

**AGENDA**  
**CALCASIEU PARISH SCHOOL BOARD**  
**3310 BROAD STREET**  
**LAKE CHARLES, LOUISIANA**  
**Tuesday, October 9, 2018**

- 1. Prayer/Chad Guidry**
- 2. Pledge of Allegiance/Carsyn Berry, Bell City High School**
- 3. Roll Call**
- 4. Approval of Minutes**
  - A. September 11, 2018
- 5. Presentations**
  - A. DeWanna Tarver – DeWanna’s Closet Recognitions
  - B. Phillips 66 Robotics Presentation/Tony McCardle, Director, CPSB Career and Technical Education
  - C. Owen Clanton, President, Calcasieu Association of Principals
- 6. Superintendent’s Report**
- 7. Executive Session**
  - A. Consideration of General Liability Claim #6531789/Attorney Wesley Romero
- 8. Committee Report**
  - A. Budget Committee, September 25, 2018, Damon Hardesty, *Chair*
- 9. Take Appropriate Action**
  - A. Approval of Resolution Authorizing Development of a Project Involving Issuance of \$4,250,000 Excess Revenue Certificates of Indebtedness, Classroom Construction Project, Series 2019
  - B. Adoption of ITEP Committee revised rules
  - C. Appointment of Wilfred Bourne as CPSB representative on ITEP Committee

**10. Bid Reports  
(None)**

**11. Permission to Advertise**

- A. Door Lock Hardware/\$50 Million Allocation
- B. Renovations to tracks at Bell City High School, Vinton High School, DeQuincy High School/General Funds

**12. Correspondence**

- A. Change Order Number One (1) for the Project, “Gillis Elementary Improvements, Phase I,” Bid # 2018-07PC; Moss Architects, Inc., Designer; Keiland Construction, LLC., Contractor; *Increase* of \$39,819.39 and *Increase* of sixty two (62) days.
- B. Change Order Number One (1) for the Project, “Brenda Hunter Head Start Improvements, Phase I,” Bid #2018-13PC; Moss Architects, Inc., Designer; John D. Myers & Associates, Contractor; *Increase* of \$9,439.00.
- C. Change Order Number One (1) for the Project, “Combre-Fondel Elementary Improvements,” Bid #20178-14PC; Moss Architects, Inc., Designer; Gunter Construction, Contractor; *Decrease* of \$4,898.75.
- D. Recommendation of Acceptance for the Project #2018-13PC, “Brenda Hunter Head Start Improvements – Phase II”.
- E. Recommendation of Acceptance for the Project #2018-14PC-PC, “Combre Fondel Elementary - Phase 1”.

**13. Condolences/Recognitions**

**14. Schedule Committees**

November 27, 2018..... C&I Committee, 5.00 p.m.  
November 29, 2018.....Employee Benefits Committee, 5:00 p.m.  
January 29, 2019.....Budget Committee, 5:00 p.m.

**15. Adjourn Meeting**

# **September 11, 2018**

## **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 Tuesday, September 11, 2018, at 5:00 p.m.

The meeting was called to order by Mack Dellafosse, President. The prayer was led by Ron Hayes. The Pledge of Allegiance was led by Christanee Papillion, a student at Washington-Marion High School.

## **ROLL CALL**

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

Mr. Breaux arrived after the roll was called. Mr. Roberts was absent.

## **APPROVAL OF MINUTES**

Mr. Tarver, with a second by Mr. Hayes, offered a motion to approve the Minutes of August 14, 2018. The motion carried on a unanimous vote.

## **PRESENTATIONS**

**A.** LSU AgCenter/4H Presentation/Jennifer Cantrell, Jimmy Meaux, Carrie Jones/  
Student Representative: Dwight Johnson, Iowa High School

**B.** Principal Robert Barrentine, Sulphur High School, presented a final payment regarding the Sulphur High School football field.

## **SUPERINTENDENT'S REPORT**

Mr. Bruchhaus gave the following report:

1. All Board Members have received the August Head Start Report.
  - Early Childhood Professional Development with Head Start and Pre-Kindergarten staff was held on August 6-7, 2018 at McNeese State University. Steve Spangler and Jack Hartman were the keynote speakers.

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- Head Start Home Visits were conducted prior to students reporting to school. 2018-2019 School Readiness Goals were discussed with parents.
- Head Start Orientations were held at all sites. All Head Start parents are required to participate in orientation.
- Policy Council meeting was held on August 20, 2018. The following items were discussed:
  - ✓ July's Policy Council Minutes
  - ✓ July's Director's Report

2. All Board Members have received the August 31, 2018 Population Report, with comparison numbers from May 31, 2018.

3. I would like to report our current sales tax numbers for our general fund which show August, 2018, collections at \$835,724 or 5.9 % above budget for the 2nd month of the 2018-2019 school year.

Collections are \$1,567,207 or 9.5 % below collections for the same month last year.

Collections for the 2018-2019 year after 2 months are \$1,421,767 or 5.0 % over budget and 3,396,074 or 10.2 % under the same time period last year.

4. T.S. Cooley has been named a nationally certified magnet school by Magnet Schools of America, the national association for magnet and theme-based schools. T.S. Cooley was among 21 schools selected across a 12 state region. To become nationally certified, the school submitted a detailed application and participated in a rigorous nine-month evaluation process, which included submitting evidence on how it's promoting diversity, closing the achievement gap, integrating a theme-based curriculum throughout the day, and encouraging parent and community involvement. The school will be recognized during a ceremony held at the Magnet Schools of America's National Conference in Baltimore in April.

### **EXECUTIVE SESSION**

On a unanimous vote, the Board adjourned into Executive Session at 5:19, on motions by Mr. Hayes and Mr. Hardy. The Board resumed Regular Session on motions by Mr. Hardesty and Mr. Hayes at 5:25; the vote was unanimous.

**A. Consideration of Automobile Liability Claim #6427800/Attorney Wesley Romero**

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### B. Take action on Automobile Liability Claim #6427800

On a motion by Mr. Hardesty and a second by Mr. Hardy, the vote was unanimous to approve settlement of Automobile Liability Claim #6427800.

### COMMITTEE REPORT

#### A. A&P Committee, August 28, 2018/Eric Tarver, *Chair*

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

The Calcasieu Parish School Board Administration and Personnel Committee met Tuesday, August 28, 2018 in the Board Room at 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Mr. Tarver called the meeting to order at 5 p.m. The prayer and Pledge of Allegiance was led by Ron Hayes.

Present: Eric Tarver, Chair, Committee members, Annette Ballard, John Duhon, Damon Hardesty, Fred Hardy, Alvin Smith, Wayne Williams and Shannon LaFargue, Secretary. Other Board Members present were Billy Breaux, Russell Castille, Glenda Gay, Ron Hayes and Aaron Natali.

Absent: Chad Guidry and Dean Roberts.

Dr. LaFargue presented revisions to Calcasieu Parish School Board Policies. **Policies JCDB – Student Dress Code, New Policy JGCF – Behavioral Health Services for Students, New Policy EBBB – School and Student Safety, and EBBC – Emergency Crisis Management.** There were minor revisions to the language.

**FILE: JCDB  
STUDENT DRESS CODE**

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship.

All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. Cooperation of parents is expected.

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The policy of the Calcasieu Parish School Board shall be that no mode of attire shall be considered proper for school wear that distracts or disrupts classroom and school decorum. The School Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. For health and safety reasons, students must wear shoes to school.

In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

### **NOTIFICATION**

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board modifies the existing uniform policy, it shall notify, in writing, the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

### **BODY ARMOR**

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

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*Body armor* shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

The School Board shall notify all students of the provisions of this policy.

### **SCHOOL UNIFORMS**

Students attending Pre-K-12 schools in Calcasieu Parish shall be required to wear official school uniforms. Uniforms shall be the same for all schools, as follows:

- Uniform shirts will be white, hunter green or navy blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. No emblem, logo, decoration, or decorative trim is allowed. High school and middle school administrators have the option to choose a uniform shirt in one of the school's colors.
- White, hunter green or navy blue, turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt.
- T-shirts (solid white, hunter green, or navy blue) will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn on day/s determined by the school administrator.
- Administrators may option to have students wear the official school logo on the school's designated shirt.
- Shirts must be tucked in at all times.
- Khaki (shades may vary) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets). Emblems, logos, or decorations are not allowed.
- Shorts and skorts must measure (front and back) no shorter than three inches above the knee and no longer than mid-knee. Skirts and jumpers must measure no shorter than three inches above the knee.

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- Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for pre-k, kindergarten, and first grade students.
- Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki, black, or white with no emblem, logo or decoration and must cover ankle and be visible. Middle and high school students are not required to wear socks or stockings with sandals.
- Appropriate shoes must be worn and not include thongs. Sandals are not allowed in elementary grades.
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open, not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki and hunter green.
- No headwear shall be worn on campus with the exception of knit caps in extremely cold weather.

### Other Dress Code Regulations:

- Prohibited items include bandannas, hair rollers, extremes in hair styles, psychedelic hair colors, lines, letters, or designs shaved in the head.
- Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
- Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos, and stick-on tattoos.
- Clothing worn is not to be suggestive or indecent.
- Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs.



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- Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.

Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures are scheduled) or allow students to wear other uniforms such as Boy Scouts, Girl Scouts, cheerleaders, band, chorus, etc. Other questions about uniforms should be referred first to the school authorities, then to the central office staff.

### DRESS CODE VIOLATIONS

All Pre-K - 12 schools in Calcasieu Parish shall strive to achieve full compliance of the *Dress Code Policy* and should resort to disciplinary measures only when positive measures fail. Students who violate the dress code shall be disciplined in accordance with the *Student Code of Conduct*.

A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

### EXEMPTIONS

Parent(s) or guardian(s) may request an exemption from the *School Uniform Policy* by submitting a written request to the school principal. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.

Revised: June, 1999

Revised: May, 2000

Revised: September, 2000

Revised: September, 2001

Revised: July, 2002

Revised: December, 2008

Revised: August, 2010

Revised: December 8, 2015

Revised: June 14, 2016

Revised: July, 2018

Ref: Scott v. Board of Education, 304 N.Y.S. 2d 601 (1969); Karr v Schmidt, 460 F 2d 609 (1972); La. Rev. Stat. Ann. §§14:95.9, 17:81, 17:416.7; Board Minutes, 5-4-99, 6-1-99, 2-1-00, 5-7-02, 6-4-02, 4-21-09, 10-5-10, 12-8-15, 6-14-16.

**FILE: JGCF**

**Cf: IDDF, JG**

**Cf: JGC, JR**

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**BEHAVIORAL HEALTH SERVICES FOR STUDENTS**

In addition to services provided to students by or on behalf of the Calcasieu Parish School Board (“School Board”), the School Board permits parentally-selected licensed and qualified behavioral health services providers (“Provider”) to furnish behavioral health services to students during school hours, at school, in accordance with the requirements and under the conditions listed hereafter.

**PARENTAL PERMISSION**

The Parent or other person having authority to make educational decisions (“Parent”) for the student must request behavioral health services (“Services”) to be provided by a licensed behavioral health services provider (“Provider”) at school during school hours by completing a request (“Request”) for such services in the form prepared by the Calcasieu Parish School Board. Such Request must be submitted to the School Board Superintendent or his designee and approved by him or her prior to the provision of Services by a Provider.

The signature of the Parent on the Request form constitutes consent for Services by a Provider, and further for the Provider to release protected personal information of the student to the School Board. The consent for Services signed by the Parent constitutes an agreement by the Parent that the Provider is authorized to work collaboratively with the School Board personnel and to coordinate delivery of behavioral health and educational services with School Board personnel and other sources of similar services and care.

The Parent must submit to the School Board, with the completed Request, a behavioral health evaluation performed within twelve (12) months of submission by an Evaluator (as defined in La. R.S. 17:173) chosen by the Parent. The evaluation must include the following:

1. A description of the Services needed by the student at school during school hours;
2. Verification that the Services are necessary to assist the student with behavioral health impairments;
3. Explanation of the reason(s) it is necessary that the Services be provided at school during school hours;

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4. That the Evaluator has determined that the student's behavioral health impairments which require Services during school hours at school are interfering with the student's ability to thrive in the educational setting;
5. Diagnosis regarding the student;
6. Type of intervention needed;
7. Length and duration of intervention needed;
8. Identification of the student's goals; and
9. Identification of the student's behavior which requires Services at school during school hours, and the impact of the student's behavior on the student's educational program.

The Request signed and submitted by the Parent must include a proposed Memorandum of Understanding ("MOU") between the Provider and the School Board. The proposed MOU must be signed by the Provider.

The Superintendent or his designee will review all Requests for outside behavioral health services, and will respond to the Requests by Parents within ten (10) business days from receipt of the completed Request unless extraordinary circumstances prevent completion of the review and response within that time frame.

A behavioral health evaluation presented by a Parent of a student shall not be construed as an independent educational evaluation for purposes of determining whether a student meets the criteria for eligibility for special education and related services.

### **PROVIDER SELECTION AND COST OF BEHAVIORAL HEALTH SERVICES**

A Parent is not prohibited by the School Board from choosing a behavioral health services provider.

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The cost of all behavioral health services provided to a student pursuant to this policy shall be the sole responsibility of the Parent.

### **BEHAVIORAL HEALTH SERVICES PROVIDER REQUIREMENTS**

By signing the proposed MOU the Provider certifies to the School Board that, if the Provider is not the evaluator of the student, the Provider has reviewed the evaluation and concurs with the accuracy of the information and statements contained therein and the conclusions and recommendations set forth in the evaluation. The Provider shall attach to the proposed MOU a written treatment plan applicable to the student.

A Provider must agree to abide by the policies and procedures of the School Board, and the terms and conditions of the MOU.

The Provider must submit to the School Board satisfactory verification of his/her license, certificate of good standing, the results of a complete criminal background check performed within the immediately preceding twelve (12) months, evidence of general and professional liability insurance coverage in an amount of not less than \$1,000,000.00 per occurrence, and \$1,000,000.00 per aggregate; evidence of worker's compensation insurance with statutory coverage; and evidence that the School Board and its employees have been named as additional insureds under the Provider's general liability policy.

Students must be seen on an individual basis. Services may not be provided to multiple students at the same time, in group sessions, or in the students' classroom settings when instruction by School Board personnel is taking place.

Services are not to be provided during instructional time in English, Reading, Mathematics, or Science, unless the School Board Superintendent or his designee and the Provider agree to do so because of the existence of exceptional circumstances.

Behavioral health services Providers shall comply with and abide by the terms of any IEP, IAP, Section 504 Plan, Behavior Management Plan, Individualized Health Plan, or other similar plan applicable to the education of the student.

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Behavioral health services Providers must, during the time they are on School Board premises, publically display a current picture identification in a form approved by the Superintendent or his designee.

Solicitations of any kind, including display and distribution of fliers, business cards, and other direct and indirect advertising of behavioral health services on school premises, is strictly prohibited.

It is the School Board's responsibility to provide for the education of students subject to its jurisdiction. In order to minimize the educational impact of facility use and of removing students from their regularly scheduled educational day, the principal of each school subject to approval of the Superintendent or his designee has responsibility for determining the schedule and location of Services of the Provider on school premises.

The Superintendent or his designee may establish reporting requirements for the Provider related to the student's progress and student and school safety concerns as related to the student's educational program.

The Superintendent or his designee shall prepare Parent Request and MOU forms, and requirements regarding the provision of behavioral health services and the procedures to be utilized with respect thereto in the school setting. He shall also have the right to approve or disapprove the principal's determination of frequency, duration, schedule and location of Services based upon School Board needs and upon time and space limitations related to facility capacity and student educational needs.

The authority of a student's Individualized Education Program Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state law shall not be superseded by any provisions of this policy.

### **DEFINITIONS**

*Behavioral health provider* shall mean a provider who is licensed by the Louisiana Department of Health or a health profession licensing board and is in good standing to provide behavioral health services in Louisiana including but not limited to a psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, marriage and family therapist, professional counselor, clinical social worker, or a behavioral health provider organization licensed to provide behavioral health services in Louisiana.

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*Behavioral health services* shall include but not be limited to individual psychotherapy, family psychotherapy, psychotropic medication management, community psychiatric support and treatment, and crisis intervention.

*Evaluator* shall mean a licensed psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, professional counselor, marriage and family therapist, or clinical social worker who is certified by the respective board of examiners in Louisiana to provide necessary evaluations and who is not an employee of the School Board or the Louisiana Department of Education.

New policy: August, 2018

**FILE: EBBB**

**Cf: EBBC, JCDAF**

## **SCHOOL AND STUDENT SAFETY**

The Calcasieu Parish School Board is committed to providing a safe environment for the students and employees of its schools. The School Board shall take immediate action to address any potential threats of violence or terrorism to students and employees as required by the *Louisiana School and Student Safety Act* (La. Rev. Stat. Ann. §§17:409-17:409.5).

The School Board shall develop, in consultation with local law enforcement agencies, age appropriate information regarding internet and cell phone safety and online content that is a potential threat to school safety. The information shall include how to recognize and report potential threats to school safety posted on the internet, including but not limited to social media posts. This information shall be distributed or explained to school personnel and students at the beginning of each school year, and posted on an easily accessible page of each school's website, as well as the website of the School Board. Such information shall include instruction on how to detect potential threats to school safety, visual examples of possible threats, and the process for reporting such threats.

## DEFINITIONS

The term *school* is as defined by La. Rev. Stat. Ann. §17:236 as an institution for the teaching of children, consisting of an adequate physical plant, whether owned or leased, instructional staff members, and students, and which operates a minimum session of not less than one hundred eighty (180) days.

The term *threat of violence* means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm

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to a student, teacher, principal, or school employee on school property or at any school function.

The term *threat of terrorism* means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

### **MANDATORY REPORTING**

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication, shall:

1. Immediately report the threat to a local law enforcement agency if there is a reasonable belief that the threat is credible and imminent.
2. Immediately report the threat to school administrators for further investigation, in compliance with this policy, if the threat does not meet the standard of reasonable belief provided for above.

No person shall have a cause of action against any person for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended to cause harm to, harass, or otherwise deceive law enforcement or school officials.

### **Reporting Procedures**

The Superintendent shall be authorized to develop and maintain administrative procedures for reporting potential threats to school safety. The reporting procedures, at a minimum, shall include:

1. A standardized form to be used by students and school personnel to report potential threats which requests, at a minimum, the following information:
  - A. Name of school, person, or group being threatened.
  - B. Name of student, individual, or group threatening violence.
  - C. Date and time the threat was made.
  - D. Method by which the threat was made, including the social media outlet or website where the threat was posted, a screenshot or recording of the threat, if available, and any printed evidence of the threat.
2. A process for allowing school personnel to assist students in completing the standardized form.
3. A process for allowing reporting by an automated voice system.

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4. A process for allowing anonymous reporting and for safeguarding the identity of a person who reports a threat.
5. For every threat reported, a school administrator shall record, on the form provided, the action taken by the school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the form and evidence to local law enforcement agencies. If the information poses an immediate threat, school administrators shall follow procedures provided in the school's *Crisis Management and Response Plan*.

### **THREAT ASSESSMENT**

When any potential threat of violence or terrorism has been reported to a school administrator, an investigation shall be made according to administrative procedures which shall include, at a minimum:

1. Conducting an interview with the person reporting a threat, the person allegedly making a threat, and all witnesses, and;
2. Securing any evidence, including but not limited to statements, writings, recordings, electronic messages, and photographs.

If the investigation results in evidence or information that raises a concern that a threat is credible and imminent, the threat shall be immediately reported to a local law enforcement agency for further investigation.

### **MANDATORY EVALUATION**

If the person who is reported to a local law enforcement agency is a student, the student shall not be permitted to return to school until undergoing a formal mental health evaluation.

If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500') of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a health care professional not to be dangerous to himself/herself or others.

New policy: August, 2018

Ref: La. Rev. Stat. Ann. §§17:236, 17:409, 17:409.1, 17:409.2, 17:409.3, 17:409.4, 17:409.5.

**FILE: EBBC**

**Cf: EBB, EBBB**

## **EMERGENCY/CRISIS MANAGEMENT**

### **CRISIS MANAGEMENT AND RESPONSE**

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with



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immediately and effectively. School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a *Crisis Management and Response Plan*. A *Crisis Management and Response Plan* means a plan to address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-related activities; to respond effectively to such incidents; and to ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning. Such plans shall also address the management of any other emergency situation.

The *Crisis Management and Response Plan* shall be prepared by each public school principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall detail the roles and responsibilities of each school employee and the relevant coordination agreements, services, and security measures of a school and provide for parental notification in the event of a shooting or other violent incident or emergency situation. The plan may also provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. In reviewing and revising the plan, the principal and such officials shall consider and include input, if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. Each principal shall submit such plan in writing to the Superintendent for approval at least once annually, including upon each revision, and shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis Management and Response Plan*. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent.

The Superintendent shall make an annual report to the School Board on the status of the plan of each school under the School Board's jurisdiction.

### OTHER EMERGENCY DRILLS

The Calcasieu Parish School Board shall require procedures be planned by the principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of fire, weather, or other disasters. Practice drills shall be used to ensure the

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effectiveness of the procedures.

Every separate administration building shall conduct practice drills as well.

Revised: September, 1997

Revised: October 8, 2013

Revised: August, 2018

Ref: La. Rev. Stat. Ann. §17:416.16, 40:1578.6; *Louisiana Handbook for School Administrators*, Bulletin 741, *Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education; *Life Safety Code*, National Fire Protection Association; Board minutes, 9-8-97, 10-8-13.

On a motion by John Duhon and seconded by Fred Hardy, it was recommended to approve **Policies JCDB, JGCF, EBBB, and EBBC.**

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

Next, Steve Wieschhaus, Director of Warehouse and Textbook Services, presented information on warehouse operations.

There was much discussion on the subject. This item is for informational purposes only and did not require a vote.

There being no further business to discuss, on a motion by Aaron Natali and seconded by Fred Hardy the committee adjourned the meeting at 5:35 p.m.

### **PERMISSION TO ADVERTISE**

Mr. Dellafosse read the following items:

**A. Iowa High School Upgrades/General Funds-ADA**

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

**B. Barbe Elementary Upgrades/\$50 Million Allocation**

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

**C. Millwork for New Pods/Riverboat Funds**

## **September 11, 2018**

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

### **D. Electronic Marquees at 6 sites/\$50 Million Allocation**

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

### **E. Electronic Marquees at 3 sites/District 31 Bond**

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

## **CORRESPONDENCE**

Mr. Dellafosse read the following items:

**A.** Change Order Number One (1) for the Project, “New Drop Off and Pick Up Canopy at A.A. Nelson Elementary,” Project #2018-11PC, General Funds, Champeaux, Evans, Hotard, APAC, Designer; Gunter Construction, Inc., Contractor; *Increase* of \$4,9078.22 and *Increase* of Twelve (12) days.

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

**B.** Change Order Number Eleven (11) for the Project, “Classroom Pods, Phase X,” Project #2017-05PC; Champeaux, Evans, Hotard, APAC, Architect; Miller & Associates Development Co., Inc., Contractor; *Increase* of \$165,655.73 - (\$141,522.15 from Bell City Tax Funds, \$24,133.58 from Riverboat Funds); *Increase* of eighty (80) days.

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

**C.** Change Order Number One (1) for the Project, “Pearl Watson Elementary School,” Griggs Mitchell & Associates, Architect; Roofing Solutions, LLC, Contractor; *Increase* of \$2,916.73 and *Increase* of fifteen (15) days.

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

**D.** Beneficial Occupancy for the Project, “Classroom Pods, Phase X, Sulphur High School 9<sup>th</sup> grade pod.”

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

**E.** Beneficial Occupancy for the Project, “Gillis Elementary Improvements, Phase I.”

## **September 11, 2018**

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

**F. Recommendation of Acceptance for the Project #2018-PC, “Limestone Stacking Drive at A.A. Nelson Elementary School.”**

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

**G. Recommendation of Acceptance for the Project #2017-11-PC, “New Drop Off and Pick Up Canopy at A.A. Nelson Elementary School.”**

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

### **CONDOLENCE/RECOGNITION**

Mrs. Ballard congratulated T.S. Cooley, Frasch Elementary, and College Oaks Elementary for recent honors. She reminded all Board Members to complete their LSBA survey.

Mr. Hardy asked for a letter of condolence to the following:

Family of Mr. John LaVern  
Family of Mr. Andrew Reder

Mr. Hayes asked for a letter of condolence to the family of Mrs. Kay Wheat.

Mr. Duhon asked for a letter of condolence to the family of Mrs. Georgie Fontenot. He asked for a recognition letter regarding the students at Sam Houston High School for standing out in the rain with signs commemorating September 11.

### **SCHEDULE COMMITTEES**

September 25, 2018.....Budget Committee, 5:00 p.m.

### **ADJOURN MEETING**

On a motion to adjourn by Mr. Hardy and a second by Mr. Hayes, the meeting was adjourned at 5:34 p.m.

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Mack Dellafosse, President

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Karl Bruchhaus, Secretary

**MINUTES**  
**BUDGET/FISCAL MANAGEMENT COMMITTEE MEETING**  
**September 25, 2018**

The Calcasieu Parish School Board Budget/Fiscal Management Committee met at 5:00 p.m., Tuesday, September 25, 2018 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana. Mr. Tarver led the prayer and Mrs. Ballard led the pledge of allegiance. A quorum was present.

Present: Committee members present were Damon Hardesty, John Duhon, Glenda Gay, Fred Hardy, Annette Ballard, Eric Tarver and Chad Guidry.

Absent: Aaron Natali, Dean Roberts

Other Board Members present: Russell Castille, Ron Hayes, Mack Dellafosse and Wayne Williams.

Mr. Hardesty called the meeting to order.

Mr. Duhon made a motion to amend the agenda by adding item #11 (Moss Bluff Elementary property) and the motion was seconded by Mr. Hardy. The motion passed unanimously.

Mr. Bourne then presented the 2018-2019 General Fund Budget Revision #1 which included revenues and other sources of funds of \$338,982,257, an increase of \$1,800, and expenditures and other uses of funds of \$340,549,441, an increase of \$1,653,847 over the original budget. General Fund Budget Revision #1 projects a current deficit of \$1,567,184 resulting in a projected unassigned fund balance of \$44,218,647 or 12.98% of projected expenditures.

On a motion by Mr. Dellafosse, seconded by Mr. Tarver, it was recommended to approve the 2018-2019 General Fund Budget Revision #1 as presented. The motion passed.

Mr. Bourne presented the Fiscal Risk Assessment for CPSB compiled by the L.D.O.E. which evaluates the fiscal health of each school system in the state and notifies each system of its status related to the elements of the definition of financially at risk. The Calcasieu Parish School Board was reported as not at-risk in any category, to any degree. This was presented as information only and did not require any action.

Next, Wayne Foster Director of Internal Auditing, briefly discussed several school audits and Extended Day Program reviews. For this submission, there were no failing audits or significant deficiencies noted. Only passing audits

where relative assurance was ascertained for the school's compliance with policies and the reliability of the school's financial information.

A motion was made by Mr. Hardy and seconded by Mr. Tarver to accept the report. The motion passed.

Next, Mr. Bourne presented a current update on the status of Pod Project 10. Eight Pods are completed, and five are in some state of progress with completion expected by December. This was presented as information only and did not require any action.

The next item presented was the proposal for Pod Project 11. The original survey was done in 2016 prioritizing the pod requests and 5 requested projects (Gillis Elementary, Moss Bluff Elementary, Fairview Elementary, Kaufman Elementary and Prien Lake Elementary) were placed in priority 2 because of pending bond issues. Those bond issues were unsuccessful, so staff has developed a plan for Pod Project 11. The total estimated cost of the project is \$6,820,800 for 5 pods (3 eight classroom pods & 2 sixteen classroom pods resulting in 56 additional classrooms across the parish. Approximately \$500,000 is available annually in the Riverboat fund to repay the borrowing of \$4,085,000 over 10 years and the remaining \$2,735,800 would be paid with funds currently available from the \$50 million capital projects allocation. Additionally, Moss Bluff Middle has requested a 6-classroom pod to be funded 100% with the Bonding District 27 \$50 million capital projects allocation since it was not on the initial pod priority list.

A motion was made by Mr. Duhon and seconded by Mr. Tarver to authorize permission to advertise for construction of Pod Project #11 in phases based on the proposed plan and initiate associated debt issuance proceedings. The motion passed.

The next item presented was information concerning the public auction of surplus items. The auction will be held at the Burton Coliseum on Friday and Saturday, October 5-6, 2018. Pedersen & Pederson Auctions, Inc. will conduct the auction. A preliminary list was provided, and staff is still compiling the final list at this time and will email board members when completed and will have it available at the October Board meeting.

On a motion by Mr. Hayes and seconded by Mr. Dellafosse and approved, it was recommended to declare listed items as surplus and authorize the items to be sold at auction on October 5-6, 2018. The motion passed.

At this point Mr. Hardesty requested Agenda item #9, Hamilton Christian Academy property, be discussed as the next item.

Mr. Bourne then presented the possibility of purchasing the entire Hamilton Christian Academy property not for use as the location for a school campus but to house the Special Education department and possibly more.

Mr. Dellafosse made a motion to pursue the purchase with the intent of moving T. S. Cooley to that site and was seconded by Mrs. Gay. The motion passed.

Mr. Bourne then presented a request to purchase property adjacent to T.S. Cooley Elementary, which would be cleared of buildings and be converted to a parking area to accommodate the school's needs. After much discussion and based on the motion to pursue the Hamilton Christian property, a motion was made by Mr. Dellafosse and seconded by Mr. Hayes to table the item. The motion passed.

Next, Mr. Bourne presented a request to pursue the purchase of 4 lots adjacent to S.P. Arnett to accommodate the school's needs.

A motion was made by Mr. Dellafosse and seconded by Mr. Hayes to pursue the purchase of lots adjacent to S.P. Arnett. The motion passed.

Mr. Bourne next presented a request to purchase a corner lot on 309 Cherry St across from Sulphur High School and a 2-acre tract adjacent to Combrel/Fondel Elementary. The 2-acre tract will need to be surveyed so the owner will still have a right of way to the back of the property. Appraisals have already been obtained.

A motion was made by Mr. Hardy and seconded by Mr. Dellafosse to pursue purchase of these properties.

The last item was the request to pursue the purchase of a property adjacent to Moss Bluff Elementary. There is an existing storage building that could be utilized but the remaining buildings would be cleared for parking or some other future use to accommodate the school's needs.

A motion was made by Mr. Duhon and seconded by Mr. Dellafosse to pursue the purchase of property adjacent to Moss Bluff Elementary. The motion passed.

There being no further business to discuss, on motion by Mr. Dellafosse and seconded by Russell Castille, the committee adjourned the meeting at 6:10 p.m.

Wilfred Bourne  
Secretary

**RESOLUTION**

**A RESOLUTION AUTHORIZING THE CALCASIEU PARISH SCHOOL BOARD TO PROCEED WITH DEVELOPMENT OF A PROJECT INVOLVING ISSUANCE OF NOT EXCEEDING \$4,250,000 EXCESS REVENUE CERTIFICATES OF INDEBTEDNESS (CLASSROOM CONSTRUCTION PROJECT), SERIES 2019, AUTHORIZING APPLICATION TO THE LOUISIANA STATE BOND COMMISSION, AND PROVIDING FOR OTHER MATTERS WITH RESPECT THERETO.**

**WHEREAS**, the Calcasieu Parish School Board (the “Issuer”) is a political subdivision of the State of Louisiana within the meaning of Subsection 2 of Section 44 of Article VI of the Louisiana Constitution of 1974, and Sections 2922 and 2923 of Title 33 of the Louisiana Revised Statutes of 1950, as amended, (collectively the “Act”);

**WHEREAS**, it is projected the general fund budget of the Issuer for the fiscal year ending June 30, 2019, will show an estimated excess of revenues over statutory, necessary and usual charges and all other expenses for such fiscal year in the total amount of \$44,218,647, in unrestricted fund balance as will more fully appear by reference to said budget;

**WHEREAS**, after carefully investigating and studying the actual revenues and expenditures and all matters in connection therewith for that portion of the fiscal year ending June 30, 2019, the Issuer has found and does hereby find and determine the actual surplus for said fiscal year will, in all probability, be in excess of the projected excess set forth above in the aforesaid budget;

**WHEREAS**, the estimates contained in the aforesaid budget are also deemed reasonable and conservative in view of the operating experience over the past several years, as reflected by the official audits, over the general fund revenues and expenditures;

**WHEREAS**, the Act authorizes the Issuer to make and enter into contracts dedicating the excess of annual revenues of subsequent years above statutory, necessary and usual charges to payment of that portion of the cost of public improvements which is to be borne by the Issuer under such contracts, provided all such dedications do not exceed the estimated excess of revenues over said statutory, necessary and usual charges of the year in which the contract is made;



**WHEREAS**, the Issuer desires to incur debt and issue not exceeding FOUR MILLION TWO HUNDRED FIFTY THOUSAND AND NO/100 (\$4,250,000.00) DOLLARS in Excess Revenue Certificates of Indebtedness in multiple series, as taxable or tax-exempt securities, for a period of not to exceed ten (10) years from date of issuance of any series, at rates of interest not to exceed five (5%) per annum (the “Certificates”), in the manner authorized and provided by the Act and as hereinafter specified, to obtain ready funds to pay a portion of the costs of construction of additional classrooms, and to pay the costs of issuance of the Certificates (the “Project”);

**WHEREAS**, it has been determined by the Issuer that after meeting statutory, necessary and usual charges, there will remain ample undedicated funds to pay debt service on the Certificates herein authorized;

**WHEREAS**, the Issuer will seek approval of the Louisiana State Bond Commission on December 20, 2018, for approval of issuance, sale and delivery of the Certificates, said funds to be used for the purpose of financing the Project in the various Calcasieu Parish Schools, and which Certificates are to be secured by and payable from the excess of annual revenues accruing to the budget of the Issuer for the ten (10) year period during which any series of the Certificates are outstanding, above statutory, necessary and usual charges;

**WHEREAS**, said Certificates may be sold in a single or multiple series, either as taxable or tax-exempt securities, and shall be sold by negotiation a purchaser deemed to be most favorable to the Issuer, at the price of not less than 98% of par and accrued interest to date of delivery;

**NOW THEREFORE, BE IT RESOLVED** by the Calcasieu Parish School Board, governing authority of the Calcasieu Parish School System, Lake Charles, Louisiana, as follows:

**SECTION 1.** The statements of fact expressly contained within the preamble to this Resolution have been specifically reviewed by the Issuer’s School Board Members and are found to be factually true and correct.

**SECTION 2.** The Issuer does hereby authorize undertaking and development of the Project involving the proposed issuance by the Issuer of not exceeding \$4,250,000 Calcasieu Parish School Board Excess Revenue Certificates of Indebtedness (Classroom Construction Project), Series 2019 (the “Certificates”), at an interest rate not to exceed five (5%) percent per annum, to be repaid over a

ten (10) year period from the date of issuance of each series, which Certificates are to be secured by and payable from the excess of annual revenues accruing to the budget of the Issuer for the ten (10) year period during which each series of the Certificates are outstanding, above statutory, necessary and usual charges. The Certificates shall be sold to a purchaser deemed to be most favorable to the Issuer, at the price of not less than 98% of par and accrued interest to date of delivery.

**SECTION 3.** There being a real public necessity for the retention and employment of legal counsel to provide specialized legal services as described in Section 3 hereof, in connection with the issuance of the Certificates by the Issuer, for the purpose of financing construction of additional classrooms for the Calcasieu Parish School System for various multiple school buildings of the Calcasieu Parish School System within the Parish of Calcasieu, State of Louisiana, in accordance with the provisions of Sections 2922 and 2923 of Title 33 of the Louisiana Revised Statutes of 1950, as amended, and it appearing that the public interest requires obtaining of such specialized legal services, Joseph A. Delafield, A Professional Corporation, of Lake Charles, Louisiana ("Bond Counsel"), is hereby employed in accordance with the provisions of this resolution. The fees and expenses of Bond Counsel shall be in compliance with the fee schedule of the Louisiana Attorney General in effect upon issuance of each series of the Certificates.

**SECTION 4.** The fee for the work to be performed hereunder is contingent upon issuance, sale and delivery of the Certificates, and shall be in accordance with the maximum fee schedule of the Attorney General of the State of Louisiana for comprehensive legal and coordinate professional work by bond attorneys and bond counsel in issuance of revenue certificates. Bond Counsel shall pay out of its fee the following expenses: (a) Travel and communication expenses incurred by it in handling the Certificates; and (b) Printing and reproduction costs of all financial analysis, reports, and legal proceedings prepared by the Bond Counsel. Bond Counsel shall be reimbursed all other reasonable and necessary costs and expenses incurred in connection with preparation and distribution of any preliminary and final Official Statements containing detailed and comprehensive financial and statistical data with respect to the Issuer (for example, costs and expenses to include the cost of collecting data, cost of preparing and assembling material, costs of printing or duplicating, postal supplies, and cost of binding copies of the transcript of proceedings).

**SECTION 5.** It is intended that acceptance and approval of this resolution by entering upon performance by Joseph A. Delafield, A Professional Corporation, of the legal services provided for herein, shall constitute this resolution a contract in accordance with the provisions hereof.

**SECTION 6.** When the Issuer has received payment in full for the Certificates upon delivery thereof, payment of the fee and expenses is authorized to be made as herein provided.

**SECTION 7.** The Issuer does hereby authorize and direct Bond Counsel to proceed with the preparation of all necessary and appropriate documents and to file preliminary drafts of said documents and make application with the State Bond Commission in accordance with the rules and regulations of the Commission.

**SECTION 8.** The employment of Crews & Associates, Inc., Little Rock, Arkansas, as Underwriter or Placement Agent in connection with the Certificates is hereby approved. The compensation of the Underwriter or Placement Agent shall be payable from proceeds of the Certificates and shall be subject to approval of the Issuer and the Louisiana State Bond Commission. The Issuer reserves the right and option to proceed with a public sale of the Certificates should Crews & Associates, Inc., Little Rock, Arkansas, be unable or unwilling to comply with the Issuer's financial requirements.

**SECTION 9.** The employment of Government Consultants, Inc., Baton Rouge, Louisiana, as Municipal Advisor in connection with the Certificates is hereby approved. The compensation of the Municipal Advisor shall be payable from proceeds of the Certificates and shall be subject to the approval of the Issue and the Louisiana State Bond Commission.

**SECTION 10.** The officers of the Issuer are hereby authorized and empowered to take any and all further action and to sign any and all documents, instruments in writing as may be necessary to carry out the purposes of this resolution and to file, on behalf of the Issuer, with any governmental board or entity having jurisdiction over the Issuer's Project, such applications or requests for approval thereof as may be required by law, including application to the State Bond Commission for approval and authorization to proceed with development of the Project and issuance, sale and delivery of the Certificates.

**SECTION 11.** Application is hereby formally made to the Louisiana State Bond Commission, pursuant to the provisions of the Act, for consent and authority to issue, sell and deliver the Certificates in multiple series, as taxable or tax-exempt securities, to be secured by and payable from the excess of annual revenues accruing to the budget of the Issuer for the ten (10) year period during which each series of the Certificates are outstanding, above statutory, necessary and usual charges.

By virtue of the Issuer's application, for acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval(s) resolved and set forth herein, it resolves that it understands and agrees that such approval(s) are expressly conditioned upon, and it further resolves that it understands, agrees and binds itself, its successors and assigns to, fully and continuing compliance with the "State Bond Commission Policy on Approval of Proposes Use of Swaps, or other forms of Derivative Products Hedges, Etc.," adopted by the Commission on July 20, 2006, as to the borrowing(s) and other matter(s) subject to the approval(s), including subsequent application and approval under said Policy of the implementation or use of any swap(s) or other product(s) or enhancement(s) covered thereby.

**SECTION 12.** The Issuer hereby authorizes the use and distribution of a Preliminary Official Statement in connection with marketing and sale of the Certificates by Crews & Associates, Inc. (the "Underwriter" or "Placement Agent"), in such form as may be approved by Bond Counsel to the Issuer. The Issuer further authorizes and approves execution of a final Official Statement by the officers of the Issuer and the delivery of such Official Statement to the Underwriter for use in connection with the public offering of the Certificates.

**SECTION 13.** Upon sale of the Certificates, the officers of the Issuer are each authorized, empowered and directed to execute on behalf of the Issuer, the Certificate Purchase Agreement between the Issuer and the Underwriter in such form as may be approved by Bond Counsel to the Issuer.

**SECTION 14.** This resolution shall be published one time in the official journal of the Issuer. For thirty days after the date of publication, any person in interest may contest the legality of this resolution, any provision of the certificates to be issued pursuant to it, the provisions herein made for the security and payment of the certificates and the validity of all other provisions and proceedings relating to the authorization and issuance of such certificates. After the said thirty days, no person may contest the regularity, formality, legality or effectiveness of the resolution, any provisions of the certificates to be issued pursuant to it, the provisions for the security and payment of the certificates and the validity of all other provisions and proceedings relating to their authorization and issuance, for any cause whatever. Thereafter, it shall be conclusively presumed that the certificates are legal and that every legal requirement for the issuance of the certificates has been complied with. No court shall have authority to inquire into any of these matters after the said thirty days.

This Resolution was declared adopted on this 9<sup>th</sup> day of October, 2018.

/s/ Mack Dellafosse  
MACK DELLAFOSSE, President  
Calcasieu Parish School Board

ATTEST:

/s/ Karl Bruchhaus  
KARL BRUCHHAUS, Secretary

## Calcasieu Parish Local Taxing Authorities Industrial Tax Exemption Program (ITEP)

### Purpose

On June 24, 2016, Governor John Bel Edwards signed an Executive Order that gave local taxing authorities a voice in the process for granting industrial tax exemption incentives for new or expanding manufacturing industries locating in their parish. Calcasieu Parish has billions of dollars in announced industrial projects that will likely apply for an industrial tax exemption. This document defines the participants and processes for Calcasieu Parish Taxing Authorities in recommending industrial tax exemption incentives for qualified applicants filing an Advanced Notification with Louisiana Department of Economic Development after June 24, 2016.

### Participants

The Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program group is composed of one designated representative from each agency: the Calcasieu Parish Police Jury, the Calcasieu Parish School Board and the Calcasieu Parish Sheriff. Representatives from municipalities in Calcasieu Parish will join the group when a project is proposed inside their taxing district(s). Each taxing authority has one designee that serves on the group and identifies their designee by an approved signed resolution. The group reviews the Louisiana Board of Commerce and Industry's approval of applications for industrial tax exemption incentives, meets with company representatives for presentations and to ask pertinent questions, works collaboratively to determine a unified recommendation to their respective authority for affirmation and approval. Either the President and CEO or the Vice President of Business and Workforce Development for the Southwest Louisiana Economic Development Alliance (the Alliance) shall serve as convener and facilitator for the group.

### Approval Process

This approval process is established to efficiently, effectively, equitably and objectively review and make final recommendations to taxing authorities on applications for industrial tax exemptions for projects proposed in Calcasieu Parish.

### **Steps:**

1. The manufacturing company files an Advanced Notification with Louisiana Department of Economic Development (LED) on the Louisiana Fastlane website.
2. The Louisiana Board of Commerce and Industry (the Board) will review the applications to determine eligibility and appropriate level of exemption under the new ITEP rules published August 20, 2018.
3. Within three days of approval, LED will send a letter on behalf of the Board to the appropriate taxing authorities for their action.
4. A meeting of the designees from the Taxing Authorities is scheduled to review the project application and the Board's approval.
5. The meetings will be private with only members of the designee group and the facilitator present. When invited in, the company representative(s) will be permitted to attend.
6. A quorum for the meeting requires all designees to be in attendance in person.
7. LED will provide guidance to the group as needed.

8. The group will not entertain requests for incentives from any projects that do not qualify under the Rules established by LED and approved by the Board.
9. Discussions and deliberations among the group will be strictly confidential.
10. The only record published from the group is a letter to the respective taxing authorities with a unified recommendation. The recommendation will identify the number of jobs and payroll to be created at the project site, the term of the exemption contract, the percentage of property eligible for the exemption as an incentive to its manufacturing, and the penalty for noncompliance to the agreed deliverables.
11. Attached to each letter will be a draft resolution for each taxing authority to consider at their next available public meeting.
12. If approved by the taxing authorities at their public meeting, the resolution must be signed and sent to LED to serve as Exhibit "B" with the project application for incentives to the Board of Commerce and Industry.
13. Copies of applicable documents will be available for public inspection.

A Resolution of the Calcasieu Parish School Board to  
Approve and Adopt the Calcasieu Parish Taxing Authority  
Industrial Tax Exemption Program (ITEP) Process and  
Name an Official Designee and Alternate

**Whereas,** On June 24, 2016, Governor John Bel Edwards signed an Executive Order that gave local taxing authorities the responsibility for determining industrial tax exemption incentives for new or expanding manufacturing industries locating in their parish; and

**Whereas,** the Calcasieu Parish School Board is one of the Taxing Authorities impacted by this Executive Order; and

**Whereas,** Calcasieu Parish has billions of dollars in announced industrial projects that will likely apply for an industrial tax exemption; and

**Whereas,** the attached document, “Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program (ITEP),” defines the participants and processes for Calcasieu Parish Taxing Authorities for preliminary discussions and final approval in recommending industrial tax exemption incentives for qualified applicants filing an Advanced Notification with Louisiana Department of Economic Development after June 24, 2016; therefore,

**Be it resolved,** that the Calcasieu Parish School Board approves and adopts the “Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program (ITEP)” as presented in the attached document, and

**Be it finally resolved,** that the Calcasieu Parish School Board designates Wilfred Bourne, Chief Financial Officer, as their designee and Wayne Foster, Internal Auditor, as their alternate designee for the “Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program (ITEP).”

Approved by a vote of the Calcasieu Parish School Board on the 9<sup>th</sup> day of October, 2018.

ATTEST:

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

**FROM:** JENNIFER HAGAN, PURCHASING SUPERVISOR

**RE:** BIDS FOR OCTOBER 2018

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**PERMISSION TO ADVERTISE**

DOOR LOCK HARDWARE  
\$50 Mil FUNDING

RENOVATIONS TO 3 TRACKS  
BELL CITY HIGH  
VINTON HIGH  
DEQUINCY HIGH  
GENERAL FUNDING

**BID REPORTS:**  
NONE

*Building Foundations for the Future*

**12. A.**

Date: \_\_\_\_\_

## PROPOSED CHANGE ORDER ITEMS

Date: September 25, 2018

Project: Gillis Elementary  
Bid No. 2018-07PC

Project #: MA1707

Change Order #: One

1) Add automatic sensor flush valves as requested. **Add:** \$3,992.89

2) Temporary limestone teacher's parking lot as requested by School Board (drawing attached). **Add:** \$20,057.00

3) Painting (7) existing exterior doors and add new hardware as requested at new Library. **Add:** \$2,464.75

4) Provide additional 535 SF paving as requested by Principal to make smoother transition at driveway for cars lining up in double rows (drawing attached). **Add:** \$13,304.75

5) School Administration requested that no work be done on-site until May 14, 2018. Construction mobilization on-site occurred on May 14, 2018. Change date on Notice to Proceed from March 12, 2018 to May 14, 2018. **Add Days:** 62

**Total Amount Added This Change Order:** \$39,819.39

**Total Days Added This Change Order:** 62

## CHANGE ORDER

**12. B.**Change Order No: OneDate: August 17, 2018

Project: Brenda Hunter Head Start  
Improvements - Phase I  
Bid No.: 2018-13PC

Project No: MA1710To: Calcasieu Parish School Board

You are directed to make the following change in this contract:  
(Attach itemized breakdown)

The Original Contract Sum \$491,300.00Net Change by Previous Change Orders \$0.00Contract Sum Prior to this Change Order \$491,300.00Contract Sum will be increased by this change order: \$9,439.00New Contract Sum including this Change Order \$500,739.00Contract Time will be unchanged by this change order: 0 DaysRevised Contract Completion Date August 17, 2018

## RECOMMENDED

Moss Architects, Inc.  
(Designer)

3221 Ryan Street, Ste B  
Lake Charles, LA 70601

By: Date: 9/5/18

## ACCEPTED

John D. Myers & Associates  
(Contractor)

3613 Ryan Street  
Lake Charles, LA 70605

By: Date: 9-5-18

## APPROVED

Calcasieu Parish School Board  
(Owner)

3310 Broad Street  
Lake Charles, LA 70615

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

Date: \_\_\_\_\_

## PROPOSED CHANGE ORDER ITEMS

Date: August 17, 2018

Project: Brenda Hunter Head Start  
Bid No.: 2018-13PC

Project #: MA1710

Change Order #: One

1) Repair underground feeder that was cut under restroom slabs.

**Add:** \$2,652.00

2) Scrape & paint all baseboards where new flooring installed. Replace missing & rotted baseboards prior to painting.

**Add:** \$4,822.00

3) Additional moisture testing of the floor and to clear A/C drain lines in the attic.

**Add:** \$1,540.00

4) Remove and patch two walk canopy extensions under the existing drive canopy.

**Add:** \$425.00

**Total Amount Added This Change Order:** \$9,439.00

**Total Days Added This Change Order:** 0

## CHANGE ORDER

Change Order No: OneDate: August 27, 2018Project: Combre-Fondel Elementary  
Improvements - Phase I  
Bid No. 2018-14PCProject No: MA1709To: Calcasieu Parish School BoardYou are directed to make the following change in this contract:  
(Attach itemized breakdown)

The Original Contract Sum

\$185,000.00

Net Change by Previous Change Orders

\$0.00

Contract Sum Prior to this Change Order

\$185,000.00Contract Sum will be decreased by this change order:(\$4,898.75)

New Contract Sum including this Change Order

\$180,101.25Contract Time will be unchanged by this change order:0 Days

Contract Completion Date

August 10, 2018

## RECOMMENDED

Moss Architects, Inc.  
(Designer)3221 Ryan Street, Ste B  
Lake Charles, LA 70601

By:

Dan Moss

Date:

8/27/18

## ACCEPTED

Gunter Construction  
(Contractor)1330 E Napoleon  
Sulphur, LA 70663

By:

Joe Mait

Date:

9-4-18

## APPROVED

Calcasieu Parish School Board  
(Owner)3310 Broad St.  
Lake Charles, LA 70615

By:

Date:

**PROPOSED CHANGE ORDER ITEMS**

Date: August 27, 2018

Project: Combre-Fondel Elementary  
Bid No. 2018-14PC

Project #: MA1709

Change Order #: One

1) Remaining Contingency

**Deduct:** (\$4,898.75)

**Total Amount Deducted This Change Order:** (\$4,898.75)

**Total Days Added This Change Order:** 0





# BRENDA HUNTER HEAD START

## IMPROVEMENTS - PHASE I

### PUNCH LIST

August 17, 2018

Cost

### ARCHITECTURAL ITEMS

#### General Items

- |   |       |
|---|-------|
| 1) Cap existing downspouts as discussed.  | \$100 |
| 2) Install new metal trim and patch existing around new exterior doors outside of new restrooms | \$500 |
| 3) Provide all Warranties   | \$500 |
| 4) Provide all extra material as specified  | \$500 |

#### Restrooms (Applicable to all four restroom additions)

- |  |       |
|--|-------|
| 5) Caulk all door frames   | \$300 |
| 6) Paint interior frames of exterior doors to match other frames/doors | \$300 |
| 7) Clean tile & seal joints  | \$300 |

### MECHANICAL ITEMS

- |   |         |
|---|---------|
| 8) Provide 3 sets of O&M manuals in plastic binders for all mechanical and plumbing equipment. Include TAB report, manufacturer warranties, as-built record drawings, etc.  | \$500   |
| 9) Provide "as-built" redline record drawings showing any deviations from the plans and specifications for all HVAC and plumbing systems. Include copy in O&M manuals. Include additional cleanouts that were installed.  | \$500   |
| 10) Complete test and balance of all mechanical systems (HVAC, fans, etc.) by an independent test and balance contractor. Test and Balance contractor shall verify that sequences of control are working as specified. Provide test & Balance report for all systems to engineer for review. Include copy in O&M manuals.   | \$1,500 |
| 11) Controls  | \$4,000 |
| a. Complete and commission installation of extension of existing Facility Management Controls. System.  |         |
| b. Complete training to Owner for controls.   |         |
| c. Complete graphics and points.  |         |
| d. Complete control wiring at fan coil units. Open ended wiring hanging out at fan coil units.  |         |
| 12) Complete insulation of hub drains as shown on sheet P2.0 detail 5 and repair all damaged/torn insulation. Hub drain insulation does not appear to be installed correctly.   | \$1,000 |
| 13) Temporarily cover all exhaust air openings to exterior to prevent rain water penetration into new restrooms. Complete installation of restroom exhaust fans and associated ceiling mounted occupancy sensors. Verify occupancy sensor set to 5 minutes. Provide and install insulated exhaust ductwork to exterior louvers as shown on Sheet M1.1. Provide and install exterior wind-driven water resistant exhaust louvers with flanges as noted in shop drawings. | \$2,000 |

## BRENDA HUNTER HEAD START

### IMPROVEMENTS - PHASE I

#### PUNCH LIST

August 17, 2018

	Cost
14) Label all mechanical equipment (FCU's, fans, etc.) with permanent laminated plate riveted to equipment per specifications.	\$200
15) Secure metal tags to all valves with information outlined in specifications.	\$200
16) Complete insulation of domestic water piping in restroom serving classrooms 2 & 3 and label domestic water piping per specifications.	\$200
17) Complete taping of joints and seams for all domestic water insulation on piping and fittings. Not complete this date.	\$500
18) Complete hangers for all domestic water piping.	\$400
19) Complete hangers for all chilled/hot water piping.	\$2,000
20) Complete labeling chilled/hot water piping.	\$200
21) Clean all fixtures to like new and remove all tape from floor drains.	\$400
22) Complete installation of lav-shields per manufactures specifications. Lav-shield shall fit flush to bottom of lavatory bowl.	\$200
23) Secure escutcheons on all water closets and repair cut tile not covered by escutcheon on water closet in restroom serving Classrooms 4 & 5.	\$200
24) Provide covers for all control wiring junction boxes.	\$50
25) Remove all construction material and debris from site prior to completion.	\$200
	<b>\$16,750</b>

## RECOMMENDATION OF ACCEPTANCE

Date: August 15, 2018Project No.: MA1709 Bid No.: 2018-14PCProject Name: Combre-Fondel Elementary  
Improvements - Phase IDesigner: Moss Architects, Inc.Contractor: Gunter ConstructionOwner: Calcasieu Parish School Board

I certify that, to the best of my knowledge and belief, this project is complete or substantially complete in accordance with the Plans and specifications to the point where it can be used for the purpose which was intended. It is recommended that it be accepted.

Date of Acceptance: August 13, 2018Contract Date of Completion: August 10, 2018

Number of Days (As of Acceptance Date) Overrun:

3

Liquidated Damages Per Day Stipulated in Contract:

\$ 500

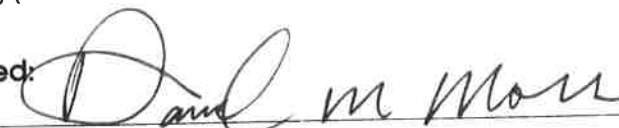
Value of Punch List (attach itemized list):

\$ 10,900

Was part of project occupied prior to Acceptance:

NoPortion Occupied: N/A

Signed:



Architect

For Use of Owner

I concur in the Acceptance of this project:

Signed:

Owner

# COMBRE-FONDEL ELEMENTARY

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## IMPROVEMENTS - PHASE I

### PUNCH LIST

August 13, 2018

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<b>Architectural Items</b>	<b>Cost</b>
1) Install electronic lockset at Administration door - Heading 2.	\$1,000
2) Install correct locksets at Computer Classroom doors - Heading 1.	\$500
3) Install door closures at Computer Classroom doors.	\$300
4) Install kick plates at Computer Classroom doors.	\$100
5) Install door stops at Computer Classroom doors.	\$100
6) Install door silencers at Computer Classroom door frames.	\$100
7) Install correct doors and door frames at Computer Classrooms.	\$1,500
8) Install missing ceiling tile at Reception Center.	\$100
9) Install missing reducer strips at Nurse's Exam Room and last classroom at the Fourth Grade Wing.	\$200
10) Complete repair at corner adjacent to Reception Desk.	\$200
11) Touchup paint at Computer Classroom door frames.	\$200
12) Clean/rework caulk at Computer Classroom storefronts/window sills.	\$200
13) Repair/touchup drywall finish and paint at Computer Classroom wall transitions.	\$500
14) Clean/touchup paint at edge of Reception Counter.	\$100
15) Reinstall all electrical cover plates.	\$100
16) Repair and paint damaged drywall at Administration Office across from Nurse's Exam Room.	\$200
17) Properly secure new rubber base throughout areas of new work.	\$500
18) Complete site grading and hydroseeding and install all sidewalk drain plates.	\$5,000
(17) Photos attached	<hr/> \$10,900

NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
<b>RESIGNATION</b>				
Jennifer Bertrand	Cafeteria Technician	Westwood Elementary	09/14/18	Personal reasons
Angela Lee	Social Worker	Pupil Appraisal	10/05/18	Seeking other employment
Claire White	Clerk	Risk Management	09/21/18	Accepted other employment
Crystal Van	Cafeteria Manager	S.P. Arnett Middle	09/28/18	Relocating
Justin Thomas	Bus Driver	Sam Houston High	08/24/18	Personal reasons
Cassady Hickinbottom	Teacher	Sulphur High	09/21/18	Accepted employment in another district
Bertha Jones	School Clerk	Molo Middle	09/14/18	Personal reasons
Christie McComb	Teacher	Molo Middle	09/17/18	Personal reasons
Brenda Spears	Paraprofessional	Frasch Elementary	09/07/18	Personal reasons
Shannon Williams	Curriculum Coordinator	Henry Heights Elementary	09/14/18	Personal reasons
Kendrea Smith	Paraprofessional	Moss Bluff Elementary	09/17/18	Personal reasons
Jamie Starcher	Custodian	DeQuincy Middle	09/20/18	Personal reasons
Debra Dorenbush	Teacher	CPAS West	09/21/18	Relocating
Sandras Bellon	Cafeteria Technician	St. John Elementary	09/20/18	Relocating
Holly Fruge	Paraprofessional	Iowa High	09/24/18	Personal reasons
<b>RETIRE REHIRE TERMINING</b>				
Verlia McDonald	Teacher	Kennedy Elementary	09/14/18	
<b>RETIREMENT</b>				
Vickie Winters	Cafeteria Technician	Vincent Settlement	09/10/18	
Stacy Cady	Compliance Manager	Sales Tax Department	01/14/19	
Marianna Benoit	Bus Driver	College Oaks Elementary	09/30/18	

Julia McNeil	Bus Driver	College Oaks Elementary	12/31/18	
Wendell LeJeune	Teacher/Coach	Vinton High	09/03/18	Waive Act 715
<b>MATERNITY LEAVE</b>				<b>Due Date:</b>
Chesney Swalley	Teacher	Vinton Elementary	1/25/19 - 3/11/19	1/27/19 [B]
Jordan Allen	Teacher	College Street	11/26/18 - 2/4/19	11/19/19 [B]
Katie Hutchinson	Teacher	Special Services	9/10/18 - 10/22/18	9/21/18 [B]
Denee Klumpp	Clerk	Risk Management	9/20/18 - 11/19/18	10/1/18 [B]
Britany Lowe	Teacher	Bell City High	11/1/18 - 1/23/19	11/6/18 [B]
Mikeisha James	Teacher	Pearl Watson Elementary	10/31/18 - 1/7/19	11/02/18 [B]
<b>LEAVE WITHOUT PAY</b>				
Daisy Harris-Barber	Teacher	Oak Park Middle	8/6/18 - 2/1/19	
Carolyn Anderson	Paraprofessional	Pearl Watson Elementary	10/17/18 - 1/8/19	
Brittany Horn	Teacher	W.T. Henning Elementary	10/10/18 - 11/25/18	
Revathi Ravikumar	Teacher	LaGrange High	10/1/18 - 10/24/18	
Ashley Evans	Paraprofessional	Brentwood Elementary	10/1/18 - 11/1/18	
Dana Ellis	Teacher	Special Services	2018 - 2019	Rescind effective 9/17/18
<b>PROFESSIONAL DEVELOPMENT</b>				
Rachel Salgado	Teacher	Oak Park Elementary	Spring 2018-2019	
Jennifer Fontenot	Teacher	Gillis Elementary	Spring 18-19 Fall 19-20	
<b>MEDICAL SABBATICAL</b>				
Mandy Maple	Teacher	R.W. Vincent Elementary	2018-2019	Beginning 9/5/18

APPROVED - September 28, 2018

