

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, October 7, 2014

- I. Prayer**— R.L. Webb
- II. Pledge of Allegiance** --- Taylor Ashworth/State FFA Officer
- III. Roll Call**
- IV. Approval of Minutes**
 - A. Calcasieu Parish School Board Meeting of September 9, 2014
- V. Presentations**
 - A. Recognition of CHRISTUS St. Patrick Foundation & Dare to be Healthy Challenge Grant Project/BCBS of LA, Skylar Giardina, Risk Manager
 - B. 2015 Teachers of the Year, Beatrice Hopkins, ELA/Social Studies Consultant
 - C. LSU AgCenter/Misty Fontenot, Calcasieu Parish 4-H Agent
 - D. Abraham's Tent/Ms. Pearl Cole, Executive Director
 - E. Common Core Presentations
 - 1. Tommy Campbell, Chief Academic Office, CPSB
 - 2. Barry Badon, Act 532 of the 2014 Legislative Session
- VI. Superintendent's Report**
- VII. Committee Reports**
 - A. Budget Committee, *Jim Schooler, Chair*
September 23, 2014
- VIII. Take Appropriate Action**
 - A. Approval for Westlake High School Band trip to Orlando, Florida/April 9-12, 2015
 - B. Supplemental Bond Resolution for the School Transportation Facilities Project (Buses)

C. Approval of Resolution with City of Lake Charles in support of developing and implementing a plan for alternative fuels

IX. Bid Reports

- A. Bell City High School Ball Field Lighting, Capital Project Funds, District 28
- B. Stadium Improvements for Sam Houston High School, Sales Tax District 3

X. Permission to Advertise

- A. Erate
 - 1. All Erate materials, supplies and services
 - 2. Internet filtering (Funding by Erate)
- B. Hardware for Access Control Project/General Funds

XI. Correspondence

- A. Change Order Number Three (3) for the Project, "CPSB T&I Renovations, Phase 2B" Project Number IEDU-00091; Shannon Smith Construction, Contractors; Brossett Architect, LLC, Designer; *Increase* of Twenty Six (26) days.
- B. Change Order Number One (1) for the Project, "Sam Houston High School New Fieldhouse" Project Number MA1202; District 27 Bond Funds; Moss Architects, Inc., Designer; Star Surety, Contractor; *Increase* of \$32,289.77 and *Increase* of Twenty (20) days.
- C. Change Order Number One (1) for the Project, "Phase 1-Building Renovations, Front classroom building, Band room wing, North building canopy upgrades, Reroofing, Hard surface parking, drainage, Vinton Middle School" District 26 Bond Funds; Ellender Architects & Associates, LLC., Designer; Bessette Development Corporation, Contractor; *Increase* of \$20,421.20 and *Increase* of Thirty (30) days.
- D. Change Order Number One (1) for the Project, "Stadium Improvements, Sulphur High School" District 30 Bond Funds; Ellender & Associates, LLC., Designer; Trahan Construction, LLC., Contractor; *Decrease* of \$286,330.10.

XII. Executive Session

(None)

XIII. Condolences/Recognitions

XIV. Committee Agenda Items

XV. Schedule Committees

C&I Committee.....October 28, 2014, 4:45 p.m.

Future Committee Items:

Explanation of seat time, credit recovery, grade recovery – October 28/C&I Committee
Curriculum Update and Balanced Scorecard – October 28/C&I Committee
Common Core – October 28/C&I Committee

Operation Plan for each school, tied to budget

Legislative Updates

Natural gas or propane vehicles

Update of grant positions

Administrative Interns to Assistant Principals

DATE, TIME, PLACE OF MEETING

The Calcasieu Parish School Board meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Tuesday, September 9, 2014, at 4:45 p.m. The meeting was called to order by Annette Ballard, President. The prayer was led by Annette Ballard; the Pledge of Allegiance was led by Andrew Tramonte', a student at DeQuincy High School.

ROLL CALL

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

Mr. Jongbloed and Mr. Bernard were absent.

Mrs. Ballard invited local candidates for public office to stand and introduce themselves.

APPROVAL OF MINUTES

The Minutes of the August 5, 2014 board meeting were approved by vote on a motion by Mr. Andrepont and a second by Mrs. Duhon.

PRESENTATIONS

Jamey Rasberry, Director of LCMH Sports Medicine, presented the Sports Medicine quarterly report.

SUPERINTENDENT'S REPORT

Mr. Bruchhaus gave the following report:

1. All board members have received their August, 2014 Head Start report: Professional Learning with Head Start, Child Care and Pre-Kindergarten – Community Network Pilot – Act 3
Topics include:
Louisiana's Birth – 5 – Early Learning & Development Standards (ELDS)

Classroom Assessment Scoring System (CLASS)

Teaching Strategies GOLD

Health and Safety

Transportation Safety

Mental Health in Preschool Settings

Language & Literacy with CLASS

1,2,3 Go – Dazzling Showcase for Math

Observation: The Key to Responsive Planning

Parent conferences/orientations were held to discuss school readiness and goals for 2014-2015

Community Collaboration Network fair was held at Civic Center – Provided opportunities for early childhood agencies to network with teaching staff of children birth - 5

Enrollment – 454

Waiting List

14 Eligible

86 Above Income

Projected Disabilities - 22

2. All board members have received their school population reports, as of August 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 August, 2014 collections at \$993,581 over budget for the month. For the 2014-2015 year, collections are \$1,728,728 over budget. Collections for the first two months of the year are \$1,981,351 over the same two months last year.

4. Congratulations to Beth Hooper, a PROGRESS Project Instructional Coach at Fairview Elementary School. She received the first ever David Usher Leader in Me Innovation Award from Kids Can of SWLA, for her leadership and commitment to the Leader in Me process within her school and our district. She is also a Teacher Leader Advisor with the Regional Teacher Collaboration group that leads in-person trainings for over 10,000 teachers in our region.

4. Our thanks to the Calcasieu Parish Police Jury and Municipalities for the “no texting” signs that have been placed in school zones.

COMMITTEE REPORT

A&P Committee/August19, 2014/R.L. Webb, Chair

Mr. Webb gave the following report:

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.

On behalf of the committee, Mr. Webb made a motion to approve. A second was not needed and on a vote, the motion carried.

Mack Dellafosse entered the meeting.

The policies state:

FILE: EE

JCB, KG

Cf:

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: December, 1992

Revised: October, 2001

Revised: July 11, 2006

Revised: June, 2012

Revised: February 5, 2013

Revised: July, 2014

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.

File: GNJ

Cf: GBA, GBD, GBL

PROMOTION

The Calcasieu Parish School Board shall require, and the Superintendent shall verify that all employees considered for promotion possess the appropriate qualifications and/or certification necessary for the position.

TEACHERS/CERTIFICATED EMPLOYEES

Whenever a teacher/certificated employee is promoted by the Superintendent from a position of lower base salary to ~~one~~ a position of higher base salary requiring the holding of a teaching certificate, employment shall be based on a written contract containing performance objectives. Such contract shall be for a term of not less than two (2) years, nor more than four (4) years, except when such employment is for a temporary position. 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.

Any employee thus promoted and who enters into an employment contract as stated above shall not gain permanent tenured status in the position to which promoted.

SUPPORT PERSONNEL

Decisions regarding promotion of support personnel shall be made by the Superintendent.

Revised: February, 1991

Revised: October, 1991

Revised: July, 2012

Revised: July, 2014

Ref: La. Rev. Stat. Ann. §§17:81, 17:444; Board minutes, 9-17-91, 10-2-12.

File: GBI

Cf: GAE, GBE-AP

EVALUATION

TEACHERS AND ADMINISTRATORS

The Calcasieu Parish School Board believes the quality of teaching and learning is directly related to the performance of personnel who work in the school district. It is therefore, the policy of the School Board to appraise the performance of instructional and administrative personnel in order to maintain performance at the levels essential for effective schools.

The Superintendent and his/her staff shall have the responsibility for developing, monitoring, and maintaining an effective and efficient performance evaluation program in accordance with guidelines as found in Regulations for Evaluation and Assessment of School Personnel, Bulletin 130, Louisiana Department of Education. The observation, evaluation and assessment process shall measure the effectiveness of teachers and administrators as to whether they meet the necessary standard of performance.

The process for all observations, evaluations, teacher conferences, and related functions shall be conducted in accordance with state requirements, as well as regulations and other criteria enumerated in the district's guidelines for *Teacher Assessment and School Personnel Evaluation*. Evaluations shall be conducted annually.

Every effort shall be made by the school system to communicate to position holders the general goals of the system, the specific objectives of the position, the plans which have been made to support the individual as he/she performs his/her role, the standards of performance the system has established, the criteria it will employ in assessing performance, as well as components of an intensive assistance program for addressing those persons determined to be ineffective.

Copies of the assessment and evaluation results and any documentation related thereto of any school employee retained by the School Board shall be confidential and shall not constitute a public record, and shall not be released or shown to any person except as provided by state or federal law.

Should a teacher or administrator not agree with his/her rating, he/she may initiate grievance proceedings in accordance with the procedures for resolving conflict contained in Bulletin 130 and the Board's grievance procedures.

ALL OTHER PERSONNEL

In an effort to improve the level of job production and skill performance of the individual employee, evaluations of support personnel shall be conducted annually. Performance evaluations shall be based on an employee's job classification and the School Board's adopted standards for the work performed.

Revised: October, 1994

Revised: July, 2012

Revised: July, 2014

Ref: La. Rev. Stat. Ann. §§ 17:3881, 7:3882, 17:3883, 17:3884, 17:3901, 17:3902, 17:3903, 17:3904; Regulations for the Evaluation and Assessment of School Personnel, Bulletin 130, Louisiana Department of Education; Board minutes, 10-2-12.

FILE: GBK

Cf: GAK, GAMC, GBN

EMPLOYEE DISCIPLINE

The Superintendent and ~~the employee's supervisors~~ his/her designee shall possess the authority to discipline employees when an employee's behavior warrants such action. A principal shall have the authority to ~~discipline all~~ recommend to the Superintendent when appropriate that employees at the school in which he/she is employed should be disciplined.

Discipline of an employee shall be progressive in nature such that penalties for poor job performance or broken rules become increasingly harsh as similar or related conditions continue or infractions are repeated. Such progressive discipline, however, shall not inhibit the Superintendent's authority or, in the case of certain employees, the School Board's authority, to discipline, suspend, or terminate an employee based on the circumstances of any single event. Documentation of employee behavior, employee performance and any disciplinary action taken shall be properly and thoroughly recorded.

Should any disciplinary measure become necessary, any documentation shall be considered *confidential* and treated in accordance with statutory provisions and School Board policy.

TEACHERS

Hearing procedures are statutorily required for certain disciplinary actions for teachers as defined below. However, such procedures do not prevent the Superintendent and/or principal from taking other disciplinary measures

which do not require a hearing, as he/she feels appropriate.

Definitions

For the purpose of this section:

Discipline and disciplinary action shall include only suspension without pay, reduction in pay, involuntary demotion, or dismissal.

Written notice shall be considered given when the notice is hand delivered to the teacher, or on the day it is delivered to the teacher by registered mail, certified mail, or a commercial courier.

SUSPENSION

Non-Tenured Teachers

The Superintendent may take disciplinary action against any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

Tenured Teachers

~~The Superintendent shall have the authority to suspend tenured teachers without pay when the circumstances necessitate immediate action. The teacher may request a hearing as outlined in La. Rev. Stat. Ann. §17:443. Such request shall be made within seven (7) calendar days of the Superintendent's action of suspending the tenured teacher.~~

A teacher with tenure shall not be disciplined except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond.

The teacher shall have ten (10) calendar days from written notice of the charges to respond, in person or in writing. Following review of the teacher's response, the Superintendent may take *interim disciplinary action*, which may include placing the teacher on paid administrative leave. If the teacher has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent's interim decision.

Within ten (10) calendar days after written notice of the interim disciplinary action or within ten (10) calendar days after receipt of the teacher's response if no interim disciplinary action is taken, a teacher may request a hearing before a disciplinary hearing officer. If the teacher fails to timely request a hearing, the disciplinary action shall become final.

Upon request for a review hearing, the Superintendent shall randomly appoint a hearing officer from a list of persons previously approved by the School Board as *disciplinary hearing officers*. If the school district serves fewer than twenty thousand students, the School Board shall maintain a list of at least five (5) hearing officers. If the school district serves twenty thousand students or more, the School Board shall maintain a list of at least ten (10) hearing officers. All hearing officers shall be qualified to serve as a disciplinary hearing officer in accordance with state law. If the School Board fails to maintain such a list, the Superintendent may randomly appoint a hearing officer from a list of persons previously approved by the Louisiana Board of Elementary and Secondary Education.

Such hearing may be private or public, at the option of the teacher, and shall commence no sooner than ten (10) calendar days nor later than thirty (30) calendar days after receipt of the teacher's request for such hearing. The disciplinary hearing officer shall have the power to issue subpoenas, and shall conduct the hearing in accordance with procedures adopted by the School Board.

The teacher shall have the right to appear before the disciplinary hearing officer with witnesses on his/her behalf and with counsel of his/her selection. The disciplinary hearing officer shall hold a hearing and review on whether the interim decision of the Superintendent was arbitrary or capricious and shall either affirm or reverse the action of the Superintendent. The disciplinary hearing officer shall notify the Superintendent and the teacher of his/her final determination, with written

reasons, within ten (10) days from the date of the hearing. If the Superintendent's disciplinary action is affirmed, it shall become effective upon the teacher's receipt of the decision of the disciplinary hearing officer. If the Superintendent's disciplinary action is reversed, the teacher shall be restored to duty.

Within sixty (60) days from the postmarked date of such written notification of the decision of the disciplinary hearing officer, the School Board or the teacher may petition a court of competent jurisdiction to review the matter as a summary proceeding.

The time periods contained above may be extended by mutual agreement of the parties.

BUS OPERATORS/CONTRACT APPOINTEES

The Superintendent shall have the authority to suspend discipline tenured bus operators and persons employed on performance contracts, including suspension with or without pay, when circumstances necessitate immediate action. If sufficient grounds for suspension without pay are subsequently not found to exist by the School Board or Superintendent, the bus operator or contract appointee shall be reimbursed for any loss of compensation.

NON-TENURED EMPLOYEES

The Superintendent shall have the authority to suspend discipline, including suspension, any non-tenured, non-contract employee with or without pay, when circumstances warrant such action.

New policy: November, 2006

Revised: July, 2012

Revised: July, 2014

Ref: La. Rev. Stat. Ann. ' ' 17:81, 17:81.8, 17:443; Reed v. Orleans Parish School Board, April 30, 1945, 21 So.2d 895; Frazier v. East Baton Rouge Parish School Board, App. 1 Cir. 1961, 128 So.2d 250; Board minutes, 2-6-07, 10-2-12

FILE: GBL
Cf: GAE, GBG
Cf: GBI, BGJ

TENURE

TEACHERS

A teacher who has acquired tenure before September 1, 2012 shall retain tenure, subject to the provisions of state law. Effective beginning on July 1,

2012, a teacher shall be rated *highly effective* for five (5) years within a six-year period pursuant to the *Personnel Evaluation Plan* adopted by the School Board in accordance with La. Rev. Stat. Ann. ' ' 17:3881 through 3905, to be granted tenure. The Superintendent shall notify a teacher, in writing, when tenure has been awarded and the teacher shall be deemed to have acquired tenure on the date specified therein.

Beginning with the 2013-2014 school year, A tenured teacher who receives a performance rating of *ineffective* pursuant to the teacher's annual evaluation shall immediately lose his/her tenure and all rights related thereto immediately upon exhaustion of the grievance procedure outlined in ' 317 of Bulletin 130, *Regulations for Evaluation and Assessment of School Personnel*, unless the ineffective performance rating is reversed. Such rating shall constitute sufficient grounds for disciplinary action pursuant to La. Rev. Stat. Ann. ' 17:443. If a teacher is rated *found highly effective* based on the evidence of the growth portion of the evaluation but is rated *found ineffective* according to the observation portion, within thirty (30) days after such finding, the teacher shall be entitled to a second observation by members of a team of three (3) designees, chosen by the Superintendent, which shall not include the principal.

A teacher who loses tenure shall reacquire tenure if any of the following applies:

1.—The teacher's *ineffective* performance rating is reversed pursuant to the procedures for resolving conflict contained in Bulletin 130, *Regulations for Evaluation and Assessment of School Personnel*, and the Board's grievance procedure. In such case, the teacher's tenure shall be immediately reinstated.

2.—the teacher receives a performance rating of *highly effective* for five (5) years within a six-year period subsequent to receiving an *ineffective* rating.

Teachers Paid with Federal Funds

A teacher paid with federal funds shall not be eligible to acquire tenure, nor shall time spent in employment paid with federal funds be counted toward the time required for acquisition of tenure.

CONTRACT APPOINTEES

Any teacher who has acquired tenure and is promoted to a higher salaried position shall not be eligible to gain tenure in the position to which promoted, but shall retain any tenure acquired as a teacher.

Any person hired under a performance contract shall not be eligible to gain tenure.

BUS OPERATORS

La. Rev. Stat. Ann. ' 17:492 specifies that bus operators shall serve a probationary term of three (3) years reckoned from the date of first employment with the School Board, provided bus operators personally

operate and drive the school bus they are employed to operate. Upon absence of notification of dismissal by the School Board within the probationary period, the bus operator shall be granted tenure at the end of the probationary term. School bus operators hired on or after July 1, 2012 shall not be granted tenure.

SCHOOL EMPLOYEES

No tenure is granted by law or School Board policy to school employees of the Calcasieu Parish School Board. *School employee* shall be defined as any employee whose job description does not require the holding of a teaching certificate or who is not employed as a bus driver.

Combined with GCL: December, 2006

Revised: June, 2012

Revised: July, 2014

Ref: La. Rev. Stat. Ann. '13:3204, 17:82, 17:441, 17:442, 17:443, 17:444, 17:492, 17:493, 17:1213, 17:1217, 17:3881, 17:3882, 17:3883, 17:3884, 17:3901, 17:3902, 17:3903, 17:3904; Board minutes, 10-2-12.

FILE: GBN

Cf: EDBA, GBA, GBJ

GF: GBK, GBRA

DISMISSAL OF EMPLOYEES

The Calcasieu Parish School Board shall strive to assist personnel in adjusting to their positions and performing their duties satisfactorily.

With the exception of lay-offs caused by programmatic changes, budget cuts, staff reorganizations, and/or other personnel actions reducing numbers of employees, no School Board employee shall be dismissed except as provided below. Any school employee shall be dismissed by the Superintendent or the School Board, in accordance with statutory provisions, upon final conviction or pleading *nolo contendere* of certain crimes enumerated in La. Rev. Stat. Ann. §15:587.1 and/or any other felony offense. In addition, employees may be dismissed for failure to properly report arrests for certain offenses enumerated in La. Rev. Stat. Ann. §17:16.

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee may be terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances. The Superintendent or his/her designee shall be responsible for determining acceptability of evidence of extenuating circumstances.

CERTIFICATED EMPLOYEES

Non-tenured Teachers

The Superintendent may terminate the employment of any non-tenured teacher after providing such teacher with the written reasons therefor and

providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

Tenured Teachers

A teacher with tenure shall not be removed from office except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond. Dismissal of a teacher with tenure shall be governed by the provisions for discipline of teachers with tenure as included in policy GBK, Discipline. The Superintendent shall provide the teacher with written charges, and the teacher shall have seven (7) days to respond. Such response shall be included in the teacher's personnel file. At the end of the seven (7)-day time period, the Superintendent may terminate the teacher's employment. A teacher shall not be terminated for an *ineffective* performance rating until completion of the School Board's evaluation grievance procedure if a grievance was timely filed.

~~Within seven (7) days after dismissal, a teacher may request and upon request shall be granted a hearing by a *tenure hearing panel* composed of a designee of the Superintendent, a designee of the principal, and a designee of the teacher. In no case shall the Superintendent, the principal, or teacher designate an immediate family member or any full time employee of the school system by which the teacher was employed who is under the supervision of the person making the designation. Such hearing may be private or public, at the option of the teacher, and shall begin within seven (7) business days after receipt of the teacher's request for such hearing. The teacher shall have the right to appear before the tenure hearing panel with witnesses on his/her behalf and with counsel of his/her selection, all of whom shall be heard by the tenure hearing panel at the hearing. For the purpose of conducting hearings hereunder, the tenure hearing panel shall have the power to issue subpoenas to compel the attendance of all witnesses. Nothing herein contained shall impair the right to seek supervisory review from a court of competent jurisdiction.~~

~~The tenure hearing panel shall submit its recommendation to the Superintendent, and the Superintendent may choose to reinstate the teacher. If the Superintendent does not reinstate the teacher, the Superintendent shall notify the teacher of his/her final determination, in~~

~~writing, and such teacher may, not more than sixty (60) days from the postmarked date of such written notification, petition a court of competent jurisdiction to review whether the action of the Superintendent was arbitrary or capricious.~~

~~For purposes of termination, the results of a teacher's evaluation wherein the teacher's performance has been classified as *ineffective* shall constitute sufficient proof of poor performance, incompetence, or willful neglect of duty and no additional documentation shall be required to substantiate such charges.~~

Contract Appointees

Personnel who have entered into promotional employment contracts with the School Board, pursuant to La. Rev. Stat. Ann. §17:444, may be removed from their positions by non-renewal of their contracts or by termination of their contracts. Contracts may be non-renewed by the School Board for any of the following reasons:

1. The Superintendent has recommended against renewal of the contract based on an evaluation of the employee's performance;
2. The failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;
3. The position in question has been discontinued; or
4. The position in question has been eliminated as a result of district reorganization.

In a non-renewal situation, the employee shall not be entitled to a hearing before the School Board.

For *mid-contract termination* of promotional employment contracts, the employee shall receive written charges and a fair hearing before the School Board after reasonable written notice a disciplinary hearing officer, conducted in accordance with hearing procedures adopted by the School Board. A contract may be terminated if the employee is found guilty of being incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract, or other reasons provided for by state law.

NON-CERTIFICATED EMPLOYEES

Non-Tenured Bus Operators

No bus operator hired after July 1, 2012 shall earn tenure.

A non-tenured bus operator shall be immediately dismissed if he/she is convicted of or has pled nolo contendere to violations of local or existing state law prohibiting operating a vehicle while intoxicated regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

A non-tenured bus operator may also be dismissed by the School Board upon the Superintendent's written recommendation. The employee shall not be entitled to a hearing before the School Board.

Tenured Bus Operators

The School Board may dismiss any tenured bus operator only after written

and signed charges against the bus operator have been prepared by the Superintendent and submitted to the School Board. The School Board, if it decides to proceed upon the charges, shall notify the bus operator in writing at least twenty (20) days prior to the hearing, stating the charges brought against him/her, and shall arrange for a hearing to be held in accordance with due process provisions of the law, such hearing to be public or private at the option of the bus operator. A tenured bus operator may be dismissed for willful neglect of duty, or incompetence, or immorality, or drunkenness while on duty, or failure to comply with requirements of La. Rev. Stat. Ann. §17:491.3 relative to being arrested for one or more of the specified offenses, or physical disability to perform his/her duties, or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition, or of being a member of or contributing to any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state, and then only if found guilty after a hearing by the School Board by a *majority of the School Board's membership*.

Additional grounds for the removal from office of any school bus operator shall be:

1. the abolition, discontinuance, or consolidation of routes, but then only if it is found as a fact, after a hearing by the School Board, that it is in the best interests of the school system to abolish, discontinue, or consolidate said route or routes. If abolition, discontinuance, or consolidation of bus routes is approved, the principle of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed.
2. conviction of or plea of nolo contendere to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of the existing state offenses relative to operating a vehicle while intoxicated, as enumerated in La. Rev. Stat. Ann. §17:493, regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

School Employees

All employees of the system whose dismissal is not governed by the provision of La. Rev. Stat. Ann. ' ' 17:441-446, or by the provisions of La. Rev. Stat. Ann. ' ' 17:491-494, shall be subject to dismissal upon the written recommendation by the Superintendent to the School Board. Such employees shall not be entitled to a hearing before the School Board.

Revised: November, 1985
2010

Revised: September,

Revised: December, 1990
2012

Revised: October 2,

Revised: December, 1992
2013

Revised: October 8,

Revised: November, 2003

Revised: July, 2014