
Pursuant to LRS 42:19A (1)
any matter not on the published agenda
may be taken up by board only upon
unanimous approval of the members
present.

An individual wishing to place a matter on
the agenda shall submit a request to the
Superintendent at least eight (8) days
prior to the meeting date, stating the nature
of the matter and the time required to
present it. (CPSB Policy File: BCBI)

AGENDA
CALCASIEU PARISH SCHOOL BOARD
3310 BROAD STREET
LAKE CHARLES, LOUISIANA
Tuesday, March 10, 2015

1. **Prayer**— Chuck Hansen
2. **Pledge of Allegiance** --- Heidi Zaunbrecher, Bell City High School
Star Spangled Banner – Jaylin Williams, F.K. White Middle School
3. **Roll Call**
4. **Approval of Minutes**
 - A. Calcasieu Parish School Board Meeting of February 10, 2015
 - B. Calcasieu Parish School Board Meeting of February 11, 2015
5. **Superintendent's Report**
6. **Committee Reports**
 - A. C&I Committee, February 26, 2015/Annette Ballard, *Chair*
 - B. Insurance Committee/March 4, 2015/Ron Hayes, *Chair*
7. **Take Appropriate Action**
 - A. Approval of Resolution to Employ for 2015-2016
 - B. Approval of Believe and Prepare Grant Proposal
 - C. Approval of Iowa Sewer Line Servitude Request
 - D. Approval of Loan for District 30 Turf Project from General Fund
 - E. Approval of New Millennium 2015 Contract for Services- Charter Application Review
 - F. Renewal of 3rd Party Administrative Services for Worker Comp/General Liability/Automobile Insurance Coverage
8. **Bid Reports**
 - A. Bid #2015-345 Security Camera Equipment, Bond Funds/W.W. Lewis Middle

- School, Starks High School, Iowa High School
- B. Bid #2015-39 Bus Tires/General Funds**
- C. Bid # 2016-04 Pre-Packaged School Supplies/McKinney-Vento Program**
- D. Bid #2016-06 Grass Cutting Services/General Funds**
- E. Bid #2016-11 Hood System Inspections/General Funds**
- F. Bid #2016-12 Security Guard Services/General Funds**
- G. Bid #2016-19 Well Water & Sewer Testing/General Funds**

9. Correspondence

- A. Recommendation of Acceptance for the Project, "Phase 3, Vinton High School, Building Renovations, Secondary Gym and Dressing Area, Two Story Classroom Building and Primary Gym," District 26 Bond Funds.**
- B. Recommendation of Acceptance for the Project, "Phase 1, Vinton Middle School, Building Renovations, Front Classroom Building, Band Room Wing, and North Building, Canopy Upgrades, Reroofing, Hard Surface Parking and Drainage," District 26 Bond Funds.**

10. Permission to Advertise

- A. Gym floor repairs/Iowa High & Molo Middle/General Funds**
- B. Security camera installation/Bond Funds/W.W. Lewis Middle, Starks High School, Iowa High School**

11. Condolences/Recognitions

12. Committee Agenda Items

13. Schedule Committees

- Budget Committee Meeting.....March 24, 2015, 5:00 p.m.**
- C&I Committee Meeting.....March 26, 2015, 5:00 p.m.**

Future Committee Items:

- Operation Plan for each school, tied to budget
- Legislative Updates
- Natural gas or propane vehicles
- Update of grant positions
- Administrative Interns to Assistant Principals
- Supplements for High School Counselors
- Lesson Plans
- Investment Policy
- Riverboat Funds Update

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, February 10, 2015, at 4:45 p.m. The prayer was led by Mr. Hardy; the Pledge of Allegiance was led by Nautica Hunter, a student at Washington-Marion High School.

ROLL CALL

The roll was called by Superintendent Bruchhaus and the following members were present: Aaron Natali, Fredman Hardy, Glenda Gay, Annette Ballard, Ron Hayes, Dean Roberts, Mack Dellafosse, Max Calderera, Alvin Smith, Chad Guidry, Chuck Hansen, Wayne Williams, and John Duhon.

Eric Tarver and Billy Breaux were absent.

Mr. Duhon made a motion to amend the agenda to discuss a resolution regarding the PARCC testing; Mr. Hayes seconded the motion. Mr. Dellafosse asked for any public comments; there was none. The motion failed on a roll call vote:

For: Mrs. Ballard, Mr. Calderera, Mr. Dellafosse, Mr. Duhon, Mrs. Gay, Mr. Guidry, Mr. Hansen, Mr. Hayes, Mr. Natali, Mr. Roberts, Mr. Smith, Mr. Williams

Against: Mr. Hardy

Mr. Dellafosse asked that Executive Session be moved to follow the Superintendent's Report.

APPROVAL OF MINUTES

The Minutes of the Calcasieu Parish School Board Meeting of January 13, 2015 were approved by vote on a motion by Mr. Guidry and a second by Mr. Duhon.

PRESENTATIONS

A. United Way Presentation/Denise Durel, President-CEO, United Way SWLA

B. 2014 Principals of the Year/Robert Pete, Administrative Director of High Schools:

Tony McCardle, Frasch Elementary School
Billy Kellogg, DeQuincy Middle School
Lee Crick, Westlake High School

SUPERINTENDENT'S REPORT

Mr. Bruchhaus gave the following report:

1. All board members have received their January, 2015 Head Start report:

- *Enrollment – 453 - Waiting List – 90*
- *Disabilities – 42 and 46 additional evaluations in process*

Center Activities:

J.D. Clifton Head Start hosted their annual “Just Mommy and Me” event. This year activities involved a literacy workshop for moms, story time, and a session entitled “Fit to Live” with Tebbles and Thad from SWLA Health Center. J.D. Clifton Head Start would like to thank the Literacy Council for distribution of books and participation in the workshop.

Brenda Hunter – Special thanks to Mr. and Ms. Tarver for donation of school coats, uniforms and shoes for the children at the center. Children and families are very appreciative for the donation. Ms. Shelia Gillen donated mini basketballs with school name on it as the center celebrated 100th day of school. The children participated in an Art exhibit entitled “Inspire your Heart with Art” with emphasis on Literacy!

DeQuincy Head Start: Parent activities are scheduled for the 3rd Friday of each month.

Jake Drost: Hosted “Literacy Night” at the Sulphur Public Library. Parents and children participated in story time with the librarian. After the story time, the parents took a tour of the library learning about the services being offered. Parents received library cards and checked out books for their children.

- Transitions to Pre-kindergarten meetings are being held for families in January and February
- 2015-2016 Head Start Round Up starts Monday, February 23rd and will end Friday, February 27th
- Pre-Kindergarten and Child Cares in the Pilot are providing registration at the same time.
- All programs are using a common application that is required in the Community Network Pilot Program and will be mandated in 2015 for birth – 5 programs in the State of Louisiana.
- Families and staff will be reviewing the new report card for Community Network and providing feedback to the State Department

2. All board members have received their school population reports, as of January 31, 2014.

3. Continuing with our renewed efforts to keep the Board informed on financial matters, I would like to report our current sales tax numbers for our general fund show January, 2015, collections at \$1,640,136 over budget for the month. For the 2014-2015 year, collections are \$6,988,846 over budget. Collections for the first seven months of the year are \$7,461,551 over the same seven months last year.

4. The Recording Academy and GRAMMY Foundation named Mickey Smith, Maplewood Middle School band director, as one of the 10 finalists for the Music Educator Award, which recognizes teachers from kindergarten to college “who have made a significant and lasting contribution to the field of music education and who demonstrate a commitment to the broader cause of maintaining music education in the schools.”

The 10 finalists — who beat out more than 7,000 other teachers from both public and private schools — hail from 10 different cities from nine states. Smith is one of two educators nominated from Louisiana (Krista Fanning, Shreveport). The finalists will each receive a \$1,000 honorarium, and the schools of all 10 finalists also will receive matching grants, all provided by the generosity and support of the GRAMMY Foundation’s Education Champions: Converse, Disney Performing Arts, Ford Motor Company Fund, and Journeys.

5. We want to recognize students in the Beta Club at Sulphur High School. Mikha Romero was elected state vice president of the Louisiana Beta club. She will now run for National Beta vice president at the convention in Nashville in June. They participated in a skit involving about 30 of the members and it won first place in the skit competition. And four members qualified for national convention in academic testing: Emily Trahan placed 3rd in Spanish, Ethan Beaty placed 2nd in Social Studies, Michael Casteel placed 2nd in Science, and Logan Castille placed 1st in Agriculture. Their sponsor is Sulphur High School AP/Gifted English teacher, Andrea McFarlain.

EXECUTIVE SESSION

The Board adjourned into Executive Session at 5:18 p.m. on a motion by Mr. Guidry and a second by Mr. Hansen, to discuss the following:

- A. WC Claim #3893042/Attorney Chris Trahan
- B. WC Claim #3894487/Attorney Jeff Cole

Regular Session resumed at 5:35 p.m., on the same motions. On a motion by Mr. Hardy and a second by Mrs. Ballard, the Board voted to approve the settlement of WC Claim #3893042. On a motion by Mr. Hardy and a second by Mr. Hayes, the Board voted to approve the settlement of WC Claim #3894487.

Mr. Hardy offered a motion to reconsider the request to amend the agenda. Mr. Calderera seconded the motion and on the vote, the motion carried. On a vote for the original request by Mr. Duhon, seconded by Mr. Hayes, to amend the agenda the motion carried.

Teri Johnson, representing CFT, thanked the Board.

COMMITTEE REPORT

A&P Committee, Fred Hardy, *Chair*
January 27, 2015

Mr. Hardy gave the following report:

The Calcasieu Parish School Board Administration and Personnel Committee met Tuesday, January 27, 2015 at 4:45 P.M. in the Board room at 3310 Broad Street, Lake Charles, Louisiana. A quorum was present. The prayer was said by Mr. Hayes and Mr. Natali led the Pledge of Allegiance.

Present: Fred Hardy, Chair, Committee members Chad Guidry, Max Calderera, John Duhon, Glenda Gay, Aaron Natali, Alvin Smith, Wayne Williams and Gary Anderson, Secretary. Other Board members present were Annette Ballard, Ron Hayes, Dean Roberts, Eric Tarver, Billy Breaux and Mack Dellafosse.

Absent: Chuck Hansen

Mr. Hardy called the meeting to order.

On motion of Mr. Dellafosse, seconded by Mr. Duhon, the Committee approved adding to the agenda Item 5, Revision of Calcasieu Parish School Board policy to limit the time for public comments on School Board agenda items to three (3) minutes, rather than five (5) minutes, if at the time the agenda item is announced by the chair fifteen (15) or more requests to appear forms have been submitted with regard to that agenda item.

On motion by Mr. Dellafosse, seconded by Mr. Duhon, the Committee approved adding to the agenda Item 6, Revision of Calcasieu Parish School Board policy to permit requests to appear forms to be submitted on an agenda item prior to the time the chair states that this agenda item is ready for discussion or action.

Mr. Anderson presented the first set of policies regarding changes that were the result of legislative action.

JBCE, Public School Choice

ABCC, Term of Office
BCBB, Notification of School Board Meetings
BCBD, Agenda Preparation and Dissemination
BCBH, Minutes of School Board Meetings
BCBK, Executive Sessions
EDD, School Bus Scheduling and Routing
GBRJ, Substitute Personnel
ID, Curriculum
IFA, Instructional Materials
JBC, School Admission
BBA, Officers and Their Duties
DE, Debt Limitation
DFD, Tax and Bond Elections and Sales
DFL, Cash Management and Investments
DJE, Purchasing

On motion by Mr. Guidry, seconded by Mr. Breaux and approved, to accept the policies as presented with the following exceptions on Policy BCBB and Policy BCBD

On behalf of the committee, Mr. Hardy made a motion to accept the recommendation. A second was not needed.

Blue cards to address the Board:

Jason Fuselier

Kathy Landry

Mr. Guidry offered an amendment to the motion to send EDD back to staff. Mr. Duhon seconded the motion and it carried on a vote. On the original motion by Mr. Hardy to accept the other policies, the motion carried.

The policies state:

FILE: JBCE

PUBLIC SCHOOL CHOICE

PUBLIC SCHOOL CHOICE

The Calcasieu Parish School Board is required by both Federal law and the Louisiana School Accountability Program to develop and maintain a *Public School Choice* policy for any school with a *School Performance Score* (SPS) below levels set by the Louisiana Board of Elementary and Secondary Education (BESE). ~~and considered in School Improvement Level II or higher. Additionally, those Title I schools that have failed the subgroup component of the state's accountability system for one year or are in School Improvement II or higher for subgroup component failure shall also be a part of a School Choice program.~~ *School Choice* allows eligible students to transfer to an academically acceptable school. ~~*Subgroup component* refers to the testing performance within a specified subgroup of students.~~

Once schools eligible to receive students have been identified, a school-site utilization study shall be conducted as needed in all schools to determine the extent to which capacity exists to possibly accommodate students from schools offering choice, including students with special needs and/or students with disabilities. Only those schools that are labeled *academically acceptable* shall be considered eligible to receive students.

The Superintendent and staff shall be responsible for developing and managing a *School Choice Plan*, which shall determine the schools to which students may transfer, which students shall have priority in transferring, and all other regulations and procedures for supervising school choice within the school district.

Notification

Notification of parents of their school choice options shall be sent as early as possible, but not later than the first day of the school year for the schools that are required to offer choice. If there are no choice options available, this information shall be included in the notification sent parents.

Eligibility of Students

All students in a school required to offer choice shall be eligible to transfer. However, the School Board shall give priority to the lowest achieving students from low income families, as determined by the School Board students from the lowest performing schools.

LOUISIANA PUBLIC SCHOOL CHOICE

Unless a violation of a court order, the parent or legal guardian of any student may seek to enroll his/her child in the public school of his/her choice, without regard to residence, school system geographic boundaries, or attendance zones, provided that:

1. The public school in which the student was most recently enrolled, or would otherwise attend, received a school performance letter grade of D or F for the most recent school year, and
2. The school to which the student seeks to enroll received a school performance letter grade of A, B, or C, for the most recent school year, and has sufficient capacity at the appropriate grade level. Transportation shall not be provided to a student who enrolls in a public school that is located outside the geographic boundaries of the School Board in which the student resides, if providing such transportation will result in additional cost to the School Board.

The Superintendent shall be authorized to develop pertinent administrative regulations and procedures governing students seeking enrollment under the Louisiana Public School Choice section of this policy. Such regulations and procedures shall include entering into interdistrict agreements with other city, parish, or local School Boards to provide for the admission of students, and the transfer of school funds or other payments by one School Board to another for, or on account of, such attendance.

Enrollment under Louisiana Public School Choice shall only be for one school year, or applicable portion thereof if a student enrolls after the start of the school year.

Revised: August, 2014

Ref: 20 USC 6316 (*No Child Left Behind*, Section 1116); La. Rev. Stat. Ann. §§17:105, 17:4035.1; *Louisiana School, District, and State Accountability System*, Bulletin 111, Louisiana Department of Education; Board minutes, 12-7-04.

FILE: ABCC

TERM OF OFFICE

All members of the Calcasieu Parish School Board shall serve for four-year concurrent terms. School Board members shall be elected at the same time as members of the United States Congress are elected to office.

The term of each member shall begin on January 1, following his/her election and expire on December 31, four (4) years later. Effective January 1, 2014, School Board members shall be limited to three (3) consecutive four-year terms.

Revised: September, 2014

Ref: La. Rev. Stat. Ann. §§17:52, 17:60.4, 17:71.2, 17:71.3.

**FILE: BCBB
Cf: BC, BCDD,**

DFD

NOTIFICATION OF SCHOOL BOARD MEETINGS

The Calcasieu Parish School Board shall give written public notice of all regular meetings, if established by resolution, at the beginning of each calendar year. The School Board shall also give written public notice of any regular, special, or rescheduled meeting, no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting. Such notice shall include the specified time, date, and place of the meeting. The School Board shall, in cases of extreme emergency where the need exists to convene a meeting at the earliest possible time, provide such public notice as it deems appropriate and circumstances permit.

~~Notice for committee meetings shall be given one (1) week in advance of the date of the meeting, whenever possible, but in no case less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the meeting.~~

Public notice of any meeting shall include the agenda, date, time, and place of the meeting. The agenda included in the notice shall be reasonably clear so as to advise the public in general terms of each subject to be discussed at the public meeting. In addition, attached to the written notice shall be information on any matters to be discussed in executive session. The notice shall indicate the following:

1. A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.
2. A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

Written public notice given by the School Board shall include, but not be limited to:

1. Posting a copy of the notice at the School Board's central office or by publication of the notice in the School Board's official journal no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time of the meeting.
2. Mailing a copy of the notice to any member of the news media who requests notice of such meetings; any such member of the news media shall be given notice of all meetings in the same manner as is given to members of the School Board.
3. In addition to the above, by providing notice on the School Board's website no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, immediately preceding the meeting.

Revised: November, 2012

Revised: September, 2014

Ref: La. Rev. Stat. Ann. §§17:81, 42:19, 42:19.1, 42:23; Board minutes, 2-5-13.

FILE: BCBD
Cf: BCB, BCBB
Cf: BCBI, BCBD, AP

AGENDA PREPARATION AND DISSEMINATION

The Calcasieu Parish School Board President shall direct the Superintendent to prepare, or cause to be prepared, an agenda for all regular School Board meetings. Items of business may be suggested by School Board members, administrative staff, employees, school patrons, or lay citizens of the school district for inclusion on the agenda. The agenda shall not be changed less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting.

Each item on the agenda shall be listed separately and described with reasonable specificity. Before the School Board may take any action on the agenda item, the presiding officer or his/her designee shall read aloud the description of the item.

In a timely manner, a School Board member's request or proposal must absolutely be taken under consideration or placed on the School Board agenda. At the discretion of a School Board member, a determination of the request or proposal may be resolved by the Superintendent or his/her designee or by the committee system. A request to be considered for a place on the agenda of any items or by any group or individual other than a School Board member shall be filed in writing with the Superintendent no later than eight (8) days preceding the next scheduled School Board meeting. Any material to be used must be submitted at the time of the request.

For administrative staff, employees, school patrons, or lay citizens, the Superintendent shall be authorized to waive the eight-day requirement if in his/her judgment the matter to be brought before the School Board is of an emergency nature. In the event the eight-day requirement is waived, and the agenda has been mailed to School Board members, the Superintendent shall, if time permits, mail to School Board members a supplement to the original agenda. Otherwise, the School Board shall be apprised of his/her action in waiving the time requirement at its next meeting. The Superintendent shall be authorized to decide which matters are of a sufficient importance to require School Board attention. The Superintendent's decisions may be appealed to the President of the School Board. Matters which should be handled by the Superintendent and his/her staff shall be left off the agenda and handled by the professional staff in order to conserve School Board time. In the event the Superintendent and his/her staff cannot solve the problem to the satisfaction of the person or delegation, the matter shall be presented to the School Board at the earliest possible date.

All School Board meeting materials and supporting data shall be disseminated to the members of the School Board and shall be mailed no later than five (5) days prior to any School Board meeting (inclusive of the School Board meeting day), whenever possible. In addition to hard copies of the agenda and associated materials, electronic copies shall be made available to School Board members and the public.

Except for announcements, requests for expressions of praise, commendations, sympathy, and setting dates and times for meetings, an item of business not on the agenda may not be suggested from the floor for discussion except upon *approval of 100% of the members present at a meeting*.

Revised: October, 1999
 Revised: September, 2000
 Revised: September, 2008
 Revised: March, 2009

Revised: June, 2010
 Revised: February 5, 2013
 Revised: September, 2014

Ref: La. Rev. Stat. Ann. §42:19; Jackson v. Assumption Parish School Board, App. 1 Cir. 1995, 652 So2d 549, 1994-0901 (La. App. 1 Cir. 3/3/95); Board minutes, 8-1-00, 10-7-08, 1-13-09, 3-16-10, 2-5-13.

FILE: BCBH
Cf: ABD, BBA

MINUTES OF SCHOOL BOARD MEETINGS

The Calcasieu Parish School Board shall require written minutes of all of its open meetings be kept. Such minutes shall include:

1. The date, time, and place of the meeting.
2. The members of the public body recorded as either present or absent.

3. The substance of all matters decided, and, at the request of any member, a record, by individual member, of any votes taken.
4. Any other information that a simple majority of the School Board members present and voting authorize be included or reflected in the minutes.

The Superintendent shall be responsible for keeping all minutes of the School Board in a book provided for that purpose and, within twenty (20) days after the meeting, present them to be published one (1) time in the official journal of the School Board. The acts of the School Board are filed and maintained in its administrative offices as public records and shall not be moved therefrom.

The School Board shall post on its website a copy of the School Board minutes made available for publication and shall maintain a copy of those minutes on its website for at least three (3) months after the posting. The School Board shall post the minutes on its website within ten (10) days after publication in the official journal.

The minutes shall be public records and shall be available within a reasonable time after the meeting except where such disclosures would be inconsistent with statutory provisions.

OFFICIAL JOURNAL

The School Board shall select a newspaper as the official journal of the School Board to publish all official minutes of School Board meetings, as well as all other legal advertising. The official journal shall meet all qualifications as outlined in state law and any others the School Board may prescribe.

Revised: June, 1997

Revised: August, 2010

Revised: May, 2011

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:20, 43:141, 43:144, 43:145; Board minutes, 6-3-97, 10-5-10, 2-7-12, 10-2-12.

Revised: September, 2012

Revised: September, 2014

FILE:

BCBK

EXECUTIVE SESSIONS

The Calcasieu Parish School Board shall be authorized to hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given in accordance with state law, of *two-thirds of the members present*. The vote of each member on the question of holding an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

Such executive sessions shall be restricted only to matters allowed to be exempted from discussion at open meetings. No final or binding action shall be taken at such a closed meeting; nor shall such closed meetings be used as a subterfuge to defeat the statutory intent for conducting executive sessions.

Executive sessions shall be attended only by members of the School Board, the Superintendent, and any other persons designated by the School Board. All matters discussed in any closed meeting shall be regarded as confidential by all persons in attendance and shall not be divulged to the public.

Executive sessions may be held for the following reasons:

1. Discussion of the character, the professional competence, physical or mental health of a person, provided that such person is notified in writing at least twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time contained in the notice of the meeting at which such executive session is to take place, and that such person may require that such

discussion be held at an open meeting. However, an executive session shall not be used for discussion of the appointment of a person to the School Board or, except as provided in La. Rev. Stat. Ann. §39:1593(C)(2)(c), for discussing the award of a public contract. In cases of extraordinary emergency, written notice to such person shall not be required; however, the School Board shall give such notice as it deems appropriate and circumstances permit.

2. Strategy sessions or negotiations with respect to collective bargaining, prospective litigation after formal written demand, or litigation when an open meeting would have a detrimental effect on the bargaining or litigating position of the public body.

3. Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices.

4. Investigative proceedings regarding allegations of misconduct.

5. Cases of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, suppression of insurrections, or the repelling of invasions, or other matters of similar magnitude.

6. Discussions between the School Board and individual students or the parents or tutors of such students, or both, who are within the jurisdiction of the respective school system, regarding problems of such students, their parents, or tutors. Such a discussion may be held in open meetings at the request of the student, parent or tutor.

7. Any other matters now provided for or as may be provided for by the Legislature.

Revised: February 7, 2012

Revised: September, 2014

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:14, 42:16, 42:17, 42:19, 42:24, 42:25, 42:28; Board minutes, 2-7-12.

FILE: EDD

SCHOOL BUS SCHEDULING AND ROUTING

The Calcasieu Parish School Board shall provide school bus transportation for all students living more than one mile from the school that they are assigned to attend. Students living within one mile of the school may be allowed to ride a school bus when the School Board determines that conditions exist to warrant such transportation. Other students may be provided with school bus transportation in accordance with regulations of the Louisiana Department of Education.

A reasonable time shall be established for each route and the bus driver shall be expected to adhere to this schedule. By the same token, students shall be expected to be at their respective bus stop when the bus arrives. Once a bus route has been established, the bus driver shall not alter or change assigned routes without order of the Superintendent or his/her designee. Any bus driver who feels a road is unsafe or dangerous shall report such dangerous condition to the Superintendent or his/her designee, and the bus driver may be allowed not to travel the road with the prior approval of the Transportation Administrator, until the Superintendent or his/her designee determines said road is safe or improved, or the situation has been rectified.

Buses must be routed so that no more than one bus will travel the same route, except in cases of definite apparent necessity. Each scheduled route will be planned in full consideration of the established limits for individual schools.

During inclement weather, bus drivers may make more frequent stops. ~~In discharging pupils who must cross the highway, the responsibility of safe crossing rests with the driver.~~

LOADING AND UNLOADING OF STUDENTS

The loading and unloading of students onto and from school buses being utilized to transport students shall be conditional on the following:

1. Bus drivers shall be prohibited from loading or unloading students at school while the bus is in a traffic lane of any type of street as defined in state law and require that students be loaded or unloaded on a shoulder, in a school parking lot, or at other appropriate off-road location at the school as determined by the School Board. This requirement shall not apply if the shoulder of a municipal road is the only available alternative and the municipality has not made the shoulder available by designating that area for loading and unloading students during designated school zone hours.

2. Bus drivers shall be prohibited from loading or unloading students at or near their homes while the bus is in a traffic lane of any type of street as defined by state law and require that students be loaded or unloaded on a shoulder. However, if there is no shoulder, a bus driver may load and unload a student while the bus is in a lane of traffic but only if the bus is in the lane farthest to the right side of the road so that the student does not need to cross any lane of traffic to get onto or off of the bus.

3. Bus drivers shall be prohibited from loading or unloading students either at school or at or near their homes in a manner or in a location that results in students crossing lanes of traffic on a state highway or any other type of street.

Street or highway means the entire width between the boundary lines of every way or place of whatever nature publicly maintained and open to the use of the public for the purpose of vehicular travel, including bridges, causeways, tunnels, and ferries.

New Policy: October 5, 2010

Revised: September, 2014

Ref: La. Rev. Stat. Ann. '17:158, 32:1; Board minutes, 10-5-10

**FILE: GBRJ
Cf: GBD, GBRJ-**

AP

SUBSTITUTE PERSONNELPROFESSIONAL PERSONNEL

The Calcasieu Parish School Board shall require the compilation of a list of qualified individuals to serve as day-by-day substitute teachers within the school district. The Superintendent or his/her designee shall prepare the list assuring that all those listed possess appropriate employment criteria, including verification of teachers' qualifications and certification.

Principals or their designated representatives shall call substitute teachers from the approved list in case of absence of a regular teacher. It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures.

Retired teachers may be employed as substitute teachers provided that use of retired teachers as substitutes is in accordance with the rules and regulations established by the Teacher's Retirement System of Louisiana and pertinent statutory provisions.

Qualified teachers may also be selected to substitute for teachers who plan to be absent for long periods of time. Provisions shall be made for the hiring of, or contracting with applicable substitute teachers in these instances as developed by the Superintendent and staff.

Compensation paid to substitute teachers shall be based upon the degree status of the substitute in accordance with a pay schedule as set by the School Board. The salary of substitutes working for more than ten (10) consecutive days in the same assignment shall be paid in accordance with the teacher's salary schedule beginning with the eleventh (11th) day.

Any school employee whose job does not require a teaching certificate who performs work as a substitute teacher for more than a single class period shall be compensated for that time at the rate of a substitute teacher. The principal or his/her designee shall authorize the school employee to act as a substitute teacher prior to the employee's participation in the classroom as a substitute, and shall verify the hours as a substitute teacher for payroll purposes.

SUPPORT PERSONNEL

The Calcasieu Parish School Board shall require the maintenance of a list of properly qualified and approved substitute personnel eligible to substitute for support personnel absent from work. Only persons approved by the School Board shall be eligible for employment as substitutes. Appropriate judgment as to actual need should be exercised before employment of a substitute for support personnel. Substitute employees other than teachers and bus drivers shall not be employed without special approval of the Superintendent or his/her designee.

Bus Operators

The Transportation Supervisor shall maintain a qualified substitute bus operator list. The substitute bus operator list shall be updated as changes occur.

A substitute operator may not drive a route for a period that exceeds the end of the school year during which the operator began driving the route. If a regular operator cannot be found to fill the route in accordance with state law, a regular bus operator serving a probationary term in accordance with state law shall be appointed to the vacant route.

A substitute bus operator who accepts a route and then elects not to accept the job, shall lose his/her seniority and be moved to the bottom of the list.

A substitute bus operator shall be paid a daily rate as approved by the School Board, but in no case less than sixty-five percent (65%) of the daily rate of pay being paid the regular bus driver, to be computed by dividing the annual pay of the regular operator by the number of school days in the regularly scheduled session, exclusive of any compensation or mileage allowance for use of a privately owned bus.

Revised: December, 1992

Revised: October, 1997

Revised: June, 1998

Combined with GCRJ: December, 2006

Revised: October 2, 2012

Revised: September, 2014

Ref: La. Rev. Stat. Ann. §§~~11-708~~, 11:710, ~~11-791~~, 17:81, ~~17-84~~, 17:419.3, 17:493.1, 17:500, ~~17-1202~~, 17:1212, 17:1213, 17:1216, 17:1217; Board minutes, 10-2-12.

FILE: ID

CURRICULUM

The Calcasieu Parish School Board has the responsibility to establish and maintain a quality program of instruction for the elementary and secondary schools of the school district.

The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the state constitution, state statutes, rules and regulations of the Louisiana Board of Elementary and Secondary Education (BESE), and the policies of the Board.

The organization and scheduling of subjects in the curriculum of the school district shall conform to BESE requirements and statewide content standards for required subjects. The curriculum shall provide learning experiences and prospective achievement for each child according to their individual needs and offer pupils a basic body of understanding, attitudes, knowledge, and skills.

By the end of the eighth (8th) grade, every student, with the assistance of his/her parent or other legal custodian and school counselor, and for a student with an exceptionality, except a student identified as gifted or talented and who has no other exceptionality, the student's Individualized Education Program team, if applicable, shall begin to develop an Individual Graduation Plan to guide future academic course work in order for the student to explore education and career possibilities. The plan shall be reviewed annually and updated as necessary to identify the courses to be taken each year until all required core courses are completed. Each student's Individual Graduation Plan shall be signed by the student, the student's parent or other legal custodian, and the school counselor.

CAREER MAJOR

~~The curriculum design within the high schools shall consist of an academic major comprised of college preparatory courses and include a career major comprised of challenging academic courses and modern vocational career and technical studies. Such a curriculum design shall allow each high school student to choose a career option at the high school level, which includes activities designed to introduce students to occupations in demand in Louisiana. The School Board shall develop and offer one or more career major programs aligned to state and regional workforce demands, pursuant to policies adopted by BESE. By the end of the eighth grade each student, with the input of his/her family, shall develop a Five Year Individual Graduation Plan. Such a plan shall include a sequence of courses which is consistent with the stated goals for one year after graduation, and shall be reviewed annually thereafter by the student, parents and school supervisor, and revised as needed.~~

~~Every student who seeks to pursue a career major shall have the written permission of his/her parent or other legal guardian. Each student's Individual Graduation Plan shall be signed by the student and the student's parent or other legal guardian.~~

~~By July 1st of each year, the School Board shall submit to the Louisiana Department of Education a year-end evaluation of each career major program.~~

ELECTIVES

The Board of Elementary and Secondary Education (BESE) has granted school systems the authority to develop, review, and approve all locally-initiated electives, in accordance with the *Louisiana Handbook for School Administrators, Bulletin 741*. The process shall ensure alignment with standards-based initiatives, compliance with current BESE policies, and all laws and regulations pertaining to students with disabilities. Electives courses shall enhance, expand, and/or refine the core curriculum. Elective courses shall not replace, duplicate, or significantly overlap the content of core curriculum or other approved electives.

Proper documentation of all approved electives shall be maintained by the School Board.

Revised: December, 1997
 Revised: July, 1999
 Revised: October, 2001
 Revised: December, 2009
 Revised: July 16, 2013
 Revised: September, 2014

Ref: La. Rev. Stat. Ann. §§17:154, 17:181, 17:182, 17:183, 17:183.1, 17:183.2, 17:183.3, 17:183.5, 17:261, 17:262, ~~17:266, 17:268~~, 17:2925; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 5-7-02, 3-16-10, 7-16-13.

FILE: IFA

Cf: DC, IFAB

INSTRUCTIONAL MATERIALS

The Calcasieu Parish School Board strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. The selection of media should be determined by the objectives of the course and the experiences and activities to be provided to meet such objectives. Instructional personnel are encouraged to keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of courses. Instructional personnel are further encouraged to assist the administration in the selection and purchase of such materials and equipment for the school.

Available system resources, including personnel, materials, and supplies, shall be allocated to schools on an equitable basis, recognizing system policies and local school needs.

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS

A parent of a child attending a public elementary or secondary school shall be entitled to access to instructional materials as provided by law. A parent shall be entitled to:

1. Review instructional materials used by or administered to the parent's child.
2. Review any survey before the survey is administered or distributed by a school to a student.

The Superintendent and/or his/her designee shall develop and maintain pertinent administrative regulations and procedures governing parental access to instructional materials. At a minimum, such regulations and procedures shall specify reasonable hours for review, that instructional materials shall be provided upon reasonable request of the parent, and reasonable and customary fees for copying of material(s) requested. Nothing shall prohibit or interfere with the parent making his/her own copies on school premises using any mobile or other device.

For the purpose of this policy:

Instructional materials means content that conveys the knowledge or skills of a subject in the school curriculum through a medium or a combination of media for conveying information to a student. It also includes any nonsecure test, nonsecure assessment, or survey administered to a student. The term also includes books, supplementary materials, teaching aids, computer software, magnetic media, DVD, CD-ROM, computer courseware, online material, information, or services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning process.

Parent means the parent or legal guardian of a child.

Survey means any evaluative instrument or questionnaire that is not an assessment of academic knowledge, skills, or abilities, administered as part of a state, national, or international assessment or by itself.

PROCEDURE FOR HANDLING CRITICISM OF MATERIAL

Criticism of specific materials should be handled by the building principal whenever possible. If the criticism cannot be resolved by the principal to the satisfaction of the complainant, then the following procedures shall be followed.

1. The criticism shall be presented in writing and directed to the principal and shall include specific information as to author, title, publisher, and the reason for the criticism, giving specific references to those aspects or sections of the book objected to.

2. The statement must be signed and identified so that a reply may be given.

3. The material shall be reviewed in the light of the objections by a committee appointed by the Superintendent or his/her designee.

4. The report of the special committee shall be forwarded to the Superintendent for action as rapidly as possible. The Superintendent may choose to refer the problem to the Calcasieu Parish School Board.

5. The decision of the Superintendent and/or the Calcasieu Parish School Board shall be sent in writing to the complainant. Copies of the decision shall also be sent to all staff personnel affected by the decision.

Revised: September, 2014

Ref: Constitution of Louisiana, Art. VII, §13; La. Rev. Stat. Ann. ' ' 17:81, 17:355.

JBC

IDCH, JBCBB

JDE, JGCB

FILE:

Cf:

Cf:

SCHOOL ADMISSION

The Calcasieu Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

~~No student of suitable age shall be denied admission or readmission to school who resides within the geographical boundaries of the school system unless such student is legally excluded from attending school.~~

The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.

2. Meets the eligibility requirements for school entrance pursuant to statutory provisions
3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.
2. The person is pregnant.
3. The person is a parent.
4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

No child shall be admitted to school for the first time until his/her parents do the following:

1. Obtain a *Permit to Register* form from the Office of Child Welfare and Attendance.
2. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana ~~will~~ shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of ~~this state~~ Louisiana will shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.
3. Present to school officials satisfactory evidence of immunity to or immunization against being or having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis and measles and other vaccine-preventable diseases according to a the age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.
4. ~~Present to school officials an official Social Security card. If no Social Security card is available, the student shall be assigned a state identification number.~~
4. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.

5. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.

6. Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the School Board who have no permanent address, who have been abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.

~~8. Present to school officials satisfactory evidence that at least one of the child's parents or guardians has completed a parent orientation course conducted by the School District. However, no child shall be denied entry into school because of parent or guardian has not attended an orientation session.~~

ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board.

No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

ADMISSION FROM UNAPPROVED SCHOOLS AND HOME STUDY

Students requesting admission from an unapproved school or home study program shall meet all admission requirements specified by state and local statutes and policies.

ADMISSION OF STUDENTS WHO COMMIT A FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a *majority of the elected members of the School Board* when a request for admission has been made to the School Board.

ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students who have been expelled, no provision in this or any other Calcasieu Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy *JBCBB, Homeless Students*.

Revised: November, 1993
 Revised: December, 1995
 Revised: December, 1995
 Revised: March, 1999
 Revised: August, 2000

Revised: June 3, 2003
 Revised: August 5, 2008
 Revised: October 5, 2010
 Revised: September, 2014

Ref: 42 USC 11431; La. Rev. Stat. Ann. §§17:151.3, 17:167, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416, 17:3913; Singleton v. Jackson Municipal Separate School District, 419 F. 2d 1211 (5th Cir., 1970); Louisiana Handbook for School Administrators, Bulletin 741,

Louisiana Department of Education; Board minutes, 4-3-01, 6-3-03, 8-5-08, 10-5-10.

FILE: BBA
Cf: BBD, BC, BCBH

OFFICERS AND THEIR DUTIES

The Calcasieu Parish School Board shall elect, at its last meeting in December of each year, one of its members to serve as President and one to serve as Vice-President for a term of one (1) year. In an election year, the new school board shall elect its own officers on the first meeting in January. (The President/Vice-President shall not serve consecutive terms in the same position.) The President shall preside at all meetings of the Board and shall call special meetings when required. He/she shall sign with the Superintendent the minutes and other official documents which require the signature of the President. He/she shall perform other duties prescribed by law or Board policy. In the absence of the President or in the event of his/her death, or his/her inability or failure to act, the Vice-President shall perform the duties of the President and, when so acting, shall have all the powers of the President. If the President and Vice-President are absent from a meeting at which a quorum is present, the Superintendent shall preside until the members elect one of their members to serve as the President for that meeting.

The Superintendent shall serve as the secretary and treasurer of the Board. As secretary, he/she shall conduct all correspondence of the Board, keep and preserve all its records, receive all reports required by the Board, and see that such reports are in proper form, complete and accurate. He/she shall announce all meetings, prepare the agenda of all meetings, and attend all meetings of the Board and of its committees. In case the Secretary is absent, the Board may appoint another member of the Board, or other school personnel under the jurisdiction of said Board to act as secretary.

As treasurer, the Superintendent shall be designated as the official custodian of all funds to which the Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

The treasurer shall issue a receipt for any monies coming into his/her hands and deposit such monies in accordance with the laws governing the deposit of public funds. He/she shall issue warrants in payment of expenses lawfully incurred on behalf of the School Board, but except as otherwise provided by law, shall issue such warrants only after proper allowance or approval by the Board.

For each school year, the treasurer shall give a bond for the faithful performance of his/her duties; said bond to be written by an insurance company licensed to do business in the State of Louisiana and in an amount to be determined by the Board. The treasurer shall be responsible under such bond for the faithful performance of duties as treasurer.

Revised: March, 1996
Revised: August, 1999

Ref: La. Rev. Stat. Ann. §§17:54, 17:55, 17:56, 17:83, 17:91
Board minutes, 12-12-95, 2-13-96, 3-5-96, 8-3-99

Calcasieu Parish School Board

FILE: DE
Cf: DEA, DFD

DEBT LIMITATION

For purposes of the issuance of bonded debt, the Calcasieu Parish School Board may establish individual, geographically separate School Districts. The School Board shall serve as the governing

authority of each School District, each of which will exist solely for the purpose of the establishment of a taxing district for the issuance and payment of bonds, and the levy and collections of such taxes as necessary and legally authorized to meet principal and interest obligations on those bonds.

The Calcasieu Parish School Board may, as authorized by the Constitution and laws of the State, borrow money, incur debt, and issue bonds with the approval of the electorate and the consent of the State Bond Commission. The School Board, as governing authority of the individual School Districts, upon obtaining consent and approval of the State Bond Commission, may incur debt and issue bonds for the purposes of acquiring and/or improving lands, purchasing, erecting and/or improving school buildings, and/or for other purposes allowed by state law which, including the existing bonded debt of the individual School District for such purposes, may exceed ten percent (10%), but shall not exceed thirty-five percent (35%) of the assessed valuation of all property as ascertained by the last assessment for the School District.

Notification to the State Bond Commission shall be required by the School Board whenever the transfer of funds required to be established by resolution authorizing the incurrence of indebtedness or payment of principal or interest on outstanding indebtedness have not been made timely.

RECORDKEEPING

The School Board shall continuously maintain:

1. A list of all Louisiana municipal securities for which the School Board is the issuer or is obligated to repay;
2. A copy of all continuing disclosure agreements relating to the securities to which the School Board is a party;
3. If, pursuant to a continuing disclosure agreement in which the School Board is a party, the School Board shall be responsible for filing notices of charges in bond ratings, a list of current ratings for such securities, if any.

All records required to be kept by the School Board under state law shall be subject to inspection by the legislative auditor and/or the School Board's auditor.

Municipal securities shall mean bonds, notes, certificates, or other written obligations for the repayment of borrowed money, including obligations to refund any security, which are issued by the School Board.

Revised: December, 1990

Revised: November, 2014

Ref: La. Rev. Stat. Ann. §§17:89, 17:1371, 18:1281, 18:1282, 18:1283, 18:1284, 18:1293, 39:471, 39:554, 39:562, 39:821, 39:1410.60, 39:1421, 39:1438; Concerned Business and Property Owners of DeSoto, Inc., et al v. DeSoto Parish School Board, Sup. 1988, 531 SO.2d 436; Board minutes, 2-19-91.

FILE: DFD

Cf: DE,

DFA

TAX AND BOND ELECTIONS AND SALES

TAX AND BOND ELECTIONS

The Calcasieu Parish School Board shall call elections for the public to vote on tax or bond revenue issues. Every bond, tax, or other election at which a proposition or question is to be submitted to the voters shall be held only on one of the dates set forth by state law or upon proper application to and approval of the State Bond Commission on a date not provided by statute. The proposition placed on the ballot submitted to the voters in any bond election shall state the kinds and sources of revenues which shall be pledged to retire the bonds, should the proposition be successful.

Public notice of the date, time, and place of any meeting at which the School Board intends to levy, increase, or renew, or continue any ad valorem property tax or sales and use tax or authorize the calling of an election for submittal of such question to the voters shall be both published in the official journal of the School Board no more than sixty (60) days nor less than thirty (30) days before such public meeting and shall be announced to the public during the course of a public meeting no more than sixty (60) days nor less than thirty (30) days before such public meeting; and notice of such meeting shall be written and hand delivered or transmitted by email to each voting member of any governing authority of a political subdivision that is required to approve such a measure previousl

adopted by another governing authority and to each state senator and representative in whose district all or a portion of the political subdivision is located, no more than sixty (60) days nor less than thirty (30) days before such public meeting. Email delivery shall be made to the official email address of such voting members or legislators and to any other address provided in writing to the School Board by such a voting member or legislator.

If such a meeting is postponed or cancelled, notice of any subsequent meeting to consider taking action regarding property or sales taxes shall be published in the School Board's official journal no less than ten (10) days before the subsequent meeting.

If consideration of or action upon the tax proposal is postponed, or if no action was taken regarding the tax proposal, then notice of any subsequent meeting to consider the tax proposal shall be published no less than ten (10) days before the subsequent meeting, unless the date, time, and place of the subsequent meeting was announced to the public during the meeting.

If, at a meeting held in accordance with above provisions, the School Board adopts such a measure, the provisions shall not apply to a subsequent meeting if the only action taken at the subsequent meeting is one which results in a change to the previously adopted measure that reduces the rate or term of the tax in the measure and thereby reduces the total amount of tax that would be collected under the measure, or substantially reduces the cost to the School Board of any bond or debt obligation to be incurred by the School Board.

On the date and at the hour and place specified in the notice of election, the School Board, in public session, shall examine and canvass the returns and declare the result of the elections. The result shall be promulgated by one publication in the official journal of the School Board.

SALE OF BONDS

If approved by the electorate, the School Board shall adopt a resolution providing for the issuance of school bonds within a particular bonding district. Said issuance of bonds shall prescribe the form and fix the maturities thereof, and provide for the payment of said bonds in principal and interest.

All bonds shall be advertised for sale on sealed bids, which advertisement shall be published at least once a week for three (3) weeks, the first publication to be made at least fifteen (15) days preceding the date fixed for the reception of bids. Advertisement shall be in the official journal of the governing authority at least fifteen (15) days before the date fixed for the reception of bids. Notice of sale shall also be published once a week for three (3) weeks preceding the date fixed for the reception of bids, either in a financial paper published in the city of New York or the city of Chicago, or in a newspaper of general circulation published in a city of the state of Louisiana having a population of not less than twenty thousand inhabitants, according to the last federal census.

The School Board may reject any and all bids. If the bonds are not sold pursuant to the advertisement, they may be sold by the School Board by private sale, within sixty (60) days after the date advertised for the reception of sealed bids, but no private sale shall be made at a price less than the highest bid which shall have been received. If not sold, the bonds shall be readvertised in the manner prescribed above.

Revised: May, 2011

Revised: October 8, 2013

Revised: November, 2014

Ref: Constitution of Louisiana, Art. VI, Sec. 30, Sec. 33; La. Rev. Stat. Ann. ' ' 18:1281, 18:1282, 18:1283, 18:1284, 18:1285, 18:1286, 18:1293, 39:570, 39:1421, 39:1422, 39:1423, 39:1424, 39:1424.1, 39:1425, 39:1426, 39:1427, 39:1428, 39:1429, 42:19.1; Board minutes, 2-7-12, 10-8-13.

FILE: DFL

CASH MANAGEMENT AND INVESTMENTS

The Calcasieu Parish School Board (~~Board~~) sets forth the following policy guidelines for the management of its investments as mandated by the Louisiana Revised Statutes, ~~Title 33, Chapter 6, Part IV, Section 2955.~~

GENERAL PURPOSE

The general purpose of this policy statement is: 1) to develop and outline clear investment guidelines

and objectives, 2) to develop procedures and constraints for the investment process itself, and 3) to develop a consistent method of reporting and monitoring investments and their market value.

All policies and investment objectives should reflect the primary mandate to manage public funds prudently.

INVESTMENT OBJECTIVES

All investment objectives shall be governed by the following priority of goals: 1) Safety of Principal, 2) Liquidity, and 3) Yield. In addition, all investments must qualify as acceptable and lawful under the statute named above.

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will shall be to mitigate credit risk and interest rate risk.

A. Credit risk is extremely low because the Louisiana State statutes limit the investments to U.S. Government securities, Agencies of the Government, and Investment grade (A-1/P-1) commercial paper of domestic United States corporations, investment grade debt issued by the state of Louisiana or any of its political subdivisions, and investment grade bonds, debentures, notes, or other indebtedness issued by a state of the United States of America other than Louisiana or any such state's political subdivisions, or any domestic U.S. corporation.

B. Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to the changes in general interest rates. Interest rate risk may be mitigated by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for anticipated demands, thereby avoiding the need to sell securities on the open market prior to maturity, and
- By investing operating funds primarily in shorter-term securities.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

3. Yield

The investment portfolio shall be designed with the objective of attaining a fair rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The investments are limited to low risk securities in anticipation of earning a fair return relative to the risk being assumed.

STANDARDS OF CARE

1. Prudence

The standard of prudence to be used by investment officials and investment management firms shall be, first and foremost, to comply with Louisiana State Law. In addition, the standard shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the

probable income to be derived.

2. Ethics and Conflicts of Interest

Officers and employees of the School Board involved in the investment process shall at all times comply with Louisiana State Law governing Ethics for Public Officials and Public Employees. A full description of the State of Louisiana's required behavior is found in the Code of Ethics for Public Officials and Public Employees, which is found in Title 42 of the Revised Statutes.

Additionally, officers and employees of the School Board involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

3. Delegation of Authority

Authority to manage the investment program is granted to the Superintendent and the Chief Financial Officer. They may make decisions together or independently, but the primary responsibility for the operation of the investment program is hereby delegated to the Chief Financial Officer, who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer. The Chief Financial Officer shall establish a system of controls to regulate the activities of subordinate officials.

The Superintendent and the Chief Financial Officer have the authority to engage a professional investment manager. In this situation, the investment manager will report to the Chief Financial Officer on a regular basis and be bound to the investment guidelines of the State of Louisiana and the Calcasieu Parish School Board.

It is required that any professional investment manager hired shall be registered with the United States Securities and Exchange Commission as a Registered Investment Advisor.

DEPOSITORY BANK

The Louisiana Revised Statutes (LRS) require parish and city school boards to select a fiscal agent for purposes of receiving on deposit funds of the system.

The bank or banks selected as fiscal agent(s) and the system shall make and enter into a fiscal agency contract or contracts, or such other necessary instruments setting forth the duties, responsibilities, and agreements pertaining to said fiscal agency. The fiscal agency bank(s), when selected, shall serve for a term of three years and until its successor shall have been duly selected and qualified, and shall pledge approved securities, as provided for in the fiscal agency contract subject to the regulations under the LRS.

PLEDGED SECURITIES

Funds on deposit with the Fiscal Agent Bank(s) shall be collateralized by pledged "approved securities" as specified by Chapter 7 of Title 39 of the LRS of 1950 as amended to adequately protect the funds of the system. The system shall monitor from time to time the amount of approved securities to assure that an amount not less than the balance of funds on deposit with the depository bank from day to day, less any applicable Federal Deposit Insurance Corporation (FDIC) insurance is pledged. The bank shall have the right and privilege of substituting approved securities only upon obtaining the prior written approval of the system. Such approval may be granted by facsimile transmission which shall be subsequently confirmed by an original document. The approved securities shall be valued at their market value.