

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, September 9, 2014

The Calcasieu Parish School Board's revised copy of the Pupil Progression Plan for the 2014-2015 school year is available for review in the office of the Superintendent at 3310 Broad Street, Lake Charles, Louisiana from September 2, 2014 to September 8, 2014, during the hours of 8:00 a.m. until 4:00 p.m.

- I. **Prayer**— Annette Ballard
- II. **Pledge of Allegiance** --- Andrew Tramonte', DeQuincy High School
- III. **Roll Call**
- IV. **Approval of Minutes**
 - A. Calcasieu Parish School Board Meeting of August 5, 2014
- V. **Presentations**
 - A. Jamey Rasberry/Director of LCMH Sports Medicine
 - B. Recognition of CHRISTUS St. Patrick Foundation & Dare to be Healthy Challenge Grant Project/BCBS of LA
- VI. **Superintendent's Report**
- VII. **Committee Reports**
 - A. A&P Committee/August 19, 2014/R.L. Webb, *Chair*
- VIII. **Take Appropriate Action**
 - A. Approval of Pupil Progression Plan (Delivered under separate cover and available for viewing on CPSB website)
 - B. Approval for CPSB to enter into the District Cooperative of Louisiana with Vermilion Parish School Board

C. Approval of Bond Resolution for the School Transportation Facilities Project (Buses)

IX. Bid Reports

(None)

X. Permission to Advertise

A. Staff Uniform Rental and Laundry Service, Maintenance and Transportation Departments/General Funds

B. Batteries for the Transportation Department/General Funds

XI. Correspondence

A. Change Order Number Two (2) for the Project, "Phase 2- Multipurpose building with adjoining play court, covered unloading, re-roofing, hard surface parking and drainage," District 26 2013 Bond Issue Improvements; Vinton Elementary School; Project Number "EA 2013-05; Ellender Architects & Associates, LLC, Designer; Pat Williams Construction, Inc, Contractor; *Increase* of \$19,519.54 and *Increase* of Thirty (30) days.

B. Beneficial Occupancy for the Project, "Phase 1-Building Renovations," Vinton Middle School, Project #EA2013-17; Ellender Architects & Associates, LLC, Architect; Bessette Development Corporation, Contractor.

XII. Executive Session

A. Proposed settlement of WC Claim #3897385/Attorney Chris Trahan

B. Proposed settlement of Liability Claim #3894730/Attorney Chip Musso

C. Proposed settlement of Liability Claim #3892114/Attorney Chip Musso

D. Proposed settlement of Liability Claim #3892868/Attorney Chip Musso

E. Proposed settlement of Liability Claim #3892869/Attorney Chip Musso

F. Proposed settlement of WC Claim #3893347/Attorney Jeff Cole

G. Proposed settlement of WC Claim #3897643/Attorney Chris Trahan

XIII. Condolences/Recognitions

XIV. Committee Agenda Items

XV. Schedule Committees

Budget Committee.....September 23, 2014, 4:45 p.m.

C&I Committee.....October 21, 2014, 4:45 p.m.

Future Committee Items:

Operation Plan for each school, tied to budget

Organizational Chart

Explanation of seat time, credit recovery, grade recovery

Natural gas or propane vehicles

Update of grant positions

Curriculum Update and Balanced Scorecard

ITEM IV A

DATE, TIME, PLACE OF MEETING

The Calcasieu Parish School Board meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Tuesday, August 5, 2014, at 4:45 p.m. The meeting was called to order by Annette Ballard, President. The prayer was led by Clara Duhon; the Pledge of Allegiance was led by Mack Dellafosse

ROLL CALL

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

Roman Thompson was absent.

APPROVAL OF MINUTES

The minutes of the July 8, 2014 board meeting were approved by vote on a motion by Mr. Andrepont and a second by Mr. Webb.

SUPERINTENDENT'S REPORT

Mr. Bruchhaus gave the following report:

1. All board members have received their July, 2014 Head Start report:
Pre-K and Head Start students will report to school Wednesday, August 20, 2014
Staff participated in Student Learning Target (SLT) Planning Meeting
Staff attended McNeese Teaching and Learning Conference
Staff attended the Calcasieu Parish School Board Leadership Summit
Acceptance letters were mailed the week of July 1, 2014 for the 2014 – 2015 school year
Received the Head Start Award Letter for 2014-2015 Allocation: \$3,698,218
2. 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 July, 2014 collections at \$735,147 over budget for the month. For the 2014-2015 year, collections are \$735,147 over budget. Collections for the first month of the year are \$959,025 over the same month last year.

3. Just a reminder that each board member has been given the Ethics form regarding family members employed by the school board. If this applies to you, please return the form or forms to my office and they will all be mailed together on Friday, August 29.

4. Just a reminder to board members that qualifying dates for the upcoming election are August 20-22, at the Clerk of Court's office, from 8:30-4:30.

5. Congratulations to Martin Guillory, Principal of Oak Park Middle School, on being elected to the Board of Directors for the National Association of Secondary School Principals at the annual conference in Dallas this summer.

6. Congratulations to Kerry Onxley, Director of Theatre at Westlake High School. He was inducted in the Hall of Fame at the Educational Theatre Association's annual national conference in Cincinnati in July. Onxley was recognized for his 20+ years of service and commitment to educational theatre.

COMMITTEE REPORT

A&P Committee/July 22, 2014/R.L. Webb, Chair

Mr. Webb reported that there was not a quorum present at the July 22, 2014 committee meeting and in order to discuss the items on the agenda, all board members would have to vote to add it to the agenda. Mrs. Ballard asked if there was any public comment; there was none. Mr. Webb made a motion to add the committee information to the agenda and Mr. Andrepont seconded the motion. On a vote, the motion failed with one nay vote. The committee will meet again on August 19, 2014.

C&I Committee/July 22, 2014/Mack Dellafosse, Chair

Mr. Dellafosse gave the following report:

CURRICULUM & INSTRUCTION COMMITTEE

July 22, 2014

Committee Members Present: Mack Dellafosse (Chairman), Dale Bernard, Fred Hardy, James Karr, R. L .Webb

Other Board Members Present: Clara Duhon, Annette Ballard, Roman Thompson

The C&I Committee Meeting was called to order at 4:55 p.m. by Mr. Dellafosse. A quorum was present. The meeting followed an A&P Committee Meeting; there was no additional prayer or pledge.

1. **2014-2015 Textbooks**

Textbook Budget

Steve Wieschhaus, Director of Warehouse/Textbook Services

The 2014-2015 textbook budget

\$2,175,432.50

Purchases Thus Far:

Eureka Math for Grades K through 5

\$786,240.00

ELA for Grades K through 5

\$1,229,150.84

Regular Ed. textbook purchases for all levels

\$208,857.41

AP/Gifted Textbook Purchases

\$108,540.62

Eureka Math for Middle Schools

\$450,000.00

Total Textbook Expenditures to Date

\$2,782,788.87 (overage of \$607,356.87)

Projected Textbook Expenses for this year

\$500,000 – Additional Elementary ELA Resource Materials

\$150,000 - \$200,000 – Additional Regular Ed. Textbook Expenses

The following gave presentations to the committee:

ELA and Mathematics Content Support Materials

Dr. George Reado, Director of Elementary Curriculum

Debora Garrick, Elementary ELA Curriculum Specialist

Tricia Miller, Elementary Mathematics Curriculum Specialist

Tiffany Croxdale, First Grade Teacher, College Oaks Elementary School

Hope LeDoux, First Grade Teacher, Nelson Elementary School

Kristi Russell, Third Grade Teacher, E.K. Key Elementary School

Dr. Victoria Hand, Middle school Mathematics Consultant

Trudie Yokum, Curriculum Coordinator, Ray D. Molo Middle School

Lisa Serice, Sixth Grade Math Teacher, W.W. Lewis Middle School

Cathy Broussard, Seventh Grade Math Teacher, Maplewood Middle School

Lynne Denison, Eighth Grade Math Teacher, J.I. Watson Middle School

A motion to approve the textbook budget and purchase of the new curriculum support materials was made by Mrs. Ballard, with a second by Mr. Webb. On a vote, the motion carried.

On behalf of the committee, Mr. Dellafosse made a motion to approve the recommendation; a second was not needed.

There was much discussion and the following turned in blue cards to address the board regarding the purchase of the new curriculum support materials:

Terry Holden, Representing LAE

Barry Badon

Carol Dufrene

Kathryn Goppelt

Fara Seal

Carol Shelton

Georgene Gibson

Nathan Curtis

**Marla Baldwin
Staci Shaver
Leslie Truax
Todd Truax
Jenny Savoie
Heather Reeves
Kena Clymer
Dana Dawdy
Cissie Book
Jennifer Fontenot
Bridget Richard
Christy Fontenot
Donna Gosnell
Kate Shanks**

Mr. Hardy recognized Representative Brett Geymann in the audience.

On a roll call vote for the package, as presented, with a total textbook budget of \$3,482,789.

**For: Mr. Andrepont, Mrs. Ballard, Mr. Bernard, Mr. Dellafosse, Mrs. Duhon, Mr. Hardy, Mr. Jongbloed, Mr. Schooler
Against: Mr. Breaux, Mr. Burleigh, Mr. Guidry, Mr. Karr, Mr. LaRocque, Mr. Webb. The motion passed on an 8-6 vote.**

2. Modifications to Alternative Programs

Kenny Brown, Principal of the Calcasieu Parish Alternative Site, Aaron McDonald, Assistant Principal at Moss Bluff Middle School, and Dr. Betty Washington, SPED Supervisor of Middle and High Schools, presented information regarding the relocation of the current CPAS to the Reynaud Middle School building, as well as the reconfiguration of

the entire program.

The presentation is available for viewing at 3310 Broad Street or on our website at www.cpsb.org under Meet the Board/Minutes/August 5, 2014

Marilyn Habetz, Director of Special Education, and Dr. Jill Portie, Administrative Director of Elementary Schools, presented information regarding the combining of the Calcasieu Alternative Site for Elementary Students and Positive Connections, to be housed at the Positive Connections site on Weaver Road. For both program changes, Mr. Bruchhaus gave an estimated additional expense of \$500,000 per year, at maximum implementation.

The presentation is available for viewing at 3310 Broad Street or on our website at www.cpsb.org under Meet the Board/Minutes/August 5, 2014

A motion to approve the relocation and modifications to both programs was made by Mrs. Duhon and seconded by Mrs. Ballard. On a vote, the motion carried.

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

3. **PROGRESS Grant Overview and Monitoring Report**

Lauren Beckham, PROGRESS Project Coordinator, gave an information only report on the PROGRESS project. This is available for viewing at 3310 Broad Street or on our website at www.cpsb.org under Meet the Board/Minutes/August 5, 2014.

A motion to adjourn was made at 8:01 p.m. by Mr. Webb and seconded by Mr. Karr. On a vote, the motion carried.

This item was for informational purposes only.

TAKE APPROPRIATE ACTION

A. Resolution Authorizing Bond Election/District 27

Lake Charles, Louisiana
August 5, 2014

The Parish School Board of Calcasieu Parish, Louisiana, governing authority of School District No. 27 of Calcasieu Parish, Louisiana, met in special session at 4:45 o'clock p.m. on Tuesday, August 5, 2014, at the regular meeting place of said Board in the

August 5, 2014

Lake Charles, Louisiana

Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of written notice given to each and every member thereof and duly posted in the manner required by law.

President, Annette Ballard, the meeting to order and on roll call, the following members were present:

Joe A. Andrepont, Annette Ballard, Dale Bernard, Billy Breaux, Randall Burleigh, Mack Dellafosse, Clara Duhon, Chad Guidry, Fredman Hardy, Jr., Bill Jongbloed, James W. Karr, Sr, Bryan LaRocque, Jim Schooler, and R. L. Webb

ABSENT: Roman Thompson

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

Thereupon, upon motion made by Mr. LaRocque and seconded by Mr. Webb, the following resolution was adopted, the vote thereon being as follows:

YEAS: Mr. Andrepont, Mr. Bernard, Mr. Breaux, Mr. Burleigh, Mr. Dellafosse, Mrs. Duhon, Mr. Guidry, Mr. Hardy, Mr. Jongbloed, Mr. Karr, Mr. LaRocque, Mr. Schooler, and Mr. Webb

NAYS: None

ABSENT: Mr. Thompson

NOT VOTING: President Ballard

RESOLUTION

A RESOLUTION ORDERING AND CALLING A SPECIAL ELECTION TO BE HELD IN SCHOOL DISTRICT NO. 27 OF CALCASIEU PARISH, LOUISIANA, ON DECEMBER 6, 2014, AUTHORIZING THE INCURRING OF DEBT AND ISSUANCE OF BONDS OF SAID DISTRICT; AND MAKING APPLICATION TO THE STATE BOND COMMISSION IN CONNECTION THEREWITH.

WHEREAS, it is deemed necessary and desirable by the Calcasieu Parish School Board, governing authority of School District No. 27 of Calcasieu Parish, Louisiana, (the "District"), that bonds of the District be issued in the sum of not to exceed **TWELVE MILLION SEVEN HUNDRED THOUSAND AND NO/100 (\$12,700,000) DOLLARS**, for the purpose of acquiring and/or improving land and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said School District, and acquiring the necessary equipment and furnishings therefor, title to which shall be in the public; and

WHEREAS, authority for the issuance of the bonds of the said School District for such purpose is granted by Article 6, Section 33 and Article 7, Section 26(E) of the Constitution of 1974 of the State of Louisiana, by those portions of Part II not repealed by the 1977 Louisiana Legislature and Subpart A of Part III of Chapter 4 of Subtitle II of Title 39 (La. R.S. 39:551, *et seq.*), and Chapter 13 of Subtitle III of Title 39 (La. R.S. 39:1421, *et seq.*) of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority supplemental thereto, provided issuance of such bonds is first authorized by a majority of the qualified electors of the district voting on the proposition at an election to be held for such purpose; and

WHEREAS, the Calcasieu Parish School Board desires to provide for the holding of an election at which the proposition of issuing such bonds may be submitted; and

NOW, THEREFORE, BE IT RESOLVED by the Calcasieu Parish School Board, acting as the governing authority of School District No. 27 of Calcasieu Parish, Louisiana:

August 5, 2014

Lake Charles, Louisiana

SECTION 1. Subject to the approval of the State Bond Commission, and under the authority conferred by Article 6, Section 33 and Article 7, Section 26(E) of the Constitution of 1974 of the State of Louisiana, those portions of Part II not repealed by the 1977 Louisiana Legislature and Subpart A of Part III of Chapter 4 of Subtitle II of Title 39 (La. R.S. 39:551, *et seq.*), and Chapter 13 of Subtitle III of Title 39 (La. R.S. 39:1421, *et seq.*) of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority supplemental thereto, a special election be and is hereby called and ordered to be held in School District No. 27 of Calcasieu Parish, Louisiana, on **Saturday, the 6th day of December, 2014**, between the hours of seven (7:00) o'clock a.m. and eight (8:00) o'clock p.m., in compliance with the provisions of Section 541 of Title 18 and of Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and that at said special election there be submitted to all the qualified electors of School District No. 27 entitled and qualified to vote at said election under the Constitution and laws of the United States, the following proposition:

BOND PROPOSITION

Shall School District No. 27 of Calcasieu Parish, Louisiana (the "District") incur debt and issue bonds in an amount not exceeding \$12,700,000 for a period not to exceed twenty (20) years from the date thereof, with interest at a rate not exceeding eight (8%) percent per annum, said bonds authorized for the purpose of acquiring and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for the District, title to which shall be in the public, which bonds shall be retired with, paid from and secured by ad valorem taxes on all taxable property within the limits of the District sufficient in rate and amount to pay said bonds in principal and interest, with the estimated millage rate to be 20.07 mills in the first year of issue?

SECTION 2. The polling places set forth in the Notice of Special Election in Section 4 hereof, be and the same are hereby designated as the polling places at which to hold such election.

SECTION 3. Officers designated or such substitutes as may be selected, designated and sworn in compliance with Sections 1286 through 1289 of Title 18 of the Louisiana Revised Statutes of 1950, as amended, shall hold the said election substantially in accordance with the general election laws of the State of Louisiana, except that the election is called and shall be conducted, canvassed, and promulgated, and notice thereof given in accordance with the procedures set forth in Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended. Said election officers shall make due returns of said election at a regular meeting of the Calcasieu Parish School Board, to be held at its regular meeting place, the School Board Office, 3310 Broad Street, Lake Charles, Louisiana, on **Tuesday, the 9th day of December, 2014, at 4:45 o'clock p.m.**, at which time said School Board will, then and there, in open and public session, examine and canvass the returns and declare the result of said special election. The compensation of election officials be and the same is hereby fixed at the sum as specified in Sections 424 and 425 of Title 18 of the Louisiana Revised Statutes of 1950, as amended. Assessed valuations shall not be voted in this election, and all qualified electors of said School District No. 27 of Calcasieu Parish, Louisiana, are entitled to vote therein. Voting machines shall be used in this election, and voters shall not be required to sign a ballot or vote assessed valuation of property. The permanent registration law of the State of Louisiana being in force in Calcasieu Parish, said election shall be conducted in accordance with applicable provisions thereof.

SECTION 4. The Secretary of the Calcasieu Parish School Board is hereby empowered, authorized and directed to publish, entirely separate and apart from any publication which may be made of this resolution, once a week for four consecutive weeks, with the first publication not less than forty-five days nor more than ninety days before the date of the election, in the *Lake Charles American Press* a newspaper published in Lake Charles, Louisiana, and having general circulation in Calcasieu Parish and in School District No. 27 of Calcasieu Parish, Louisiana, a Notice of Election, substantially in the form attached as Exhibit A hereto.

SECTION 5. The Secretary of the Calcasieu Parish School Board be and he is hereby empowered, authorized and directed to arrange for furnishing said election officers, in ample time for holding of said election the necessary equipment, forms and other election paraphernalia essential to the proper holding of said election.

SECTION 6. There being a real public necessity for the retention and employment of legal counsel to provide specialized legal services in connection with acquiring and/or improving land and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for School District No. 27 requiring issuance of General Obligation Public School Improvement Bonds (hereinafter referred to as the "Bonds") by School District No. 27 of Calcasieu Parish, Louisiana (the "Issuer"), 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.

SECTION 7. The fee for the work to be performed hereunder is contingent upon the issuance, sale and delivery of the Bonds, 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 of bond attorneys and bond counsel in the issuance of general obligation bonds.

SECTION 8. Application is hereby formally made to the State Bond Commission, Baton Rouge, Louisiana, in compliance with the requirements of Chapter 2, Title 47 of the Louisiana Revised Statutes of 1950, as amended, and in compliance with Article 6, Sections 29, 30 and 32 of the Constitution of 1974 of the State of Louisiana, and other Constitutional and statutory authority supplemental thereto, for consent, approval and authority to hold the aforesaid election in School District No. 27 of Calcasieu Parish, Louisiana, under the provisions of Article 6, Section 22 and Article 7, Section 26(E) of the Constitution of 1974 of the State of Louisiana, those portions of Part II not repealed by the 1977 Legislature and Subpart A of Part III of Chapter 4 of Subtitle II of Title 39 (La. R.S. 39:551, *et seq.*), and Chapter 13 of Subtitle III of Title 39 (La. R.S. 39:1421, *et seq.*) of the Louisiana Revised Statutes of 1950, as amended, and other Constitutional and statutory authority supplemental thereto, and in the event such election carries, for its consent and authority to levy and collect the ad valorem taxes therein provided, and to issue bonds to be retired with, paid from and secured by said ad valorem taxes on all taxable property within the limits of School District No. 27 of Calcasieu Parish, Louisiana, sufficient in rate and amount to pay said bonds in principal and interest as they respectively mature. The Secretary is empowered, authorized and requested to forward to the State Bond Commission a certified copy of this resolution which shall constitute a formal application to said Commission as herein provided.

SECTION 9. By virtue of the District's application for, acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval(s) resolved and set forth herein, the District 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, full and continuing compliance with the "State Bond Commission Policy on Approval of Proposed 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 10. Certified copies of this Resolution shall be forwarded to the Secretary of State, the Clerk of Court and Ex-Officio Custodian of Voting Machines in and for the Parish of Calcasieu, and the Registrar of Voters, as notification of the special election herein called in order that each may prepare for said election and perform their respective functions as authorized and required by law.

SECTION 11. All resolutions, ordinances, or orders in conflict herewith, be, to the extent of such conflict, and they are hereby repealed.

August 5, 2014

Lake Charles, Louisiana

Adopted and approved on this 5th day of August, 2014.

/s/ Annette Ballard

ANNETTE BALLARD, President
Calcasieu Parish School Board

ATTEST:

/s/ Karl Bruchhaus
KARL BRUCHHAUS, Secretary
Calcasieu Parish School Board

**NOTICE TO VOTERS OF
SPECIAL BOND ELECTION**

To the qualified electors of School district No. 27 of Calcasieu Parish, Louisiana:

YOU ARE HEREBY NOTIFIED that on the 5th day of August, 2014, the Calcasieu Parish School Board, acting as the governing authority of School District No. 27 of Calcasieu Parish, Louisiana, ordered that a special election be held in School District No. 27 on Saturday, the 6th day of December, 2014, for the purpose of submitting to all qualified electors of said School District No. 27, the following proposition:

BOND PROPOSITION

Shall School District No. 27 of Calcasieu Parish, Louisiana (the "District") incur debt and issue bonds in an amount not exceeding \$12,700,000 for a period not to exceed twenty (20) years from the date thereof, with interest at a rate not exceeding eight (8%) percent per annum, said bonds authorized for the purpose of acquiring and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for the District, title to which shall be in the public, which bonds shall be retired with, paid from and secured by ad valorem taxes on all taxable property within the limits of the District sufficient in rate and amount to pay said bonds in principal and interest, with the estimated millage rate to be 20.07 mills in the first year of issue?

A portion of the monies collected shall be remitted to certain state and statewide retirement systems in the manner required by law.

Said election will be held at all polling places which are situated within the boundaries of School District No. 27 of Calcasieu Parish, Louisiana. All registered voters in each of the following precincts shall be eligible to vote on the propositions:

PRECINCT

POLLING PLACE

160 E	Gillis Elementary School, 916 Topsy Road, Gillis
160 W	Gillis Elementary School, 916 Topsy Road, Gillis
161	Gillis Elementary School, 916 Topsy Road, Gillis
162 E Moss Bluff	Moss Bluff Middle School, 1104 Recreation Boulevard,
162 W Moss Bluff	Moss Bluff Middle School, 1104 Recreation Boulevard,

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163 Sam Houston High School, 880 Sam Houston Jones
Parkway, Moss Bluff

164 Moss Bluff Elementary School, 481 Sam Houston Jones
Parkway, Moss Bluff

165 Sam Houston High School, 880 Sam Houston Jones
Parkway, Moss Bluff

166E Moss Bluff Elementary School, 481 Sam Houston Jones
Parkway, Moss Bluff

166W Moss Bluff Elementary School, 481 Sam Houston Jones
Parkway, Moss Bluff

167 Sam Houston High School, 880 Sam Houston Jones
Parkway, Moss Bluff

ONLY THOSE REGISTERED VOTERS IN EACH OF THE FOLLOWING PRECINCTS WHO RESIDE WITHIN THE BOUNDARIES OF SCHOOL DISTRICT NO. 27 OF CALCASIEU PARISH, LOUISIANA, SHALL BE ELIGIBLE TO VOTE ON THE PROPOSITION:

PRECINCT

POLLING PLACE

360 (Part) Ward Three Fire Protection District No. Two Fire Station, 3088 Old Town Road, Lake Charles

The polls will be open at seven (7:00) o'clock a.m. and shall remain open until not later than eight (8:00) o'clock p.m. The said special election will be held substantially in accordance with the general election laws of the State of Louisiana, except that the election is called and shall be conducted, canvassed, and promulgated, and notice thereof given in accordance with the procedures set forth in Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended. The officials appointed to hold the election or such substitutes therefor as may be selected, designated and sworn in compliance with Sections 1286 through 1289 of Title 18 of the Louisiana Revised Statutes of 1950, as amended, will make due returns thereof to the Calcasieu Parish School Board, acting as the governing authority of School District No. 27 of Calcasieu Parish, Louisiana. Voting machines will be used in the conduct of the election. All qualified electors of School District No. 27 of Calcasieu Parish, Louisiana, will be entitled to vote. No voter shall be required to sign a ballot or vote assessed valuation of property.

Notice is hereby given that on Tuesday, the **9th day of December, 2014, at 4:45 o'clock p.m.**, the Calcasieu Parish School Board will meet in open and public session at the regular meeting place of the Calcasieu Parish School Board, 3310 Broad Street, Lake Charles, Louisiana, and will, then and there, examine and canvass the returns and declare the result of said election.

THUS DONE AND SIGNED in Lake Charles, Louisiana, by authority of a Resolution adopted by the Calcasieu Parish School Board, acting as the governing authority of School District No. 27 of Calcasieu Parish, Louisiana, on the 5th day of August, 2014.

/s/ Annette Ballard

ANNETTE BALLARD, President
Calcasieu Parish School Board

ATTEST:

/s/ Karl Bruchhaus
KARL BRUCHHAUS
Superintendent of Schools
and Ex-Officio Secretary
Calcasieu Parish School Board

August 5, 2014

Lake Charles, Louisiana

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

B. Resolution Authorizing Publication of District 27 Geographical Boundaries

Lake Charles, Louisiana
August 5, 2014

The Parish School Board of Calcasieu Parish, Louisiana, governing authority of School District No. 27 of Calcasieu Parish, Louisiana, met in regular public session at 4:45 o'clock p.m. on Tuesday, August 5, 2014, at the regular meeting place of said Board in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of written notice given to each and every member thereof and duly posted in the manner required by law.

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

Joe A. Andrepont, Annette Ballard, Dale Bernard, Billy Breaux, Randall Burleigh, Mack Dellafosse, Clara Duhon, Chad Guidry, Fredman Hardy, Jr., Bill Jongbloed, James W. Karr, Sr, Bryan LaRocque, Jim Schooler, and R. L. Webb

ABSENT: Roman Thompson

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

Thereupon, upon motion made by Mr. LaRocque and seconded by Mr. Webb, the following resolution was adopted, the vote thereon being as follows:

YEAS: Mr. Andrepont, Mr. Bernard, Mr. Breaux, Mr. Burleigh, Mr. Dellafosse, Mrs. Duhon, Mr. Guidry, Mr. Hardy, Mr. Jongbloed, Mr. Karr, Mr. LaRocque, Mr. Schooler, and Mr. Webb

NAYS: None

ABSENT: Mr. Thompson

NOT VOTING: President Ballard

RESOLUTION

A RESOLUTION AUTHORIZING PUBLICATION OF NOTICE DESCRIBING THE GEOGRAPHIC LIMITS OF SCHOOL DISTRICT NO. 27 OF CALCASIEU PARISH, LOUISIANA

BE IT RESOLVED by the Calcasieu Parish School Board, acting as the governing authority of School District No. 27 of Calcasieu Parish, Louisiana, as follows:

SECTION 1. That the resolution adopted March 1, 1938, creating School District No. 27 of Calcasieu Parish, Louisiana, as corrected by resolution adopted September 20, 1938, be and same is hereby ratified, approved and confirmed.

SECTION 2. That the President and Secretary of this Board are empowered, authorized and requested to cause to be published a public notice describing the geographic limits of School District No. 27 of Calcasieu Parish, Louisiana, said publication to be made in the *Lake Charles American Press* in the same edition as the Notice to Voters is published, pertaining to the special bond election

August 5, 2014

Lake Charles, Louisiana

authorized for School District No. 27 of Calcasieu Parish, Louisiana, by resolution adopted this date.

Adopted and approved this 5th day of August, 2014.

/s/ Annette Ballard
ANNETTE BALLARD, President
Calcasieu Parish School Board

ATTEST:

/s/ Karl Bruchhaus
KARL BRUCHHAUS, Secretary
Calcasieu Parish School Board

PUBLIC NOTICE

**GEOGRAPHIC BOUNDARIES OF
SCHOOL DISTRICT NO. 27
OF CALCASIEU PARISH, LOUISIANA**

Beginning at the point in Section 9 of Township 8 South, Range 7 West, where the Calcasieu River crosses the boundary line between Calcasieu Parish and Jefferson Davis Parish, thence in a southerly and westerly direction down the center of Calcasieu River through Sections 9, 16, 17, 20, 29, 28, 29, 30, 31, 32, of Township 8 South, Range 7 West, and Sections 5 and 6 of Township 9 South, Range 7 West, and Sections 12 and 11 of Township 9 south, Range 8 West, to a point in the north line of Section 11, Township 9 South, Range 8 West, where the Calcasieu River crosses the said north line of Section 11, Township 9 South, Range 8 West, thence west along the north line of Sections 11 and 10 of Township 9 South, Range 8 West to a point in the center of Calcasieu River, thence in a southerly direction down the center of Calcasieu River to a point approximately in the center of Section 10, Township 9 South, Range 8 West, thence south approximately one-fourth mile to the south line of Section 10, Township 9 South, Range 8 West, thence west along the south line of Sections 10 and 9 of Township 9 South, Range 8 West, to the center of Calcasieu River, thence down the center of Calcasieu River through Sections 16, 17, 21 and 20 of Township 9 South, Range 8 West, to the West Fork of Calcasieu River, thence in a general northerly and westerly direction up the center of the West Fork of Calcasieu River through Sections 20, 19, 18, and 7 of Township 9 South, Range 8 West, and Sections 13, 12, 11, 10, 3, and 4 of Township 9 South, Range 9 West, and Sections 33, 28, 21, 16 and 17 of Township 8 South, Range 9 West, to the point in Section 17 of Township 8 South, Range 9 West, where Hickory Branch flows into the West Fork of Calcasieu River, thence up the center of Hickory Branch through Sections 17, 16, 9, and 4 of Township 8 South, Range 9 West, to the north line of Section 4, Township 8 South, Range 9 West, said point being on the boundary line between Calcasieu Parish and Beauregard Parish; thence east along the north line of Sections 4, 3, 2, and 1 of Township 8 South, Range 9 West, and Sections 6, 5, 4, 3, 2, and 1 of Township 8 South, Range 8 West, to the northeast corner of Section 1, Township 8 South, Range 8 West, thence south along the east line of Sections 1 and 12 to the northwest corner of Section 7, Township 8 South, Range 7 West, thence east along the north line of Sections 7, 8, and 9 of Township 8 South, Range 7 West, to the point in Section 9 of Township 8 South, Range 7 West where the Calcasieu River crosses the boundary line between Calcasieu Parish and Jefferson Davis Parish, the point of beginning.

/s/ Annette Ballard
ANNETTE BALLARD, President
Calcasieu Parish School Board

ATTEST:

/s/ Karl Bruchhaus
KARL BRUCHHAUS, Secretary
Calcasieu Parish School Board

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

BID REPORTS

Mrs. Ballard read the following items:

A. Bid #2015-31 Refrigerated Delivery Truck/Food Services

BID 2015-31 – REFRIGERATED DELIVERY TRUCK was opened on July 9, 2014 @ 10:00 a.m.

BIDS WERE SENT TO THE FOLLOWING VENDORS:

ITA NOLA
ITA TRUCK SALES
PLILER INTERNATIONAL
SCOTT TRUCK LLC
TIMMONS TRUCK CENTER

BID RESULTS AS FOLLOWS:

ITA TRUCK SALES \$92,300.00

THE STAFF RECOMMENDS AWARDING TO ITA TRUCK SALES AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.

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

B. Stadium Improvements – Sulphur High School/District 30 Bond Funds

The Committee to receive bids met on the date herein indicated and reviewed bids on the following project.

DATE: August 5, 2014

DESCRIPTION:

Stadium Improvements- Sulphur High School

FUNDS: School District 30 Bond Funds

BID NUMBER: 201502PC

DESIGNER: ELLENDER ARCHITECTS AND ASSOCIATES, LLC

CONTRACTOR	BASE BID	ALT # 1
Alfred Palma, LLC	\$7,693,000.00	\$89,000.00
Bessette Development Corp.	\$7,890,000.00	\$100,000.00
Pat Williams Construction	\$7,637,000.00	\$77,000.00
Ratcliff Construction Co.	\$7,885,000.00	\$98,300.00
Shannon Smith Construction	\$8,210,000.00	\$98,000.00

Trahan Construction	\$7,583,300.00	\$86,300.00
Central Auction House --No Bid		

The Committee recommends award of the contract to: Trahan Construction

BASE BID IN THE AMOUNT OF: Seven Million Five Hundred Eighty Three Thousand Three Hundred Dollars and no/100

\$7,583,300.00

as the lowest qualified bidder meeting specifications.

DESCRIPTION OF ALTERNATE:

ALTERNATE #1: Provide women's restroom #3 and adjoining vestibule

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

PERMISSION TO ADVERTISE

Mrs. Ballard read the following items:

A. Stadium Renovations for Sam Houston High School/District 3 Sales Tax

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

B. Sam Houston High School/Softball and Baseball Field Houses/District 3 Sales Tax

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

CORRESPONDENCE

Mrs. Ballard read the following items:

A. Change Order Number One (1) for the Project, "J.I. Watson New Middle School," Bid #2014-06PC, SD #25 Bond Funds; Moss Architects, Inc., Designer; Miller & Associates Development Company, Inc., Contractor; *Decrease of* \$20,090.00.

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

B. Change Order Number One (1) for the Project, "LeBleu Settlement Elementary

School, New Gymnasium/Auditorium,” Bid #2014-02PC, SD #25 Bond Funds; Moss Architects, Inc., Designer; John D. Myers & Associates, Contractor; *Increase of one hundred and five (105) days.*

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

C. Change Order Number Two (2) for the Project, “CPSB T&I Renovations, Phase 2B,” Brossett Architect, LLC, Designer; Shannon Smith Construction, Inc., Contractor; *Increase of \$37,777.40, Increase of ten (10) days.*

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

CONDOLENCES/RECOGNITIONS

Mr. Karr thanked everyone for the cards and condolences that he received at the recent loss of his sister.

Mr. Bernard and Mr. Hardy asked for a letter of condolence to the family of Mr. Leon Larce.

Mr. Andrepont thanked Mr. Bruchhaus for his email updates to the board.

COMMITTEE AGENDA ITEMS

Mr. Hardy asked for information regarding teachers leaving for grant positions.

Mr. Dellafosse asked that items requested for committee discussion be listed in the meeting agenda.

Mr. Bruchhaus introduced the new Chief Academic Officer, Mr. Tommy Campbell, and the new Chief Financial Officer, Mr. Wilfred Bourne.

SCHEDULE COMMITTEES

A&P Committee Meeting.....August 19, 2014, 4:45 p.m.
Budget Committee Meeting.....September 23, 2014, 4:45 p.m.
Curriculum & Instruction Committee Meeting.....October 21, 2014, 4:45 p.m.

On a motion to adjourn by Mr. Andrepont and a second by Mr. Webb, the meeting was adjourned at 7:37 p.m.

Annette Ballard, President

Karl Bruchhaus, Secretary

**Calcasieu Parish School Board
Administration and Personnel Committee Minutes
July 19, 2014**

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

Present: R L Webb, Chair, Committee members Bryan LaRocque, Randy Burleigh, Chad Guidry, Fred Hardy and Gary Anderson, Secretary. Other Board members present were Annette Ballard, Jim Karr, Dale Bernard and Jim Schooler.

Absent: Billy Breaux

Mr. Webb called the meeting to order. Mr. Anderson noted that the policy listed as GNK should be GBK, Employee Discipline. He presented the first set of policies regarding changes that were the result of legislative action.

- EE, Child Nutrition Program Management
- IDFAB, Sports Injury Management & Concussions
- IHF, Graduation Requirements
- GAJ, Gifts
- GBA, Contracts and Compensation
- GNJ, Promotion
- GBI, Evaluation
- GNK, Employee Discipline
- GBL, Tenure
- GBN, Dismissal of Employees
- GBRIB, Sick Leave

On motion by Mr. Burleigh, seconded by Mr. Guidry and approved, to accept the policies as presented.

Mack Dellafosse entered the meeting.

The policies state:

**FILE: EE
Cf: JCB, KG**

CHILD NUTRITION PROGRAM MANAGEMENT

The Calcasieu Parish School Board believes the school district should have a sound child nutrition program and that the child nutrition program should be an integral part of the total educational program. The School Board also believes that the highest possible sanitation standards should be maintained and that every effort should be made to make it possible for every child to participate in the child nutrition program without regard to race, color, disability, national origin, sex, or age.

GUIDELINES

The School Board shall administer a *Food and Nutrition Program* in accordance with federal and state standards and requirements as outlined by the Louisiana Department of Education, Bulletin 1196, *Louisiana Food and Nutrition Programs, Policies of Operation*, including that only products that have met all state certification requirements shall be utilized in child nutrition facilities. The School Board, as the recognized child nutrition program authority for the school district, shall annually approve the national school lunch program, school breakfast program, U.S.D.A school commodity programs and any other related programs. The approved agreement shall meet all specifications mandated by the Louisiana Department of Education's *Division of Nutrition Assistance Support*.

Guidelines of the *Louisiana Sanitary Code* shall be strictly followed in the preparation, serving, and cleaning of all child nutrition programs and facilities.

Each school shall abide by state and federal guideline restrictions on the operation of concessions, canteens, snack bars, vending machines or other food and beverage sales.

No supplies or foods, including leftovers, shall be removed from the child nutrition department by any employee of the school system unless he/she has been authorized to transfer the items to another school location. Disciplinary action may result for unauthorized food removal.

SPECIAL EVENTS

Special events should not interfere with the preparation and service of school lunch, breakfasts, or snacks. School functions involving the use of the cafeteria shall be arranged through the principal and approved by the child nutrition supervisor. Whenever the cafeteria is used by the school, one or more of the child nutrition employees shall be in charge to ensure control over child nutrition foods and to ensure proper use and care of equipment and facilities. A *Special Event* form must be completed and sent to the supervisor of child nutrition at least two (2) weeks in advance of the event. Events that occur at scheduled times during the school year can be handled by sending in one notice listing all of the dates.

PAYMENT FOR MEALS

Meals may be paid for daily, weekly, monthly, or annually. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced price students. Those students not eligible for free meals who have not paid for a scheduled meal may have that meal withheld.

In elementary schools, prior to withholding a meal, the school shall:

1. Provide actual notification to the child's parent or legal guardian as to the date and time after which meals may be denied, the reason for such denial, any action that may be taken by the parent or legal guardian to prevent further denial of meals, and the consequences of the failure to take appropriate actions to prevent such denial, including that the school governing authority shall contact the office of community services within the Department of Social Services upon the *third* instance of such denial during a single school year.
2. Verify with appropriate school staff that the child does not have an *Individual Education Plan* that requires the child to receive meals provided by the school to ensure that

neither the child's health nor learning ability will be negatively affected by denying the child meals during school hours.

If the school denies a scheduled meal to a child, the school shall provide a sandwich or a substantial and nutritious snack item to the child as a substitute for the meal denied.

Upon the third (3rd) instance during a single school year of the same elementary school child being denied a meal during school hours, the School Board shall contact the office of community services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has resulted in repeated denials of meals during school hours.

The School Board shall document each instance that a child is denied a meal in an elementary school.

Charitable funds donated by school employees or other charitable funds may be used to pay for a child's meal in the event that he/she is subject to the denial of a meal during school hours.

No discrimination against any individual shall occur because of his/her inability to pay, nor shall the School Board or any nutrition service provider publish or permit to be published the names of any individual unable to pay for the food.

Any public school employee who discloses the name of any individual unable to pay for such food, either orally or in written form, except as reasonably necessary in the conduct of his/her official duties, shall be subject to the penalties provided in state law. No employee shall disclose such information to any student for any reason.

FREE AND REDUCED PRICE MEAL APPLICATIONS

Eligibility for participation of students in the free and reduced meal program shall be determined by family meal application or direct certification of participation in migrant, runaway, or homeless education programs. A multi-child, family application to apply for school meal benefits shall be sent to the parents or guardians of each student within the first week of school. Parents shall be requested to complete an application listing all students enrolled in Calcasieu Parish public schools and return it to the determining official for review. The applicant should be made aware that deliberate misrepresentation on the application may subject him or her to prosecution under applicable state and federal criminal statutes. Such applications (approved and disapproved) and documentation of the action taken shall be maintained for three (3) years after the end of the fiscal year to which they pertain.

State guidelines allow for the limited disclosure of information about free and reduced price meal eligibility without consent of the parent. The information may be used *only* for the purpose authorized and may not be shared with any other parties for any reason. Aggregate information that does not identify individuals continues to be permitted without parental consent. Under the *No Child Left Behind Act* (NCLB), the release of a child's eligibility status is permitted to persons directly connected with and who need to know a child's free and reduced price meal eligibility status in order to administer and enforce the Title I requirements under the NCLB. The statute, however, does not allow the disclosure of any other information obtained from the free lunch application form or obtained through the direct certification information received from the food stamp office.

Revised: October, 1997

Revised: August, 2005

Revised: August, 2010

Revised: October 8, 2013

Revised: June, 2014

Ref: *No Child Left Behind Act of 2001* (NCLB); La. Rev. Stat. Ann. §§17:82, 17:191, 17:192, 17:192.1, 17:195, 17:196, 17:197.1, 17:198, 17:199, 39:2101, 40:4; Louisiana Food and Nutrition Programs, Policies of Operation, Bulletin 1196, Louisiana Department of Education; Louisiana Sanitary Code, La. Dept. of Health and Hospitals; Board minutes, 5-9-06, 10-5-10, 10-8-13.

FILE: IDFAB
Cf: IDF, IDFA, IDFAA

SPORTS INJURY MANAGEMENT AND CONCUSSIONS

COMPREHENSIVE SPORTS INJURY MANAGEMENT PROGRAM

The Calcasieu Parish School Board shall require each high school that sponsors or sanctions any athletic activity and which requires a participating student to regularly practice or train and compete to implement a sports injury management program. The injury management program shall:

1. Establish a set of injuries to be classified as "serious sports injuries" for the purposes of the program and define the signs and symptoms of such injuries.
2. Require that any coach, game official, on-field licensed health care provider, or athletic trainer remove a student from practice, training, or competition if any of the following circumstances occur:
 - A. The student reports any defined sign or symptom of a serious sports injury.
 - B. The coach or athletic trainer determines that the student exhibits any defined sign or symptom of a serious sports injury.
 - C. The coach is notified that the student has reported or exhibited any defined sign or symptom of a serious sports injury by any of the following persons:
 - (1) A licensed, registered, or certified medical practitioner operating within their respective scope of practice.
 - (2) A licensed athletic trainer.
 - (3) Any other licensed, registered, or certified individual whose scope of practice includes the recognition of symptoms associated with serious sports injuries.
 - (4) An official responsible for judging or supervising the athletic competition.
3. Ensure that any student who, in accordance with statutory provisions is removed from practice, training, or competition:
 - A. Shall, as soon as practicable after reporting or exhibiting any sign or symptom of a serious sports injury, be examined by a health professional duly licensed in Louisiana to provide health care services or medical treatment.

- B. May be allowed to return to practice, training, or competition **only** after the student provides to the coach and an athletic trainer *written authorization* from a health professional duly licensed in Louisiana to provide health care services or medical treatment.
4. Require that each coach or official in school-sponsored or school sanctioned athletic activities receive documented training regarding the nature and risks of serious sports injuries.
5. Subject to availability of financial resources and supply of the necessary workforce, rely to the greatest possible extent on athletic trainers licensed by the *Louisiana State Board of Medical Examiners* to provide athletic health care at high school athletic competitions.

The school shall ensure that before a student is allowed to participate in any school-sponsored or school-sanctioned athletic activity, the student and the parent or guardian of the student shall document that they have viewed information provided in written or verifiable electronic form by the school or school district, regarding risks of serious sports injuries.

The sports injury protocols outlined above do not apply to concussions, the protocols of which are outlined below, in accordance with the *Louisiana Youth Concussion Act of 2011*, La. Rev. Stat. Ann. §§40:1299.181-40:1299.185.

CONCUSSIONS

Prior to beginning of each athletic season, the School Board shall provide pertinent information to all coaches, officials, volunteers, youth athletes, and their parents or legal guardian which informs of the nature and risk of concussion and head injury, including the risks associated with continuing to play after a concussion or head injury. Each youth athlete and his or her parents or legal guardian shall be required to sign a concussion and head injury information sheet which provides adequate notice of the statutory requirements which must be satisfied in order for an athlete who has or is suspected to have suffered a concussion or head injury to return to play.

Each coach, whether such coach is employed or a volunteer, and every official of a youth athletic activity that involves interscholastic play shall be required to complete an annual concussion recognition education course which is in accordance with the statutes.

Removal from and Return to Play

A coach who is required to complete concussion recognition education shall immediately remove any youth athlete from a game, competition, or practice if any of the following occurs:

1. The youth athlete reports any defined sign or symptom of a concussion and is reasonably suspected of having sustained a concussion.
2. The coach, athletic trainer, or official determines that the youth athlete exhibits any defined sign or symptom of a concussion and he/she reasonably suspects that the youth athlete has sustained a concussion.
3. The coach or official is notified that the youth athlete has reported or exhibited any defined sign or symptom of a concussion and is reasonably suspected of sustaining a

concussion by any of the following persons:

- A. A licensed, registered, or certified medical health care provider operating within their respective scope of practice. The medical health care provider performing an evaluation upon a youth athlete suspected of sustaining a concussion or brain injury may be a volunteer.
- B. Any other licensed, registered, or certified individual whose scope of practice includes the recognition of concussion symptoms. The individual performing an evaluation upon a youth athlete suspected of sustaining a concussion or brain injury may be a volunteer.

If a youth athlete is removed from play and the signs and symptoms cannot be readily explained by a condition other than concussion, the coach shall notify the athlete's parent or legal guardian and shall not permit the youth athlete to return to play or participate in any supervised team activities involving physical exertion, including games, competitions, or practices, until the youth athlete is evaluated by a health care provider and receives *written clearance* from the health care provider for a full or graduated return to play.

After a youth athlete who has sustained a concussion or head injury has been evaluated and received clearance for a graduated return to play from a health care provider, an organization or association of which a school or school district is a member, a public school, or an athletic league may allow a licensed athletic trainer with specific knowledge of the athlete's condition to manage the athlete's graduated return to play.

New policy: August, 2011
Revised: June, 2014

Ref: La. Rev. Stat. Ann. §§40:1299.181, 40:1299.182, 40:1299.183, 40:1299.184, 40:1299.185, 40:1299.186; Board minutes, 2-7-12.

FILE: IHF
Cf: IHF-AP, IKDB

GRADUATION REQUIREMENTS

The Calcasieu Parish School Board, in accordance with the regulations set forth by the Louisiana Board of Elementary and Secondary Education (BESE), shall require students, in order to be eligible for graduation, to successfully complete at a minimum the requirements mandated by BESE and outlined in the *Louisiana Handbook for School Administrators*, Bulletin 741. The School Board may impose additional requirements as it deems appropriate.

GRADUATION EXIT EXAMINATION

~~In addition to completing the minimum Carnegie Units of credit, the students shall also be required to pass certain components of the Graduation Exit Examination as required by BESE. Remediation and retake opportunities shall be provided for students who do not pass the test.~~

~~Each student and his/her parent or guardian shall be notified of the requirement of passing the~~

~~Graduation Exit Examination prior to or upon the student entering the 10th grade, or upon entering the system when transferring to any high school within the system.~~

Revised: April, 2008

Revised: June, 2014

NEW POLICY

FILE: GAJ

Cf: BH, DKF

GIFTS

GIFTS TO PERSONNEL

The Calcasieu Parish School Board shall prohibit staff members and employees of the school district from soliciting, accepting, or receiving, either directly or indirectly, any gift from students, parents, or other individuals. However, employees who work in schools may accept gifts from or on behalf of students or former students when the value of the gift does not exceed twenty-five dollars (\$25.00) and the aggregate value of all gifts of from or on behalf of any one person does not exceed seventy-five dollars (\$75.00) in a calendar year.

Acceptance of any form of compensation, gift, or gratuity by any employee of the Calcasieu Parish School Board from persons or firms doing business with any School Board department is strictly prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy. This policy does not preclude, however, acceptance of food or drinks of a social nature or participation in a social event. This policy shall also not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee who is or becomes a candidate for election to any public office.

New Policy: July, 2014

Ref: La. Rev. Stat. Ann. §§42:1111, 42:1112, 42:1113, 42:1115, 42:1123.

File: GBA

Cf: GBD, GBN

Cf: GBO, GBQ

CONTRACTS AND COMPENSATION

CONTRACTS

Contracts of employment between eligible employees and the Calcasieu Parish School Board shall be executed for a specified period of time and compensation in accordance with state law. Unless otherwise stipulated, all employees shall meet all stated position qualifications and/or certification requirements before any contract shall become valid. Renewal or issuance, when possible, of contracts of employment, as well as dismissal or nonrenewal of contract notices, with the exception of performance contracts, shall be issued on or before the last day of each school year, whenever possible.

The execution of an employee contract by between the School Board and employee shall be legally binding upon both parties. Teachers without tenure shall be required to have a written contract. Teachers who have gained tenure may not be required to sign a written contract each scholastic year, but shall be required to sign such employment contracts at intervals determined by the School

Board. The failure of a non-tenured teacher to sign a contract for the ensuing school session within the specified time, when required, shall be considered as voluntary termination of employment on the part of the teacher, unless under extenuating circumstances, an extension is granted by the Superintendent. Any subsequent resignation or termination of said contract for reasons other than extreme emergencies, as determined by the School Board, shall constitute a breach of contract against which legal action may be taken by the School Board and the employee dealt with accordingly. The Superintendent shall receive, finalize and accept all resignations of all employees. However, the Superintendent at the next available meeting shall report said resignations to the School Board.

The Superintendent shall sign each teacher contract.

Performance Contracts

Administrative and supervisory personnel in positions that require certification shall be hired under the terms of a performance contract of not less than two (2) nor more than four (4) years, except when such employment is for a temporary position. The School Board shall make the final decision regarding the length of any such performance contract. Prior to the School Board's approval of any initial or subsequent contract which involves an employee being or having been promoted to a position with a higher salary, the Superintendent shall disclose all terms of the contract to the School Board.

Termination or nonrenewal of any performance contract shall be governed by the terms of the contract and applicable law.

COMPENSATION

Salary Schedules

The salaries of all personnel shall be established by the School Board upon a recommendation of the Superintendent. The salaries of all personnel are generally based upon an established salary schedule; provided, however, that salaries may be stated in and controlled by an employment contract. The salaries as provided in any salary schedule shall be considered as full compensation for all work required and performed within each employee's prescribed scope of duties and responsibilities.

Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria, with no one criterion accounting for more than fifty percent (50%) of the formula used to compute such employees' salaries:

1. Effectiveness, as determined by the performance evaluation program as provided in La. Rev. Stat. Ann. §§17:3881 through 3905.
2. Demand, inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels.
3. Experience.

No teacher or administrator who is rated *ineffective* pursuant to the School Board's performance evaluation program shall receive a higher salary in the year following the evaluation than the

teacher/administrator received in the year of the evaluation.

The amount of the annual salary paid to any employee in any school year shall not be reduced below the amount of such salary paid during the previous school year, nor shall the amount of the annual salary paid to any employee be reduced at any time during an academic year. The limitations on the reduction in the amount of the annual salary paid to any employee shall not be applicable to the correction of any accounting errors or to a reduction necessitated by the elimination of a state program or state funding. Any salary reduction shall not apply to any local salary supplement funded, in whole or in part, from a revenue source requiring voter approval, when such voter approval has not been obtained. The limitation on the reduction of salary shall also not apply to an employee who has been promoted and subsequently demoted. In this case, the employee's salary shall return to the salary previously received in the lower position from which promoted.

Ordinarily, no teacher shall be placed on the payroll of the school district unless the teacher holds a valid certificate as required by law, and a copy of the teacher's contract has been filed with the Superintendent. Exceptions may be made only when qualified teachers with valid certification are not available for employment.

Experience Credit

A year of teaching experience is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the United States of America (e.g., SACS). Experience outside the United States of America, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the United States of America.

A year of teaching experience shall be granted if the person was employed for at least ninety-one (91) instructional days during one scholastic year, excluding holidays, as verified by the Superintendent. However, not more than one (1) year of experience will be granted for a period inclusive of twelve (12) consecutive calendar months. **All** experience must have been on a full-time basis.

Any teacher holding a valid Louisiana teaching certificate in the public school system of Louisiana who has transferred to Louisiana from a public school system of another state and who, at the time of such transfer, held a valid teacher's certificate from that state, shall be given full credit under the salary schedule for the years of satisfactory teaching service previously rendered in the public school system of that state. Credit for previous teaching experience shall also be granted to anyone employed who holds a valid Louisiana teaching certificate and is employed or has been employed by another public school system in the state.

Advanced Degree

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, said teacher shall be paid for the advanced degree or training beginning with the next school payroll period following after all necessary documentation has been received from the Louisiana Department of Education. It shall be the responsibility of the employee to assure proper notification is given to the Superintendent or designee in the form of a certified copy of his/her transcript verifying the successful completion of the degree or proof of advanced certification from the Louisiana Department of Education.

The change in pay status of an individual attaining a higher degree will not be permanent until a copy of his/her teacher's certificate is received from the Louisiana Department of Education reflecting the higher degree. Should it be determined at a later date that the hours completed do not qualify for the degree reported, all pay received on the basis of the higher degree will be refunded to the Calcasieu Parish School Board.

Retirees

The salary of any retiree who is reemployed as a full-time teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The status of any retiree who is reemployed shall be the same as a full-time active employee, subject to all applicable rules, procedures, policies, and statutes that apply to all such full-time active employees.

The retirement of an employee prior to his/her re-employment as a retiree shall constitute a break in his/her service with the School Board for purposes of tenure and sabbatical leave. The retiree shall not be allowed to carry forward annual leave days accumulated by him/her as of the date of his/her retirement, but he/she may carry forward accumulated sick leave days provided that he/she has returned to employment within five (5) years of his/her last employment as a teacher within the school system. A retiree shall have the right to earn additional sick leave and annual leave, if applicable, on the same basis as other similarly situated newly hired employees while a retiree.

School Employees

Compensation for all non-certified employees shall be based on applicable salary schedules or hourly rates established by the Calcasieu Parish School Board, with the exception that no employee shall receive less than the minimum established by state or federal law.

For the purpose of this subsection, *school employee* shall mean any employee of the School Board that is not required to hold a teacher's certificate as a condition of employment, including but not limited to, bus operator, food service worker, paraeducator, custodian, and maintenance personnel.

Principals shall not be permitted to supplement employees' salaries from any school or school related funds.

Revised: June, 1991

Revised: June, 2012

Revised: December, 1992

Revised: February 5, 2013

Revised: October, 2001

Revised: July, 2014

Revised: July 11, 2006

Ref: 29 USC Section 207, 29 USC Section 213, 29 USC Section 778; La. Rev. Stat. Ann. §§11:710, 17:81; 17:83, 17:84, 17:84.1, 17:411, 17:413, 17:419.1, 17:419.2, 17:421.4, 17:422.6, 17:423, 17:424, 17:424.2, 17:424.3, 17:444, 17:491, 17:492, 17:496, 17:496.1, 17:497, 17:497.1, 17:498; Wright v. Caldwell Parish School Board, 30.448 (La. App. 2 Cir. 6/16/99); Garcia v. San Antonio Metropolitan Transit Authority et al., 105 S. Ct. 1005 (February 1985); Harrah Independent School District v. Martin, 99 S. Ct. 1062 (1979; Board minutes, 10-16-90, 2-5-91, 4-9-91, 4-20-93, 9-5-95, 5-7-02, 7-11-06, 8-7-12, 2-5-13.