,

We want to thank you for having the opportunity to submit the following proposal:

Prien Lake Elementary Access Road - revised

- Estimated 1,800 square yards of 4" PG 64.22 Hot Mix Asphalt (Tax Exempt).
- Asphalt to be installed in two (2") lifts on separated days.
- Dimensions to be verified by both parties prior to applying prime coat
- R.C. Paving Inc. to provide all materials, labor, and trucking to prime base material and install designated hot mix asphalt.
- Others to provide base construction, clear lay out with offset stakes, drainage, and testing if required by owner.
- Project to consist of two (2) working days.
- R.C. Paving Inc. not responsible for soft spots or "bird baths" due to existing base and elevations.
- Price - \$52,900.00

If you should have any questions, please do not hesitate to call. We look forward to hearing from you.

Sincerely,

David O'Neal

*Credit amount for 4" Asphalt*





# Creative Development, LLC

P.O. Box 189  
Ragley, LA 70657  
337.725.3733

## **PROPOSAL**

**Date:** May 17, 2017

**To:** Pat Williams Construction

**In Reference to:** Prien Lake Access Road Lime Dirt Change

*Creative Development, LLC* proposes to furnish labor, equipment, material and supervision to perform the following scope of work:

- Installation of lime dirt above and beyond the previous change amount  
Original change = 3949 yards lime dirt  
Additional needed = 899 yards lime dirt  
Unit price amount = \$29 per yard lime dirt  
 $899 \text{ yards} * \$29/\text{yard} = \$26,071.00$
- Excavation of additional existing soils beyond previous change amount  
Original change = 3499 yards  
Additional excavation = 1957 yards  
Unit price amount = \$12 per yard excavated  
 $1957 \text{ yards} * \$12/\text{yard} = \$23,484.00$

*Total Proposed Cost: **\$49,555.00***

**Note:**

This proposal is for work already performed in the field.

Thanking you for this opportunity,  
Daniel Dubard  
Operations Manager  
Creative Development, LLC

# *R. C. Paving, Inc.*

May 5, 2017

Zane Long  
Pat Williams Construction

Dear Zang,

We want to thank you for having the opportunity to submit the following proposal:

Prien Lake Elementary Access Road – revised III

- Estimated 16,343 square feet of 2" PG 64.22 Hot Mix Asphalt (Tax Exempt).
- Dimensions to be verified by both parties prior to applying prime coat
- R.C. Paving Inc. to provide all materials, labor, and trucking to prime base material and install designated hot mix asphalt.
- Others to provide base construction, clear lay out with offset stakes, drainage, and testing if required by owner.
- Project to consist of one (1) working days.
- R.C. Paving Inc. not responsible for soft spots or "bird baths" due to existing base and elevations.
- Price - \$28,350.00

If you should have any questions, please do not hesitate to call. We look forward to hearing from you.

Sincerely,

David O'Neal

*Add amount for 2" asphalt*



# Creative Development, LLC

P.O. Box 189  
Ragley, LA 70657  
337.725.3733

## PROPOSAL

**Date:** May 17, 2017

**To:** Pat Williams Construction

**In Reference to:** Prien Lake Access Road Swale Change

*Creative Development, LLC* proposes to furnish labor, equipment, material and supervision to perform the following scope of work:

- Create swale from station 13+50 to 15+80 along south property line
- Grade area between road and swale to drain properly

*Total Proposed Cost: **\$1500.00***

**Note:** All excavated materials to remain on site.

This proposal is for completion of the job described on the previous pages, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should the need arise. Proposal price void after 60 days.

Thanking you for this opportunity,  
Daniel Dubard  
Operations Manager  
Creative Development, LLC

# 1500-2000lb Skidsteer

To see availability and rates please tell us when and where you will be using the equipment

70601

05/17/2017



Get Rates



## RENTAL RATES

Equipment pricing may vary based on availability and market conditions

\$156	\$156	\$550	\$1,295
4 Hour	Daily	Weekly	4 Week

Add to Cart

## Specs

### Make / Models

Varies

### Specifications

Cat-Class :



# Option 2

Adds cost for additional dirt work and eliminates asphalt completely on east/west portion of road

Net Additional Cost - ???

Contractor Will Have Available On Friday & Will Be Sent Out By Email To Board Members

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

The Calcasieu Parish School Board Special Called meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on May 31, 2017, at 5:00 p.m.

The meeting was called to order by Ron Hayes, President. The prayer and pledge were led by Alvin Smith.

## **ROLL CALL**

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

Absent: Mack Dellafosse

## **TAKE APPROPRIATE ACTION**

Mr. Hayes read the following item:

### **A. Consideration and Appropriate Action on Pre-K Enrollment Options**

**To:** Board Members  
**From:** Karl Bruchhaus, Superintendent  
**Date:** May 31, 2017  
**Subject:** Pre-K Enrollment Options

Pre-K programs in Calcasieu Parish originated to provide opportunities for at-risk children and those children continue to be the foundation of the program. Louisiana Pre-K is not mandated and accordingly not funded through the M.F.P. program like K-12 students are funded. The Pre-K program has always included an application process including the reporting and verification of income.

It should be noted that both the flier circulated for the enrollment process (**Exhibit 6**) and the letter in each registration packet distributed (**Exhibit 7**)

# May 31, 2017

both mention that enrollment is based on income and not guaranteed. The Pre-K program has never been zoned and no student has ever been guaranteed a placement prior to the application process.

With the origination of the School Lunch C.E.P. process where all students at some schools eat free without completing free/reduced lunch applications, the income verification process was not as initially efficient as it needed to be. Since those forms were also used for Pre-K eligibility, some students were placed in the program over the last several years that did not meet grant eligibility guidelines.

The school system has had to contribute more towards funding the Pre-K program as grant eligible positions were not maximized and grant funds not used to capacity. Expenses transferred to General Fund included \$429,000 in 2013-2014, \$1.1 million in 2014-2015, \$1.8 million in 2015-2016, and an estimated \$2.0 million for 2016-2017. The school system needs to return to ensuring that all grant positions are filled with eligible students.

The effort to prioritize funding has seemed abrupt to some involved in the process leaving a number of Board Members asking for options to create a “bridge” year where we would continue to fund some ineligible students.

Staff is recommending the following option for 2017-2018.

- Fill all 1380 grant funded positions with eligible students through an ongoing enrollment process.
  - Certified teachers will be coordinated to teach in grant positions as required by the grant. Some of these certified teachers may be required to change locations to be guaranteed a position in the program.
- Offer up to 390 positions to students not eligible for grant positions as registered in the March registration cycle.
  - Students will be ranked in income order based on completed and verified applications and will be offered spots closest to their zoned school from lowest income to highest.
  - Cost to CPSB will be approximately \$810,000 for 2017-2018.
- 2017-2018 will be a bridge year with the program returning to 100% grant funding for 2018-2019.

While this option will offer 1770 positions compared to 1715 this year,



# May 31, 2017

there will still be the potential for students not to be offered a position in the program based on income ranking described above. A list of available 4 year old slots at childcare programs is also included (**Exhibit 5**) showing that there are options.

Staff has also presented a secondary option that would require non-eligible students to pay tuition at \$4,500 per year, although the tuition process has been historically difficult to manage.

Mrs. Ballard, with a second by Mr. Breaux, offered a motion to approve Option #1 for the 2017-2018 school year, which is to fill 1380 grant funded positions with eligible students and offering up to 390 positions to students that are not eligible at a cost of approximately \$810,000.

The school year 2017-2018 would be considered a bridge year and 2018-2019 would return to 100% grant funding, though that would be subject to change.

Mr. Tarver offered an amendment, seconded by Mr. Guidry, that in addition to the 390 slots for ineligible students and the 1380 grant slots for eligible students, the Board would provide funding to cover any additional eligible students if necessary. The objective would be to provide for all eligible students, even above the allocated 1380 slots, without taking slots away from the 390 allocated to ineligible students.

Mr. Hardesty, with a second by Mr. Tarver, asked to amend Mr. Tarver's amendment and set a deadline of June 3 for all registrations. This amendment request was pulled prior to Mr. Tarver and Mr. Guidry withdrawing their amendment.

There was much discussion by the Board.

**Submitting blue cards to address the Board:**

Julie Greathouse  
Monica Welch  
Kristin Bellon  
Kathy Muller  
Jackie Brawner  
Tammy Cormier

# May 31, 2017

Melisa Crumpler (passed)  
Kathleen Bellow  
Stephanie Smith  
Chasity Grove  
Holly Reves (passed)  
Falicia Coleman  
Jennifer Vest  
Tamra Williams  
Karrah Rogers  
Lora DeVille  
Katelyn Cooley  
Ellaweena Woods  
Caitlyn Oliver  
Capricia Botley  
Linda Bordelon (passed)  
Christine Fontenot (left)  
Darol King, Sr.  
Randy Burleigh (passed)  
Brittany Johnson (passed)  
LaShawnda Bartie (left)  
Lt. Cody Oliver

Mr. Natali offered an amendment that in schools that have a capacity for additional students that have applied above Board allocations, that parents could pay tuition, since daycares in some areas are not available. This failed for lack of a second.

Mr. Hardy called the question to cease discussion; Mr. Breaux seconded. There was one nay vote.

On a vote to approve the original motion to accept Option 1, the motion carried unanimously.

## **ADJOURN MEETING**

On a motion to adjourn by Mr. Guidry and a second by Mr. Roberts, the meeting was adjourned at 7:23 p.m.

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Ron Hayes, President

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Karl Bruchhaus, Secretary

# Early Childhood

Exhibit 1

2017-18



# Funding Options



## Option 1

**GOAL: All grant funding utilized; all classes remain open**

**Cost cover by grants (1,380 eligible students based on ongoing registration)**

Funding Source	Cost per child	# of Students Served	# of Classes	Cost
LA4	\$4,580	1,060 students	53 classes	\$4.8 million
PK Expansion	\$ 5,180	60 students	3 classes	\$310,800
8(g)	\$4,023	80 students	4 classes	\$321,844
Title I	\$4,944	180 students	9 classes	\$890,000

**Eligible Students Only**

**Cost to District (390 ineligible students based on March)**

Funding Source	Cost per child	# of Students Served	# of Classes	Cost
District	\$4500	180 students	9 classes	\$810,000
District	\$-0-	210 students	35 RM classes (6 students per class)	\$-0-

<b>District Total Cost</b>				<b>\$810,000</b>
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Students would be ranked and selected by income



**Option 1**

**GOAL: All grant funding utilized; all classes remain open**

Pros	Cons
All grant funding utilized	Limited (390) ineligible students served
All eligible students served	
No additional seats granted to the Charter School	
Funding available to purchase supplies	
Certified teachers in all grant funded classrooms	

**Number of classes at each site would be determined based on need**





## Option 2

**GOAL: All grant funding utilized; all classes remain open**

**Cost cover by grants (1,380 eligible students based on ongoing registration)**

Funding Source	Cost per child	# of Students Served	# of Classes	Cost
LA4	\$4,580	1,060 students	53 classes	\$4.8 million
PK Expansion	\$ 5,180	60 students	3 classes	\$310,800
8(g)	\$4,023	80 students	4 classes	\$321,844
Title I	\$4,944	180 students	9 classes	\$890,000
Eligible Students Only				

**Cost to District (390 ineligible students based on March registration)**

Funding Source	Cost per child	# of Students Served	# of Classes	Cost
Tuition-based (\$500 per month)	\$4500	180 students	9 classes	\$810,000
Tuition-based (\$500 per month)	\$4500	210 students	35 RM classes (6 students per class)	\$945,000
District Total Cost				\$-0-



Students would be ranked and selected by income

**Option 2**



**GOAL: All grant funding utilized; all classes remain open**

Pros	Cons
All grant funding utilized	Limited (390) ineligible students served
All eligible students served	
No additional seats granted to the Charter School	
Funding available to purchase supplies	
Certified teachers in all grant funded classrooms	

**Number of classes at each site would be determined based on need**

# CPSB Early Childhood Department

Exhibit 2

## Pre-Kindergarten Four-Year Old Programs

Programs	2016-2017		2017-2018
LA4	65 classes	969 students	1,060 students
LA4 – Ineligible		276 students	
Title I	9 classes	180 students	9 classes
8(g)	4 classes	80 students	4 classes
Reverse Mainstream	35 classes	210 students	35 classes
PK Expansion	0 classes	0 students	3 classes
Local Classes			9 classes
<b>TOTAL</b>	<b>113 classes</b>	<b>1,715 students</b>	<b>113 classes</b>
			<b>1,770 students</b>

## Pre-Kindergarten Three-Year Old Programs

Programs	2016-2017		2017-2018
Head Start	28 classes	450 students	28 classes
			450 classes
<b>TOTAL</b>	<b>28 classes</b>	<b>450 students</b>	<b>28 classes</b>
			<b>450 classes</b>

# CPSB Early Childhood Department

## Pre-Kindergarten Four-Year Old Programs

Programs	2016-2017		2017-2018
LA4	969 students		1,060 students
LA4 – Ineligible	65 classes	276 students	53 classes
Title I	9 classes	180 students	9 classes
8(g)	4 classes	80 students	4 classes
Reverse Mainstream	35 classes	210 students	35 classes
PK Expansion	0 classes	0 students	3 classes
Local Classes			9 classes
<b>TOTAL</b>	<b>113 classes</b>	<b>1,715 students</b>	<b>113 classes</b>
			<b>1,770 students</b>

## Pre-Kindergarten Three-Year Old Programs

Programs	2016-2017		2017-2018
Head Start	28 classes	450 students	28 classes
			450 classes
<b>TOTAL</b>	<b>28 classes</b>	<b>450 students</b>	<b>28 classes</b>
			<b>450 classes</b>

# Exhibit 3

## 2016-2017

### Elementary Schools

	<u>Total</u>	<u>Eligible</u>	<u>Ineligible</u>
<b>002 Barbe Elementary</b>			
LA-4	17	17	0
LA-4	17	17	0
Subtotal	34	34	0
<b>004 Bell City</b>			
LA-4	15	14	1
LA-4	14	2	12
Title-1	15	3	12
Subtotal	44	19	25
<b>006 Brentwood</b>			
LA-4	20	17	3
LA-4	19	19	0
Subtotal	39	36	3
<b>009 Jessie D. Clifton</b>			
LA-4	16	16	0
LA-4	19	18	1
LA-4	19	18	1
LA-4	19	18	1
Subtotal	73	70	3
<b>010 College Oaks</b>			
LA-4	20	18	2
LA-4	20	18	2
Subtotal	40	36	4
<b>045 Cypress Cove</b>			
LA-4	16	13	3
LA-4	16	14	2
LA-4	20	6	14
Subtotal	52	33	19
<b>013 DeQuincy Primary</b>			
LA-4	20	15	5
LA-4	19	16	3
Title-1	20	4	16
Subtotal	59	35	24
<b>016 Dolby</b>			
LA-4	20	4	16
LA-4	20	19	1
Subtotal	40	23	17
<b>018 Fairview</b>			
LA-4	17	15	2
LA-4	19	18	1
LA-4	19	14	5
Subtotal	55	47	8
<b>019 Frasch</b>			
LA-4	19	14	5
LA-4	20	16	4
Subtotal	39	30	9
<b>068 Gillis</b>			
LA-4	19	12	7
LA-4	19	17	2
LA-4	20	4	16

**2016-2017****Elementary Schools**

	<u>Total</u>	<u>Eligible</u>	<u>Ineligible</u>
<b>Subtotal</b>	<b>58</b>	<b>33</b>	<b>25</b>
<b>023 W.T. Henning</b>			
LA-4	19	19	0
Title-1	19	5	14
<b>Subtotal</b>	<b>38</b>	<b>24</b>	<b>14</b>
<b>024 Henry Heights</b>			
8-G	20	10	10
8-G	20	18	2
<b>Subtotal</b>	<b>40</b>	<b>28</b>	<b>12</b>
<b>027 John J. Johnson</b>			
LA-4	19	19	0
LA-4	19	19	0
LA-4	18	17	1
<b>Subtotal</b>	<b>56</b>	<b>55</b>	<b>1</b>
<b>028 M.J. Kaufman</b>			
LA-4	17	16	1
LA-4	20	16	4
<b>Subtotal</b>	<b>37</b>	<b>32</b>	<b>5</b>
<b>029 John F. Kennedy</b>			
Title-1	20	18	2
<b>Subtotal</b>	<b>20</b>	<b>18</b>	<b>2</b>
<b>030 E.K. Key</b>			
LA-4	20	15	5
LA-4	20	16	4
<b>Subtotal</b>	<b>40</b>	<b>31</b>	<b>9</b>
<b>005 LeBleu Settlement</b>			
LA-4	20	14	6
LA-4	20	17	3
<b>Subtotal</b>	<b>40</b>	<b>31</b>	<b>9</b>
<b>082 Maplewood Elementary</b>			
LA-4	20	8	12
LA-4	20	10	10
LA-4	20	13	7
<b>Subtotal</b>	<b>60</b>	<b>31</b>	<b>29</b>
<b>039 Moss Bluff Elementary</b>			
LA-4	20	13	7
LA-4	19	5	14
LA-4	20	7	13
<b>Subtotal</b>	<b>59</b>	<b>25</b>	<b>34</b>
<b>042 A.A. Nelson</b>			
LA-4	20	11	9
LA-4	20	13	7
LA-4	20	15	5
<b>Subtotal</b>	<b>60</b>	<b>39</b>	<b>21</b>
<b>043 Oak Park Elementary</b>			
LA-4	20	20	0
LA-4	20	12	8
<b>Subtotal</b>	<b>40</b>	<b>32</b>	<b>8</b>
<b>046 Prien Lake</b>			
LA-4	20	13	7



**2016-2017****Elementary Schools**

	<b>Total</b>	<b>Eligible</b>	<b>Ineligible</b>
<b>Subtotal</b>	<b>20</b>	<b>13</b>	<b>7</b>
<b>054 R.W. Vincent</b>			
LA-4	18	16	2
8-G	20	7	13
<b>Subtotal</b>	<b>38</b>	<b>23</b>	<b>15</b>
<b>050 St John</b>			
LA-4	19	15	4
LA-4	20	12	8
Title-1	20	13	7
<b>Subtotal</b>	<b>59</b>	<b>40</b>	<b>19</b>
<b>051 Starks</b>			
Title-1	20	16	4
<b>Subtotal</b>	<b>20</b>	<b>16</b>	<b>4</b>
<b>053 Vincent Settlement</b>			
LA-4	19	18	1
Title-1	18	6	12
<b>Subtotal</b>	<b>37</b>	<b>24</b>	<b>13</b>
<b>055 Vinton Elementary</b>			
LA-4	16	15	1
LA-4	14	13	1
Title-1	19	7	12
<b>Subtotal</b>	<b>49</b>	<b>35</b>	<b>14</b>
<b>059 T.H. Watkins</b>			
LA-4	20	20	0
LA-4	20	18	2
LA-4	20	20	0
<b>Subtotal</b>	<b>60</b>	<b>58</b>	<b>2</b>
<b>060 J.I. Watson</b>			
LA-4	19	17	2
LA-4	20	20	0
<b>Subtotal</b>	<b>39</b>	<b>37</b>	<b>2</b>
<b>061 Pearl Watson</b>			
LA-4	16	16	0
LA-4	19	18	1
<b>Subtotal</b>	<b>35</b>	<b>34</b>	<b>1</b>
<b>065 Westwood</b>			
LA-4	18	11	7
LA-4	17	10	7
LA-4	18	11	7
8-G	18	10	8
Title-1	19	16	3
<b>Subtotal</b>	<b>90</b>	<b>58</b>	<b>32</b>
<b>Totals</b>	<b>1470</b>	<b>1080</b>	<b>390</b>
LA-4	1222	947	275
8-G	78	45	33
Title-1	170	88	82
<b>Totals</b>	<b>1470</b>	<b>1080</b>	<b>390</b>



# Calcasieu Parish School System

## Early Childhood Department



### Exhibit 4

### 2016-2017 Enrollment

As of October 2016

Reverse Mainstream Classes	Ineligible	Eligible
Barbe Elementary	2	6
Brentwood Elementary	4	13
J.D. Clifton Elementary	3	3
College Oaks Elementary	3	1
Cypress Cove Elementary	6	1
DeQuincy Primary	0	5
Dolby Elementary	2	4
Fairview Elementary	0	8
Frasch Elementary	5	2
Gillis Elementary	4	2
W.T. Henning Elementary	3	0
Henry Heights	0	5
E.K. Key Elementary	3	2
Kennedy	0	6
John J. Johnson Elementary	0	5
M.J. Kaufman Elementary	1	2
LeBleu Settlement Elementary	4	1
Maplewood Elementary	1	5
Moss Bluff Elementary	0	5
A.A. Nelson Elementary	8	0
Oak Park Elementary	0	5
Prien Lake Elementary	3	2
St. John Elementary	6	3
Vincent Settlement Elementary	4	2
R.W. Vincent Elementary	2	2
Vinton Elementary	0	3
T.H. Watkins Elementary	5	1
J.I. Watson Elementary	16	2
Pearl Watson Elementary	3	1
Westwood Elementary	4	6
Totals	96	109

# Calcasieu Parish Childcare Programs

## Exhibit 5

SITES	PK OPENINGS
AMERE	30
ALL ABOUT KIDS	33
ALL ABOUT ME	4
ANGEL BABIES	15
APPLE TREE	40
BEE HAVEN	6
BENJAMIN'S	20
BUILDING BLOCKS	6
CHILDREN'S PLAYWORD	16
FIRST METHODIST	10
GINGERBREAD HOUSE	6
HAPPY DAYS	13
HART'S	0
HAYLEIGH'S	13
HEAVEN PRECIOUS ANGELS	0
HENNING	0
IT'S A SMALL WORLD	20
KID'S WORLD	22
KIDDIN AROUND	12
KIDZ KAROUSEL	6
KIDZ KUNTRY	0
KIDS KASTLE	10
KINDER CARE	10
LEAP INTO LEARNING	12
LINDA BRIGHT BEGINNING	0
LION'S DEN	10
LITTLE THINKERS	2
MORIAH'S	6
MS ELLEN'S	14
NEW BEGINNING	11
OUR LADY QUEEN OF HEAVEN	0
PRECIOUS TRESURE	12
PRIZE POSSESSIONS	15
READY SET GROW	0
SHIPS AHOY	0
ST. JOHN LITTLE LAMB	10
ST. THEDORE HOLY FAMILY	0
UNITED CHRISTIAN FELLOWSHIP	5
UNIVERSITY UNITED METHODIST DAY SCHOOL	6
UNIVERSITY UNITED METHODIST DAY SCHOOL	20
	415





# Calcasieu Early Childhood

Exhibit 6

## COORDINATED ENROLLMENT

**March 13-31, 2017**

(Check with centers and schools regarding specific times)

### HEAD START ROUND UP - 3 YEAR OLDS

J. D. Clifton, Brenda Hunter, Jake Drost,

J. I. Watson, and DeQuincy Primary

**Time 8:30 a.m.-12:00 p.m.**

### PRE-K ROUND UP - 4 YEAR OLDS

CPSB Schools and Charter Schools

CPSB Schools: Register in School Zone

Must bring two current utility bills

#### 2017-2018 Guidelines:

- Must be three (3) years old on or before September 30, 2017
- Child's certified birth certificate
- Child's Social Security Card
- Child's up-to-date Immunization Record
- **Proof of Income** (TANF, Child Support, 2016 W-2, 2016 Income Tax Form 1040, SSI Income, Unemployment Benefits or your 12/31/16 Check Stub)
- Court Orders or Legal Documentation of Guardianship (if applicable)
- IEP or Early Steps Documentation (if applicable)
- Official Diagnosed Disability Information (if applicable)

Eligibility criteria apply providing guidelines are met. By law, Calcasieu Parish School Board Head Start must provide services to families with a family income at or below the Federal poverty guidelines.

NOTE: In August 2017, parents will be asked to provide documentation of his/her child's complete physical along with his/her current immunization and dental exam. Student's acceptance will be contingent upon receiving these documents.

#### J. D. Clifton Elementary Head Start

100 N. Prater Street, Lake Charles, LA 70601  
(337) 217-4215 ext. 2844

#### Brenda H. Hunter Head Start Center

(Formerly Wonderland of Play Head Start)  
2200 Elder Street - Lake Charles, LA 70601  
(337) 217-4213 Ext. 2825 or 2845

#### Jake Drost Head Start

1100 N. Crocker Street - Sulphur, LA 70663  
(337) 217-4515 Ext. 1174

#### J. I. Watson Head Start

215 S. Kinney, Iowa, LA 70647  
(337) 217-4670 Ext. 2864

#### DeQuincy Primary Head Start

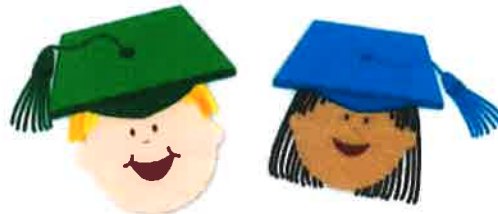
304 McNeese Street - DeQuincy, LA 70633  
(337) 217-4650 Ext. 5619

#### 2017-2018 Guidelines:

- Must be four (4) years old on or before September 30, 2017
- Child's certified birth certificate
- Child's Social Security Card
- Child's up-to-date Immunization Record
- Must complete Early Childhood Program Eligibility Survey (**Priority will be given to families with a family income at or below the Federal poverty guidelines**)
- Must register child **only** in school zone
- Must provide proof of address (i.e. current electric, gas, water, telephone, or cablevision statements)
- Must adhere to Attendance Guidelines
- Must provide verification of income (**Two (2) consecutive check stubs for each parent or caregiver in household, SNAP or SSI documentation with child's name, foster care agreement**)
- Out of zone permits are not required

Check local schools for specific guidelines for:

- Transportation
- Before and After School Enrichment



### NON-PUBLIC PRIVATE PRE-K

Tuition costs may apply for families who do not meet NSECD Program eligibility requirements

#### St. Theodore Holy Family Catholic School

785 Sam Houston Pkwy  
Lake Charles, LA 70611  
Phone: (337) 855-9465

**For more information regarding any of  
the programs listed, please call  
337-217-4210 EXT. 2804/2806**



Network Lead Agency



# Calcasieu Early Childhood COORDINATED ENROLLMENT

## COMMUNITY CHILD CARE CENTERS

ACCEPTING BIRTH-5 YEARS OLD

TUITION AND CCAP ACCEPTED



### Lake Charles

All About Kids Childcare/Development Center, 700 Reigel Street, Lake Charles, LA 70607, 337-562-1200  
All About Me Childcare Center, 2508 Common Street, Lake Charles, LA 70601, 337-656-2849  
Bee Haven Childcare & Learning Center, 1801 Corbello Road, Lake Charles, LA 70615, 337-433-1007  
Children's Playworld Preschool, Inc. 2129 East Mill Street, Lake Charles, LA 70601, 337-433-4981  
First Methodist School, 812 Kirkman Street, Lake Charles, LA 70601, 337-433-4570  
Happy Days Daycare, 904 East Prien Lake Road, Lake Charles, LA 70601, 337-411-7855  
Harts' Childcare, 400 East School Street, Lake Charles, LA 70605, 337-477-0674  
Hayleigh's Childcare Learning Center & Development Center, 711 11th Street, Lake Charles, LA 70601, 337-491-8975  
It's A Small World Childcare, 2238 8th Street, Lake Charles, LA 70601, 337-496-0002  
Kid's Kastle Daycare, L.L.C., 3934 Common Street, Lake Charles, LA 70607, 337-477-7529  
Kids World Child Care and Learning Center, 2812 Broad Street, Lake Charles, LA 70601, 337-436-3560  
Kidz Karousel Academy West, 3424 Power Center Parkway, Lake Charles, LA 70607, 337-564-6788  
Kinder Care Learning Center, 4630 Nelson Road, Lake Charles, LA 70605, 337-478-8086  
Leap Into Learning Child Development Center, 1277 Ham Reid Road, Lake Charles, LA 70605, 337-474-3955  
Moriah's Christian Preschool, 332 South Goos Street, Lake Charles, LA 70601, 337-439-4331  
Ms. Ellen's Daycare, 1503 W. McNeese Street, Lake Charles, LA 70605, 337-478-9214  
New Beginning Learning and Development Center, 4332 Kirkman Street, Lake Charles, LA 70601, 337-480-3802  
Our Lady Queen of Heaven Early Childhood Center; 3903 Creole Street, Lake Charles, LA 70605, 337-477-8439  
Precious Treasures Daycare, 5104 Weaver Road, Lake Charles, LA 70605, 337-480-0210  
Ship's Ahoy Children's Academy, 1639 Ryan Street, Lake Charles, LA 70601, 337-494-0280  
St. John's Little Lambs, 600 University Drive, Lake Charles, LA 70605, 337-478-2659  
United Christian Fellowship (Little Kingdom), 2900 E. Opelousas Street, Lake Charles, LA 70601, 337-433-1517  
University United Methodist Day School, 3501 Patrick Street, Lake Charles, LA 70605, 337-478-4347

### Sulphur

Appletree Kids, Inc. Child Development Center, 919 Henning Drive, Sulphur, LA 70663, 337-528-2662  
Building Blocks Preschool and Learning Center, 5255 Highway 27 South, Sulphur, LA 70663, 337-583-8687  
Gingerbread House, 226 S. Cities Service Hwy., Sulphur, LA 70663, 337-313-3880  
Heaven's Precious Angels, 732 W. Burton Street, Sulphur, LA 70663, 337-527-2860  
Henning Memorial United Methodist Childcare Center, 404 South Huntington, Sulphur, LA 70663, 337-527-3838  
Kids Too and Adventure Camp, 619 Henning Drive, Sulphur, LA 70663, 337-528-2662  
Prize Possessions, 111 Park Street, Sulphur, LA 70663, 337-527-6527  
Wee Wisdom, 701 East Cypress, Sulphur, La. 70663, 337-527-4949

### Iowa

Angel Babies, 320 E. Miller Avenue, Iowa, LA 70647, 337-582-1975  
Kidz Kuntry Childcare & Learning Center, LLC, 701 East Miller Avenue, Iowa, LA 70647, 337-582-2330  
Little Thinkers Learning Center, 114 River Birch Drive, Iowa, LA 70647, 337-582-1234

### Moss Bluff

Linda's Bright Beginnings, 1967 Sam Houston Jones Pkwy, Lake Charles, LA 70611, 337-855-3989  
Ready Set Grow, 188 East Telephone Road, Lake Charles, LA 70611, 337-855-9190

### Westlake

Kiddin Around, LLC, 2418 Westwood Road, Westlake, LA 70669, 337-429-5596  
Benjamin's After School Center, 1124 Garfield Street Westlake, LA 70669, 337-475-7677

### Vinton

Lion's Den Day School, Inc., 1810 Hampton Street, Vinton, LA 70668, 337-589-7712



CALL CENTER FOR INFORMATION OR TOUR OF CENTER

For more information call VOA Resource & Referral  
337-704-2838



Dear Parents,

Thank you for completing an application for your child to attend the Calcasieu Parish School System Head Start or Pre-Kindergarten Program. The purpose of these programs is to prepare your child for Kindergarten.

The registration process does not guarantee your child a space in the program. Twenty (20) students for pre-kindergarten and seventeen (17) students for Head Start will be enrolled in each class. The remaining students will be placed on a waiting list and/or referred to other schools or centers that may have openings.

Notification of the status of your application into the Head Start or Pre-Kindergarten Program will be mailed to the address indicated on the registration form on May 19<sup>th</sup>. Please do not contact the school or center directly regarding acceptance into the programs.

If your child is accepted into the Head Start or Pre-Kindergarten Programs, you will be expected to follow the rules and regulations of the Calcasieu Parish School System, Calcasieu Parish Head Start program, and the Calcasieu Parish Pre-Kindergarten program.

### **Program Information and Guidelines**

**Attendance:** Parents are expected to follow the student daily attendance guidelines. Excessive absences may result in the student being dropped from the program.

**Eligibility Worksheet:** All families are required to complete an eligibility worksheet. Students/families who refuse to complete the eligibility worksheet may not participate in the Head Start or Pre-Kindergarten programs. Failure to provide supporting documentation (i.e. 2 consecutive pay stubs, SNAP documentation,) and/or incomplete information will result in denial of services.

**Bus transportation:** Bus transportation is available only to Pre-Kindergarten students who reside in the school attendance area. An adult (sixteen years or older) must be present in the morning to place the Pre-Kindergarten student on the bus and receive the student in the afternoon.

**Before and After School Enrichment:** Before and After School Enrichment is available at some sites. The hours of operation and availability will be determined by the school site.

*Building Foundations for the Future*

## 2016 - 17 Seniors

---

## Item 5.A.

**Alanna Renaye Beasley**

LaGrange High

13 Years

**Samuel John Chandler**

Iowa High

13 Years

**Daniel James Eaglin**

Westlake High

13 Years

**Ciara La'Sha Joseph**

Washington/Marion High

13 Years

**Kathryn "Kati" Murphy**

Bell City High

13 Years

**Sydney Victoria Seaford**

Sulphur High

13 Years

**Nathaniel Watts**

Westlake High

12 Years

### **SPONSORS (for ALL seniors)**

Billy Navarre (\$50)

Sasol (\$100)

Stockwell, Sievert Law Firm (\$50)

**We are proud of the Partners in Education that made contributions!**

<b>School/Student</b>	<b>Partner in Ed.</b>	<b>Presented By</b>
<b>Bell City High</b>	<b>Sweetlake Land &amp; Oil</b>	Scott Nunez, Prin.
Kathryn Murphy	Mr. Claude "Buddy" Leach	or
	P. O. Box 997	Jason Leonards, AP
	Lake Charles, LA 70602	
	<b>JD Bank</b>	Scott Nunez, Prin.
	Kendee Authement	or
	4989 E. McNeese Street	Jason Leonards, AP
	Lake Charles, LA 70607	
<b>Iowa High</b>	<b>State Farm Agency</b>	Patrick Fontenot, AP
Samuel John Chandler	Melanie Perry	
	P. O. Box 12787	
	Lake Charles, LA 70612	
<b>LaGrange High</b>	<b>Westlake Chemical</b>	Sam Baynes, Prin.
Alanna Renaye Beasley	Attn: Paula McCain	
	1300 PPG Drive	
	Westlake, LA 70669	
	<b>Phillip 66</b>	Sam Baynes, Prin.
	Attn: Megan Hartman	
	2200 Old Spanish Trail	
	Westlake, LA 70669	
	<b>Porche Advance Systems</b>	Sam Baynes, Prin.
	Attn: Jacob Porche	
	110 E. Hebert Road	
	Lake Charles, LA 70607	
	(or P.O. Box 4343, LC 70606	
	<b>LGHS Music Department</b>	Sam Baynes, Prin.
	Attn: Shelly Buller	
	3420 Louisiana Avenue	
	Lake Charles, LA 70605	

<b>School/Student</b>	<b>Partner in Ed.</b>	<b>Presented By</b>
<b>Sulphur High</b>	<b>State Farm Agency</b>	Robert Barrentine, Prin.
Sydney Victoria Seaford	Jennifer Mabou	
	1633 Beglis Parkway	
	Sulphur, LA 70663	
	<b>State Farm Agency</b>	Robert Barrentine, Prin.
	Sam Bowers	
	1596 E. Napoleon # 2	
	Sulphur, LA 70663	
<b>Washington/Marion High</b>	<b>WMHS Administrators</b>	Jackie Shelton, Prin.
Ciara La'Sha Joseph	Attn: Jackie Shelton	
	2802 Pineview Street	
	Lake Charles, LA 70615	
	(No Partner in Ed.)	
<b>Westlake High</b>	<b>Lakeside Bank</b>	Jason VanMetre, Prin.
Daniel James Eaglin	2203 Sampson St.	
Nathaniel Watts	Westlake, LA 70669	

## **MINUTES BUDGET/FISCAL MANAGEMENT COMMITTEE MEETING May 23, 2017**

The Calcasieu Parish School Board Budget/Fiscal Management Committee met at 5:30 p.m., Tuesday, May 23, 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 Hardesty, Fred Hardy, Aaron Natali, Dean Roberts, Wayne Williams, and the secretary, Wilfred Bourne. Other Board members present were Chad Guidry and Ron Hayes.

Absent: Eric Tarver

Mr. Dellafosse called the meeting to order.

Mr. Bourne presented Budget Revision #3 for the 2016-2017 General Fund which included revenues and other sources of funds of \$344,522,029, an increase of \$9,484,942, and expenditures and other uses of funds of \$341,961,961, an increase of \$6,415 over revision #2. General Fund budget revision #3 projects a current surplus of \$2,560,068 resulting in an unassigned fund balance of \$52,988,660, or 15.38% of projected revenues.

On motion by Mr. Hayes seconded by Mr. Duhon, it was recommended that Budget Revision #3 to the 2016-2017 General Fund be approved as presented.

Next, the 2016-2017 Special Revenue Budget Revision #1 was presented for approval. Projected revenues and other sources of funds were \$57,438,077, an increase of \$1,663,517 from the original budget. Expenditures and other uses of funds are \$56,983,685, an increase of \$1,945,882, with a projected surplus of \$454,392, all in School Food Services. School Food Services is the largest of the Special Revenue Funds with projected revenues and other sources of funds of \$13,875,568, a decrease of \$355,783, from the original budget. The School Food Services Fund is projecting a surplus of \$454,392, leaving a fund balance of \$5,267,057, or 37.96% of projected revenues.

On motion by Mr. Duhon, seconded by Mr. Hayes, it was recommended that the 2016-2017 Special Revenue Budget Revision #1 be approved as presented.

Mr. Bourne then presented the 2017-2018 Proposed General Fund Budget. Proposed revenues and other sources of funds are \$330,131,826, a decrease of \$14,390,203 from the final revision for 2016-2017. Expenditures and other uses of funds are projected at \$329,724,332, a decrease of \$12,237,629 from the final revision of 2016-2017. The proposed budget for 2017-2018 projects an operating

surplus of \$407,494 leaving a projected unassigned fund balance of \$53,396,154 or 16.17% of projected revenues.

A motion was made by Mr. Roberts, seconded by Mr. Williams, to approve the 2017-2018 General Fund Budget for advertisement and final approval at the July 2017 Board meeting.

Mr. Bourne had several options to add to the General Fund Budget if the board was in support. The first item was to add 20 Activity buses and 5 Special Education buses. Mrs. Fontenot, the Director of Transportation, presented the need for the buses. There was much discussion on the subject. Mr. Bourne also indicated he would pursue possible financing options to spread costs over 3 years.

An amendment to the motion was made by Mr. Guidry, seconded by Mr. Roberts, to approve the purchase of the buses. The amendment was voted on and passed.

Then, Mr. Bourne discussed Special Maintenance Project options to consider adding to the 2017-2018 General Fund Budget.

An additional amendment to the motion was made by Mr. Roberts, seconded by Mr. Duhon, to add Camera systems at 4 schools, security system upgrades at 5 schools, and fire alarm upgrades. The amendment failed to pass.

Another amendment to the original motion was made by Mrs. Ballard, seconded by Mr. Duhon, to recommend the fire alarm upgrades. The motion passed.

Then, the amended original motion to approve the 2017-2018 General Fund Budget was voted on and passed.

Mr. Wayne Foster then presented school audits for approval. He advised the committee that there were no significant audit findings and recommended that the audits for the following schools be approved: A.M. Barbe High School, College Street T & I, LeBlanc Middle School, Maplewood Elementary School, Maplewood Middle School, Vincent Settlement Elementary School, and Westwood Elementary School.

On motion by Mr. Hardy, seconded by Mr. Guidry it was recommended that the school audits be approved as presented.

Next, Ms. Skylar Giardina presented renewal information for Property and Casualty Insurance.

On motion by Mrs. Ballard, seconded by Mr. Hardy, it was recommended to approve the property and casualty coverage with increased Property Limits for 2017-2018 and include Cyber Liability, reject uninsured/underinsured motorist



coverage for 2017-2018, and authorize the superintendent or his designee to execute all renewal related contracts. The motion passed.

The next item on the agenda was the Audit Compliance Questionnaires.

On motion by Mr. Smith, seconded by Mr. Williams, it was recommended to approve the Louisiana Compliance Questionnaires as presented.

Mr. Bourne provided a report of Calcasieu Parish School Board state and federal grant funded personnel. The report shows the percentage of salary paid from each grant listed by employee. This was given for informational purposes only and did not require a motion.

There being no further business to discuss, on motion by Mr. Hardesty and seconded by Mr. Natali, the committee adjourned the meeting at 7:09 p.m.

Wilfred Bourne  
Secretary

## Item 9.B.

**CALCASIEU PARISH SCHOOL BOARD  
COMMITTEE TO DRAFT SUPERINTENDENT EVALUATION DOCUMENT  
MINUTES  
Tuesday, May 23, 2017**

The Committee to draft the Superintendent evaluation document met Tuesday, May 23, 2017, in the Board room at 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

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

The purpose of the meeting was for the committee to begin drafting a new evaluation instrument to evaluate the Superintendent.

Mr. Dellafosse read a synopsis of the process with the ultimate goal that the evaluation tool will give meaningful feedback to both the Superintendent and the Board.

The creation of the final evaluation tool will include a total of two to three public meetings including this one.

There being no further business to discuss, on a motion by Mr. Williams and seconded by Mr. Hayes the committee adjourned at 7:25 p.m.

# Item 10.B.

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 contact 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.

\_\_\_\_\_  
For the Recreation District

\_\_\_\_\_  
For the School Board

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

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

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Witness Printed Name

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Witness Printed Name

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Witness Signature

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Witness Signature

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Witness Printed Name

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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

**COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE  
CALCASIEU PARISH POLICE JURY  
AND THE  
CALCASIEU PARISH SCHOOL BOARD**

STATE OF LOUISIANA  
PARISH OF CALCASIEU

THIS AGREEMENT is hereby made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2017, by and between the CALCASIEU PARISH POLICE JURY, hereinafter referred to as "PARISH," a political subdivision of the State of Louisiana, represented herein by its duly authorized Administrator, Bryan C. Beam, and the CALCASIEU PARISH SCHOOL BOARD, hereinafter referred to as "SCHOOL BOARD," a political subdivision of the State of Louisiana, and represented herein by its duly authorized President, Ron Hayes.

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that "for a public purpose, the State and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual", and

WHEREAS, the PARISH has the authority under Louisiana Revised Statute 33:1236 to provide certain social programs for the benefit of the citizens of the PARISH, and

WHEREAS, the PARISH has agreed to sponsor a Summer Food Service Program in coordination with the SCHOOL BOARD and area municipalities in Calcasieu Parish, and

WHEREAS, the Summer Food Service Program sponsored by the PARISH will require the use of kitchens and other food related facilities, and

WHEREAS, the SCHOOL BOARD wishes to cooperate with the PARISH in providing facilities and services for the Summer Food Service Program and the Summer School schedule, and

WHEREAS, the PARISH and the SCHOOL BOARD consider the public benefit of providing nutritious meals to children who would otherwise not have access to the meals to be proportionate to the costs associated with this activity.

NOW THEREFORE, the PARISH and the SCHOOL BOARD do mutually agree to the following terms and conditions of this agreement:



## **1. Scope of Agreement**

The SCHOOL BOARD has agreed to allow the PARISH'S 2017 Summer Food Service Program, hereinafter referred to as PROGRAM, to use the kitchen facilities located at the following locations:

DeQuincy Primary – the full kitchen will be used only  
E. K. Key Elementary – the front serving line area and the dining room only  
Frasch Elementary – the front serving line area and dining room only  
Gillis Elementary - the front serving line area and the dining room only  
Iowa High School - the full kitchen and the dining room  
Maplewood Middle – the front serving line area and the dining room only  
Moss Buff Elementary – the full kitchen and the dining room  
Sulphur High School (main campus) – the full kitchen and the dining room  
Vincent Settlement Elementary – the front serving line and the dining room only  
Vinton Middle - the full kitchen and the dining room  
Westwood Elementary - the full kitchen and the dining room  
W. T. Henning Elementary Schools – the front serving line area and the dining room

The PARISH will use the SCHOOL BOARD facilities only during the hours and dates necessary for the implementation of the PROGRAM. The PARISH will provide to the SCHOOL BOARD, prior to its use of the kitchens at DeQuincy Primary, E. K. Key Elementary, Frasc Elementary, Gillis Elementary, Iowa High, Maplewood Middle, Moss Bluff Elementary, Sulphur High (main campus), Vincent Settlement Elementary, Vinton Middle, Westwood Elementary and W. T. Henning Elementary schools, a schedule of the dates and times when kitchens facilities will be needed for the PROGRAM.

Upon the termination of the use of the kitchen facilities at the end of the PROGRAM, the PARISH agrees to return to the SCHOOL BOARD the kitchen facilities at DeQuincy Primary, E. K. Key Elementary, Frasc Elementary, Gillis Elementary, Iowa High, Maplewood Middle, Moss Bluff Elementary, Sulphur High (main campus), Vincent Settlement Elementary, Vinton Middle, Westwood Elementary and W. T. Henning Elementary in as good of a condition as existed upon their initial use with normal wear and tear expected.

The SCHOOL BOARD agrees to cooperate with the PARISH in providing staff for the PROGRAM, including but not limited to, cafeteria managers and cooks. The PARISH and the SCHOOL BOARD agree that the managers and technicians currently working at these schools will be given the first opportunity for employment with the PROGRAM due to the knowledge of the school and the equipment. All persons employed by the PARISH pursuant to this agreement and in cooperation with the SCHOOL BOARD shall be, in providing services under the PROGRAM, employees of the PARISH and not employees of the SCHOOL BOARD, for purposes of Worker's Compensation laws and other laws, actions or any matters whatsoever related to such employment.

The PARISH agrees to purchase the food and supplies necessary for PROGRAM operations utilizing one of the following options: (a) the SCHOOL BOARD'S current standard bid which was properly procured by the SCHOOL BOARD, (b) one of the PARISH'S current standard bid or (c) a state contract. If option (a) is selected then the SCHOOL BOARD agrees to coordinate with its food services vendor(s) to have accounts set up for the PARISH under the SCHOOL BOARD'S current bid(s). The SCHOOL BOARD'S Food Service Department also agrees that the PARISH will be allowed to utilize, having viewing rights only, to its current food service software wherever possible. Software training will be provided to PROGRAM administrative staff at no charge to the PARISH.

The PARISH agrees to provide its own waste dumpsters at DeQuincy Primary, E. K. Key Elementary, Frasch Elementary, Gillis Elementary, Iowa High, Maplewood Middle, Moss Bluff Elementary, Sulphur High (main campus), Vincent Settlement Elementary, Vinton Middle, Westwood Elementary and W. T. Henning Elementary during the term of this agreement.

## **2. Term of Agreement**

The term of this agreement shall be for the period beginning June 1, 2017 and ending July 31, 2017.

## **3. Payment Terms**

Since both the PARISH and the SCHOOL BOARD are legally authorized to provide these activities to the citizens of Calcasieu Parish, there are no further payment requirements under this agreement.

If this agreement extends beyond the current fiscal year and notwithstanding anything to the contrary and when applicable, both parties acknowledge and agree that pursuant to the applicable state law, this agreement is subject to an annual appropriation dependency requirement to the effect that the renewal of this agreement is contingent upon the appropriation of funds by either party to fulfill any future payment requirements of this agreement. If either party fails to appropriate sufficient monies to provide for any future payment requirements under this agreement, this agreement shall terminate on the last day of the last fiscal year for which funds were appropriated.

## **4. Amendments and Assignments**

If there is a need to review and/or revise this agreement, the requesting party shall submit a written amendment to the other party, with the understanding that no amendment to this agreement shall be valid unless it is agreed and signed by both parties. This agreement shall not be assignable by either party without written consent of the other, except for assignment resulting from merger, consolidation, or reorganization of the assigning party.

## 5. Records and Audits

It is understood that this agreement will be utilized as part of a federal reimbursement grant (United States Department of Agriculture: Office of Food and Nutrition Service – Summer Food Service Program for Children (SFSP) – CFDA 10.559) and therefore both parties agree to maintain accounts and records, including personnel, property and financial records, adequately to identify and account for all costs pertaining to this agreement and to ensure full compliance with the requirements of the above grant.

For audit purposes, all records will be made available by both parties to any authorized representative of either party and said records will be retained for three (3) years after the close out of the grant or three (3) years from the final contractual payment under this agreement, whichever is later. It is also agreed that all records shall be made available to either party at no additional charge for such information. If any confidential information is obtained during the course of this agreement, both parties agree not to release that information without the approval of the other party unless instructed otherwise by court order, grantor, auditor, public information request or as required by law.

Act 290 of the 2011 Legislative Session requires that a governmental entity that provides funding to a quasi-public agency or body shall notify each such quasi-public agency or body of the requirement to provide the Legislative Auditor with the name of the individual responsible for filing annual financial reports with the Legislative Auditor. The quasi-public agency or body shall notify the Legislative Auditor of the name and address of the person so designated.

In compliance with grantor and national policy requirements, including the above referenced federal grant requirements, both parties agree to adhere to the following regulations, where applicable:

(a) Federally Required Contractual Provisions:

- (1) **Administrative, Contractual or Legal Remedies** are required in all contracts in excess of the simplified acquisition threshold amount that are funded with federal funds and are addressed in various sections of this agreement,
- (2) **Termination Provision** requires all contracts in excess of \$10,000 to contain a provision for termination of the contract for cause or convenience and this provision is addressed in Section 8 of this agreement,
- (3) For all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3, **Equal Employment Opportunity (See Exhibit A)**, including Executive Order 11246 which was further amended by Executive Order 11375, which requires equal opportunity for all persons, without regard to race, color, religion, sex or national origin, employed or seeking employment with government contractors or with contractors performing under federally assisted construction contracts,

- (4) For all construction contracts in excess of \$2,000 and required by federal grant regulations, **Davis Bacon Act**<sup>1</sup> which requires payments of wages for laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor and said wage payments will be made at least weekly,
- (5) For all applicable contracts in excess of \$100,000 that involve the employment of mechanics or laborers, **Contract Work Hours and Safety Standards Act** which prohibits certain unsanitary, hazardous or dangerous working conditions and requires that wages of every mechanic and laborer to be on the basis of a standard work week of forty hours with any work in excess of forty hours per week to be compensated at a rate of not less than one and one-half times the basic rate of pay,
- (6) For all contracts that meet the definition of “funding agreement” under 37 CFR Part 401.2(a) and involve a contract with a small business firm or nonprofit organization regarding the assignment or performance of experimental, developmental or research work must comply with the **Rights to Inventions Made Under a Contract or Agreement** contained in 37 CFR Part 401,
- (7) All contracts, subcontracts and sub-grants in excess of \$150,000 must contain a provision which requires compliance with all applicable standards, orders or regulations issued pursuant to the **Clean Air Act** and the **Federal Water Pollution Control Act**,
- (8) **Debarment and Suspension (Executive Orders 12549 and 12689 and 2 CFR Part 180)** which prohibit the contracting with any party listed on the “System for Award Management” (SAM), formerly identified as the “Excluded Parties List System” (EPLS.gov), which identifies all parties that have active exclusions (i.e. suspensions, debarments) imposed by a federal agency,
- (9) **Byrd Anti-Lobbying Prohibition (31 U.S.C. 1352)** prohibits the use of federal funds to pay any person or organization for influencing or attempting to influence anyone with any federal contract, grant or other award covered by 31 U.S.C. 1352 and also requires that Contractors that apply or bid for an award exceeding \$100,000 where federal funds are used must file the required certification stating that the parties will not and have not used federal funds to pay any person or organization for influencing or attempting to influence anyone with any federal contract, grant, or other award covered by 31 U.S.C. 1352, and
- (10) **Procurement of Recovered Materials** as required by 2 CFR Part 200.322 which requires procurements in excess of \$10,000 to contain the highest percentage of recovered materials practicable while consistent with maintaining a satisfactory level of competition.

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<sup>1</sup> Davis Bacon Act is not applicable to this agreement.

(b) National Policy Requirements:

- (1) **Civil Rights Act of 1964**, including Title VI, which generally speaking, states that no person shall on the grounds of race, color or national origin shall be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance,
- (2) **Age Discrimination Act of 1975** which prohibits discrimination based on age in programs or activities receiving federal financial assistance,
- (3) **Americans with Disabilities Act of 1990**, with respect to building construction or alteration, prohibits discrimination based on a disability defined as a physical or mental impairment that substantially limits a major life activity,
- (4) **Section 504 of the Rehabilitation Act of 1973**, if specifically required by the federal agency, which prohibits the exclusion of an otherwise qualified individual because of a disability in programs receiving federal financial assistance including program accessibility, accessible new construction and alterations, reasonable accommodations and effective communication with hearing and visually disabled (this requirement may vary with each federal agency),
- (5) For all construction or repair contracts, **Copeland “Anti-Kickback” Act** which requires all contracts and sub-grants for construction or repair to contain a provision that prohibits a contractor or sub-contractor from inducing, by any means, any person employed in the construction, completion or repairs of public work to give up any part of the compensation to which he is otherwise entitled,
- (6) **National Environmental Policy Act** which prohibits any activities that will have an adverse impact on the environment,
- (7) **Energy Policy and Conservation Act** which require the contractors to comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan,
- (8) **Reporting Provision** requires that all contracts should include a requirement that the contractor assist the Parish, when applicable, with any awarding agency requirements and regulations pertaining to reporting,
- (9) **Records Access Provision** which reserves the rights of the PARISH, state or federal grantors, the Comptroller General of the United States, or any duly authorized representative of the aforementioned to have access to any books, documents, papers or records of the CONTRACTOR that are directly pertinent to this agreement for the purpose of making audit examination excerpts and transcriptions and is further discussed in the first part Section 5 of this agreement,
- (10) **Record Retention Provision** requires that any contract executed must include a provision that all required records will be maintained by the contractor/firm for a minimum period of three years after the Parish formally closes out each federal program (Parish grant managers should verify the three year record retention period with each respective grant agency to ensure that a longer period is not required),

- (11) **2013 National Defense Authorization Act (41 United States Code (U.S.C.) 4712, Pilot Program for Enhancement of Recipient and Subrecipient Employee Whistleblower Protection)** subjects any subawards and contracts over the federal simplified acquisition threshold to the provisions of the above act regarding rights and remedies for employee whistleblower protections,
- (12) **Resource Conservation and Recovery Act** which requires proper handling and disposal of solid waste, and
- (13) **Toxic Substance Control Act** which places restrictions on chemicals that pose unreasonable risks, such as surfaces that could be covered with lead-based paint.

In compliance with Section 5(a)(8) above, the CONTRACTOR also confirms that it is not a party listed on the "System for Award Management" (SAM) formerly identified as the "Excluded Parties List System" (EPLS.gov) for parties debarred, suspended or otherwise excluded from contracting on any projects involving federal funds. The CONTRACTOR also agrees to provide immediate notice, but in no case later than three (3) business days, after being notified that the CONTRACTOR, or any subcontractor, has been added to the "System for Award Management" or otherwise been disbarred from contracting on any projects involving federal funds. In no event shall CONTRACTOR utilize a subcontractor at any time during the duration of this agreement who has been disbarred from contracting on any projects involving federal funds. If the CONTRACTOR is prohibited in any way from contracting on any projects involving federal funds at any time during the duration of this agreement then the PARISH may, at its sole discretion, immediately implement the termination provisions discussed in Section 8 below.

## **6. Liability, Indemnity and Insurance**

The SCHOOL BOARD is responsible for the maintenance, upkeep and any insurance requirements related to the facility owned and operated by the SCHOOL BOARD. All related costs associated with this requirement are the sole responsibility of the SCHOOL BOARD. The SCHOOL BOARD is required to have Comprehensive General Liability Policy with coverage up to \$1,000,000 per occurrence and \$1,000,000 general aggregate. The PARISH must be listed as an additional insured and the policy will provide a thirty (30) day written notice of cancellation. Waiver of subrogation will be given to the PARISH which means that the SCHOOL BOARD'S insurer(s) will have no right of recovery or subrogation against the PARISH.

This agreement is intended for the benefit of the PARISH and the SCHOOL BOARD and does not confer any rights upon any other third parties. All rights by and between the PARISH and the SCHOOL BOARD are limited to the actions outlined in the applicable local, state and federal laws, regulations and policies.

The PARISH will indemnify, defend, and hold harmless the SCHOOL BOARD, including the SCHOOL BOARD'S employees and agents, from and against any and all claims or liabilities arising from the fault of the PARISH, its employees or agents in carrying out the PARISH'S duties and obligations under the terms of this agreement. The SCHOOL BOARD will indemnify, defend, and hold harmless the PARISH, including the PARISH'S employees and agents, from and against any and all claims or liabilities arising from the fault of the SCHOOL BOARD, its employees or agents in carrying out the SCHOOL BOARD'S duties and obligations under the terms of this agreement. This section will survive the termination of this agreement. In the event that either party takes any action to enforce this mutual indemnity provision, the prevailing party shall be entitled to recover reasonable attorney's fees and costs arising as a result thereof.

## **7. Termination of Agreement and Dispute Resolution**

While both parties agree to negotiate all contractual disputes in good faith, the PARISH and the SCHOOL BOARD both reserve the right to terminate this agreement at any time upon written notice of termination. If the parties are unable to independently and satisfactorily resolve any disagreement then both parties agree that any contractual disagreement will be resolved under the jurisdiction of the 14<sup>th</sup> Judicial District Court for Calcasieu Parish, Louisiana. In the event that court action is necessary then the parties agree that whoever prevails in the litigation is entitled to reasonable attorney's fees and costs as fixed by the Court.

## **8. Severability, Entire Agreement and Captions**

This agreement shall be governed by and construed in accordance with the laws of the State of Louisiana. If any provision of this agreement is held invalid, void or unenforceable under any law or regulation or by a court of competent jurisdiction, such provision will be deemed amended in a manner which renders it valid, or if it cannot be so amended, it will be deemed to be deleted. Such amendment or deletion will not affect the validity of any other provision of this agreement. This agreement, any attached documents, and any referenced documents represent the entire agreement between the PARISH and the SCHOOL BOARD and supersede all prior negotiations, representations or agreements, either written or oral. In the event of a conflict between this agreement and other documents, the terms of this agreement shall control.

Each paragraph of this agreement has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any paragraph or in any way determine its interpretation.

## **9. No Authorship Presumptions**

The PARISH and the SCHOOL BOARD have had an opportunity to negotiate the language of this agreement in consultation with legal counsel prior to its execution. No presumption shall arise or adverse inference be drawn by virtue of authorship. The PARISH and the SCHOOL BOARD hereby waive the benefit of any rule of law that might otherwise be applicable in connection with the interpretation of this agreement, including but not limited to, any rule of law to the effect that any provision of this agreement shall be interpreted or construed against the party who (or whose counsel) drafted that provision. The rule of no authorship presumption set forth in this paragraph is equally applicable to any person that becomes a party by reason of assignment and/or assumption of this agreement and any successor to a signatory party.

## **10. Address of Notices and Communications**

All notices between the PARISH and the SCHOOL BOARD provided for pursuant to this agreement shall be in writing. The name and address of the PARISH'S representative is:

Mr. Bryan C. Beam, Administrator  
Calcasieu Parish Police Jury  
P.O. Box 1583  
Lake Charles, Louisiana 70602

The name and address of the SCHOOL BOARD'S representative is:

Mr. Ron Hayes, President  
Calcasieu Parish School Board  
3310 Broad Street  
Lake Charles, Louisiana 70615

In the event that the mailing address of the PARISH or the SCHOOL BOARD changes during the terms of this agreement, or that there is a change in the designated points of contact, the party with the address change or change of contact shall immediately notify the other party of the change.



THUS DONE AND SIGNED on the \_\_\_\_ day of \_\_\_\_\_ 2017, in Lake Charles, Louisiana, and in the presence of the undersigned witnesses and Notary Public, after a due reading of the whole.

WITNESSES:

**CALCASIEU PARISH POLICE JURY:**

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

BY: \_\_\_\_\_  
BRYAN C. BEAM, ADMINISTRATOR

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

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

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

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Notary Printed/Stamped Name  
and Identification Number

THUS DONE AND SIGNED on the \_\_\_\_ day of \_\_\_\_\_ 2017, in Lake Charles, Louisiana, and in the presence of the undersigned witnesses and Notary Public, after a due reading of the whole.

WITNESSES:

**CALCASIEU PARISH SCHOOL BOARD:**

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

BY: \_\_\_\_\_  
RON HAYES, PRESIDENT

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

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

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

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Notary Printed/Stamped Name  
and Identification Number

**EXHIBIT A**  
**CIVIL RIGHTS COMPLIANCE PROVISIONS**  
**FOR CONSTRUCTION CONTRACTS**

**1. EQUAL EMPLOYMENT OPPORTUNITY (Equal Opportunity Clause)**  
(Applicable to Contracts and Subcontracts above \$10,000)

During the performance of this contract, the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.
- C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representatives of the Contractor's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and the rules, regulations, and relevant orders of the Secretary of Labor.
- E. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.
- F. In the event of the Contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

G. The Contractor will include the provisions of the sentence immediately preceding paragraph A and the provisions of paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

**2. CERTIFICATION OF NONSEGREGATED FACILITIES**  
(Applicable to Contracts and Subcontracts over \$10,000)

By the submission of this bid, the bidder, offeror, applicant or subcontractor certifies that he/she does not maintain or provide for his/her establishments, and that he/she does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. He/she certifies further that he/she will not maintain or provide for employees any segregated facilities at any of his/her establishments, and he/she will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained. The bidder, offeror, applicant or subcontractor agrees that a breach of this certification is a violation of the equal opportunity clause of this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

He/she further agrees that (except where he/she has obtained for specific time periods) he/she will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that he/she will retain such certifications in his/her files; and that he/she will forward the following notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

# Items 11.A-E.

**BID REPORTS:**

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

**OFFICIAL JOURNAL RNL-1** to Lake Charles American Press as follows:

\$5.00 sq inch for electronic submission

\$5.25 sq inch for non-electronic submission

**BID 2018-08REBID FOOD ITEMS** was opened on May 23, 2017 @ 10:00 am

BIDS WERE SENT TO THE FOLLOWING:

DIAMOND FOODS

EPIC HARVEST

LABATT FOODS

LACASSANGES

PON FOODS

WILLIAM GEORGE

BID RESULTS AS FOLLOWS:

DIAMOND FOODS	\$ 62,615.00
LACASSAGNES	\$ 43,610.00
PON FOODS	<u>\$ 93,750.00</u>
TOTAL:	\$199,975.00

The staff recommends awarding as indicated above as the lowest responsible responsive bidder.

*Building Foundations for the Future*

**BID 2018-26 PLUMBING SERVICES AGREEMENT was opened on May 31, 2017  
@ 10:00 am**

The contractors listed below agreed to and returned the Services Agreement that proposed the following rates:

Journeyman/Tradesman Plumber	\$ 99.72/HR/ST	\$149.58/HR/OT
Plumbers Apprentice	\$ 53.85/HR/ST	\$ 80.78/HR/OT
Laborer	\$ 35.00/HR/ST	\$ 52.50/HR/OT
Supervision	\$110.00/HR/ST	NO OT

Able Plumbing  
Dautriel's Plumbing  
Pelican Plumbing  
Porche Plumbing  
Roto Rooter Plumbing  
Trough Plumbing

The staff recommends these as the contracted Plumbing rotation list.

**BID 2018-27 ELECTRICAL SERVICES AGREEMENT was opened on May 31,  
2017 @ 10:00 am**

The contractors listed below agreed to and returned the Services Agreement that proposed the following rates:

Journeyman/Tradesman	\$ 69.46/HR/ST	\$104.19/HR/OT
Apprentice Labor	\$ 37.69/HR/ST	\$ 56.54/HR/OT
Laborer	\$ 30.69/HR/ST	\$ 46.04/HR/OT
Supervision	\$ 82.50/HR/ST	NO OT

Greg Blanchard Electric  
Dollar Electric  
Ducote Air & Electric  
Electrical Contracting Services, LLC  
Kellogg Electric  
Seven O Electric  
Wills Electric

The staff recommends these as the contracted Electrical rotation list.

This bid opens on June 13. Bid information will be available prior to board meeting.

**BID 2018-28 GENERAL REPAIR SERVICES AGREEMENT was opened on June 13, 2017 @ 10:00 am**

The contractors listed below agreed to and returned the Services Agreement that proposed the following rates:

Tradesman Labor	\$ 45.64/HR/ST	\$ 68.46/HR/OT
Apprentice Labor	\$ 34.46/HR/ST	\$ 51.69/HR/OT
Laborer	\$ 23.69/HR/ST	\$ 35.54/HR/OT
Supervision	\$ 54.21/HR/ST	NO OT

# Items 12. A.-B.

## **PERMISSION TO ADVERTISE**

### **BAND INSTRUMENTS/PA SYSTEM**

SAM HOUSTON HIGH SCHOOL

SALES TAX

### **UNIFORM RENTAL & LAUNDRY SERVICE**

TRANSPORTATION & MAINTENANCE DEPT

GENERAL FUNDS

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## Item 12. C.

After the initial advertisement in December, 2015, no bids were received. The Board opted not to re-advertise at that time. The School Board will make a second effort to sell the property. In accordance with the School Board Policy, the minimum bid shall not be less than eighty percent (80%) of the appraised value.

# Item 13.A.

## CHANGE ORDER

Change Order No.: 01  
Date: June 5, 2017  
Contract Date: April 24, 2017

Project: Calcasieu Parish School Board  
Classroom Pods – Phase X

Project No.: Calcasieu Parish School Board - Project No. 201705Pc  
Champeaux Evans Hotard - Project No. 1715

To: Miller & Associates Development Co., Inc.  
P. O. Box 700  
Iowa, LA 70647

You are directed to make the following change in this Contract:  
(Attach Itemized Breakdown)

The Original Contract Sum	<b>\$13,495,000.00</b>
Net Change by Previous Change Order	<b><u>\$0.00</u></b>
Contract Sum Prior to this Change Order	<b>\$13,495,000.00</b>
Contract Sum will be <b><u>increased</u></b> by this Change Order	<b><u>\$37,047.40</u></b>
New Contract Sum Including this Change Order	<b>\$13,532,047.40</b>

Contract Time will be **increased** by: **16 days**  
Revised Contract Completion Date: **March 24, 2019**

### RECOMMENDED

**Champeaux Evans  
Hotard, APAC  
(DESIGNER)**

**702 Dr. Michael DeBakey Dr.  
Lake Charles, LA 70601  
70602**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

### ACCEPTED

**Miller & Associates  
Development Co., Inc.  
(CONTRACTOR)**

**P. O. Box 700  
Iowa, LA 70647**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

### APPROVED

**Calcasieu Parish  
School Board  
(OWNER)**

**P. O. Box 800  
Lake Charles, LA**

By: \_\_\_\_\_

Dated: \_\_\_\_\_



2000 Lake Street  
Lake Charles, LA 70601

ph: 337 439 8871  
fax: 337 439 8872

[www.champeaux.biz](http://www.champeaux.biz)

Date: **June 5, 2017**  
To: **Calcasieu Parish School Board  
Planning & Construction Department**  
Attn.: **Harold Heath, Construction Manager**  
From: **Champeaux Evans Hotard, APAC  
Brad Evans**  
Re: **CEH Project # 1715  
Calcasieu Parish School Board  
Classroom Pods – Phase X**

## **Change Order No. 1 – Recap**

### **Change Order Request No.2**

**Positive Connections** - As requested by the Owner, delete (8) single-hung aluminum windows at the Restrooms located on exterior walls. Infill openings with CMU to match adjacent construction. (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>DEDUCT</b>	<b>\$2,401.66</b>
Days Requested:		<b>No Change</b>

### **Change Order Request No.3**

**LaGrange High School** – Relocate existing 2-1/2" water lines at two locations the site as required to accommodate the new building, and drainage revisions. Note: This is a "Not To Exceed" amount. Any savings realized after completion will be credited to the Owner. (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>ADD</b>	<b>\$7,575.99</b>
Days Requested:	<b>ADD</b>	<b>3 days</b>

### **Change Order Request No.4**

**S. J. Welsh Middle School** – Convert storage room to Janitor Closet, add mop sink and water heater. (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>ADD</b>	<b>\$3,593.48</b>
Days Requested:	<b>ADD</b>	<b>2 days</b>

Calcasieu Parish School Board  
Classroom Pods – Phase X  
Change Order No.1 - Recap  
CEH Project # 1715  
June 5, 2017  
Page 2 of 2

**Change Order Request No.5**

**LaGrange High School** – Relocate Building 8' to the North, in order to accommodate drainage revisions, Add 8' of additional walkway concrete and steel-framed canopy, add chain link fencing around HVAC Package Units immediately adjacent to new walkway. (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>ADD</b>	<b>\$8,824.44</b>
Days Requested:	<b>ADD</b>	<b>3 days</b>

**Change Order Request No.6**

**LaGrange High School** – Modifications to the existing subsurface drainage system, in order to accommodate the new building foundation. Delete new welded HDPE piping indicated below the new building. (Refer to supporting documentation, attached hereto.)

Amount Requested:	<b>ADD</b>	<b>\$19,455.15</b>
Days Requested:	<b>ADD</b>	<b>8 days</b>

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<b>Total Contract Amount modification recommended for Change Order No. 1</b>	<b>ADD</b>	<b>\$37,047.40</b>
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<b>Total Contract Time modification recommended for Change Order No. 1</b>	<b>ADD</b>	<b>16 days</b>
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NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
<b>RESIGNATIONS</b>				
Theresa Fontenot	Custodian	Sam Houston High	05/19/17	Personal reasons
Bolli Rathnanjali	Teacher	Oak Park Middle	05/26/17	Relocating
Donald Pryor	Custodian	Westlake High	05/19/17	Personal reasons
Dayton Landry	Teacher	Sam Houston High	05/26/17	Accepted other employment
Sarah Johnson	Cafeteria Technician	Moss Bluff Middle	05/26/17	Personal reasons
Katrina Willis	Clerk	Grant Department	05/26/17	Relocating
Mary Breaux	Interpreter	Barbe High	05/16/17	Personal reasons
Brandon Victorian	Teacher	Pearl Watson Elementary	04/10/17	Personal reasons
Maxine Scott	Teacher	Combre-Fondel Elementary	06/01/17	Relocating
Debria Fuselier	Teacher	S.P. Arnett Middle	05/26/17	Seeking other employment
Alexus King	Paraprofessional	Oak Park Elementary	05/26/17	Personal reasons
Donata Haley	Teacher	College Oaks Elementary	05/26/17	Relocating
Veronica Joseph	Custodian	Maplewood Elementary	05/09/17	Personal reasons
Rachel Hungerford	Teacher	Prien Lake Elementary	05/26/17	Personal reasons
Catherine Slaydon	Teacher	Prien Lake Elementary	05/26/17	Accepted other employment
Stephanie Laughlin	Bus Driver	Starks High	05/08/17	Personal reasons
Pauline Victorian	Paraprofessional	Oak Park Elementary	05/26/17	Personal reasons
Katina Roberts	Cafeteria Technician	Washington Marion High	05/22/17	Personal reasons
Amanda Boudreaux	Teacher	W.W. Lewis Middle	05/26/17	Spouse transferred
Amber Mason	Paraprofessional	Vinton Elementary	05/26/17	Personal reasons
Judy Fisher	Paraprofessional	Cypress Cove Elementary	05/08/17	Personal reasons
Lindsay Godfrey	Teacher	Oak Park Elementary	05/26/17	Spouse transferred

Bathille Francelle McKlemurry	Clerk	MIS	06/15/17	Personal reasons
Chelse Willis	Teacher	Moss Bluff Elementary	05/10/17	Personal reasons
Daphne Higginbotham	Cafeteria Technician	Washington Marion High	05/10/17	Personal reasons
Larvenia Celestine	Bus Driver	Prien Lake Elementary	05/15/17	Personal reasons
Megan Spinhirne	Teacher	Fairview Elementary	05/26/17	Relocating
Stephanie Lyons	Paraprofessional	E.K. Key Elementary	09/01/17	Personal reasons
Vanessa Frank	Paraprofessional	J.D. Clifton Elementary	05/24/17	Personal reasons
Shelley Huffman	Teacher	Vinton Elementary	05/26/17	Accepted other employment
Cheryl Lewis	Counselor	LaGrange High	06/23/17	Relocating
<b>RETIREMENT</b>				
Stephanie Chamblee	Teacher	Moss Bluff Elementary	05/26/17	
Rosetta Aarons	Teacher	Vinton Elementary	05/26/17	
Christine Cooke	Behavior Facilitator	Special Services	09/10/17	
Dorothy Drost	Bus Driver	Maplewood Middle	05/26/17	
Virginia Landry	Bus Driver	W.W. Lewis Middle	05/26/17	
Roxann Hicks	Teacher	Brentwood Elementary	09/29/17	
Cindy Voight	Teacher/Coach	S.J. Welsh Middle	05/27/17	
Alice Milburn	Bus Driver	Molo Middle	05/26/17	
Ola Watzlavik	Bus Driver	Maplewood Elementary	06/30/17	
Melissa Bushnell	Principal	Dolby Elementary	06/16/17	
Alexandra MacKnight	Literacy Leader	Assessment	06/16/17	Waive Act 715
<b>RETIRE REHIRE TERMING</b>				
LaRene Andrews	Counselor	Sulphur High	06/23/17	
Martha Sarver	Teacher	Oak Park Middle	05/26/17	

<b>RESCIND RETIREMENT</b>				
Carla Amy	Program Facilitator	Special Services	06/16/17	Rescind Effective Immediately
<b>MATERNITY LEAVE</b>				<b>Due Date:</b>
Lindsey Toups	Teacher	DeQuincy Primary	5/8/17 - 8/8/17	6/15/17 {B}
Camie Smith	Teacher	Prien Lake Elementary	8/8/17 - 9/11/17	7/28/17 {B}
Molly Johnson	Teacher	Henry Heights Elementary	8/8/17 - 11/6/17	7/31/17 {B}
<b>Leave Without Pay</b>				
Tara Edwards	Teacher	St. John Elementary	2017-2018	
Michelle Garland	Teacher	DeQuincy Elementary	2017-2018	
Stephanie Manns	Teacher	St. John Elementary	5/11/17 - 5/26/17	
Adeanna Simon	Bus Aide	Starks High	4/25/17 - 5/24/17	
<b>Professional Development</b>				
Tiffany Mays	Teacher	W.W. Lewis Middle	2017-2018	
Michelle Peek	Teacher	E.K. Key Elementary	2017-2018	
Sherina Snead	Teacher	Moss Bluff Elementary	2017-2018	
Mary Ann Jacques	School Psychologist	Pupil Appraisal	Spring 2017-2018	
Shellie Eskew	Teacher	Special Services	Fall 2017-2018	
Claudia Perez	Teacher	Frasch Elementary	2017-2018	

APPROVED - May 23, 2017

