

DATE, TIME, PLACE OF MEETING

The Calcasieu Parish School Board meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Tuesday, February 10, 2015, at 4:45 p.m. The prayer was led by Mr. Hardy; the Pledge of Allegiance was led by Nautica Hunter, a student at Washington-Marion High School.

ROLL CALL

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

Eric Tarver and Billy Breaux were absent.

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

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

Against: Mr. Hardy

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

APPROVAL OF MINUTES

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

PRESENTATIONS

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

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

Tony McCardle, Frasch Elementary School

Billy Kellogg, DeQuincy Middle School

Lee Crick, Westlake High School

SUPERINTENDENT'S REPORT

Mr. Bruchhaus gave the following report:

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

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

Center Activities:

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

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

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

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

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

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

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

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

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

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

EXECUTIVE SESSION

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

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

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

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

Teri Johnson, representing CFT, thanked the Board.

COMMITTEE REPORT

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

Mr. Hardy gave the following report:

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

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

Absent: Chuck Hansen

Mr. Hardy called the meeting to order.

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

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

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

JBCE, Public School Choice

ABCC, Term of Office

BCBB, Notification of School Board Meetings

BCBD, Agenda Preparation and Dissemination

BCBH, Minutes of School Board Meetings

BCBK, Executive Sessions

EDD, School Bus Scheduling and Routing

GBRJ, Substitute Personnel

ID, Curriculum

IFA, Instructional Materials

JBC, School Admission

BBA, Officers and Their Duties

DE, Debt Limitation

DFD, Tax and Bond Elections and Sales

DFL, Cash Management and Investments

DJE, Purchasing

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

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

Blue cards to address the Board:

Jason Fuselier

Kathy Landry

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

The policies state:

FILE: JBCE

PUBLIC SCHOOL CHOICE

PUBLIC SCHOOL CHOICE

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

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

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

Notification

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

Eligibility of Students

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

LOUISIANA PUBLIC SCHOOL CHOICE

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

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

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

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

Revised: August, 2014

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

FILE: ABCC

TERM OF OFFICE

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

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

Revised: September, 2014

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

FILE: BCBB
Cf: BC, ~~BCDD~~,

DFD

NOTIFICATION OF SCHOOL BOARD MEETINGS

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

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

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

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

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

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

Revised: November, 2012

Revised: September, 2014

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

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

AGENDA PREPARATION AND DISSEMINATION

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

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

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

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

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

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

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

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

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

FILE: BCBH
Cf: ABD, BBA

MINUTES OF SCHOOL BOARD MEETINGS

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

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

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

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

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

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

OFFICIAL JOURNAL

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

Revised: June, 1997

Revised: August, 2010

Revised: May, 2011

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

Revised: September, 2012

Revised: September, 2014

FILE:

BCBK

EXECUTIVE SESSIONS

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

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

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

Executive sessions may be held for the following reasons:

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

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

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

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

4. Investigative proceedings regarding allegations of misconduct.

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

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

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

Revised: February 7, 2012

Revised: September, 2014

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

FILE: EDD

SCHOOL BUS SCHEDULING AND ROUTING

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

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

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

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

LOADING AND UNLOADING OF STUDENTS

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

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

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

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

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

New Policy: October 5, 2010

Revised: September, 2014

Ref: La. Rev. Stat. Ann. ' ' 17:158, [32:1](#); Board minutes, 10-5-10

FILE: GBRJ
Cf: GBD, GBRJ-

AP

SUBSTITUTE PERSONNELPROFESSIONAL PERSONNEL

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

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

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

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

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

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

SUPPORT PERSONNEL

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

Bus Operators

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

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

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

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

Revised: December, 1992

Revised: October, 1997

Revised: June, 1998

Combined with GCRJ: December, 2006

Revised: October 2, 2012

Revised: September, 2014

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

FILE: ID

CURRICULUM

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

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

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

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

CAREER MAJOR

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

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

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

ELECTIVES

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

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

Revised: December, 1997

Revised: July, 1999

Revised: October, 2001

Revised: December, 2009

Revised: July 16, 2013

Revised: September, 2014

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

FILE: IFA

Cf: DC, IFAB

INSTRUCTIONAL MATERIALS

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

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

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS

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

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

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

For the purpose of this policy:

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

Parent means the parent or legal guardian of a child.

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

PROCEDURE FOR HANDLING CRITICISM OF MATERIAL

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

1. The criticism shall be presented in writing and directed to the principal and shall include specific information as to author, title, publisher, and the reason for the criticism, giving specific references to those aspects or sections of the book objected to.
2. The statement must be signed and identified so that a reply may be given.
3. The material shall be reviewed in the light of the objections by a committee appointed by the Superintendent or his/her designee.
4. The report of the special committee shall be forwarded to the Superintendent for action as rapidly as possible. The Superintendent may choose to refer the problem to the Calcasieu Parish School Board.
5. The decision of the Superintendent and/or the Calcasieu Parish School Board shall be sent in writing to the complainant. Copies of the decision shall also be sent to all staff personnel affected by the decision.

Revised: September, 2014

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

JBC

IDCH, JBCBB

JDE, JGCB

FILE:

Cf:

Cf:

SCHOOL ADMISSION

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

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

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

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

2. Meets the eligibility requirements for school entrance pursuant to statutory provisions

3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.

4. Has not received a high school diploma or its equivalent.

5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

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

1. The person voluntarily withdrew from school.

2. The person is pregnant.

3. The person is a parent.

4. The person is married.

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

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

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

1. Obtain a *Permit to Register* form from the Office of Child Welfare and Attendance.

2. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana ~~will~~ shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of ~~this state~~ Louisiana ~~will~~ shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.

3. Present to school officials satisfactory evidence of immunity to or immunization against ~~being or having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis and measles and other~~ vaccine-preventable diseases according to ~~a~~ the age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.

~~4. Present to school officials an official Social Security card. If no Social Security card is available, the student shall be assigned a state identification number.~~

4. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.

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

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

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

ADMISSION OF EXPELLED STUDENTS

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

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

ADMISSION FROM UNAPPROVED SCHOOLS AND HOME STUDY

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

ADMISSION OF STUDENTS WHO COMMIT A FELONY

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

ADMISSION OF HOMELESS STUDENTS

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

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

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

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

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

FILE: BBA
Cf: BBD, BC, BCBH

OFFICERS AND THEIR DUTIES

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

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

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

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

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

Revised: March, 1996

Revised: August, 1999

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

Calcasieu Parish School Board

FILE: DE
Cf: DEA, DFD

DEBT LIMITATION

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

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

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

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

RECORDKEEPING

The School Board shall continuously maintain:

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

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

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

Revised: December, 1990

Revised: November, 2014

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

FILE: DFD

Cf: DE,

DFA

TAX AND BOND ELECTIONS AND SALES

TAX AND BOND ELECTIONS

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

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

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

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

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

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

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

SALE OF BONDS

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

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

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

Revised: May, 2011

Revised: October 8, 2013

Revised: November, 2014

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

FILE: DFL

CASH MANAGEMENT AND INVESTMENTS

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

GENERAL PURPOSE

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

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

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

INVESTMENT OBJECTIVES

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

1. Safety

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

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

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

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

2. Liquidity

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

3. Yield

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

STANDARDS OF CARE

1. Prudence

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

probable income to be derived.

2. Ethics and Conflicts of Interest

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

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

3. Delegation of Authority

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

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

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

DEPOSITORY BANK

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

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

PLEDGED SECURITIES

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

Types of approved securities are enumerated specifically in LRS §39:1221 and include:

1. Bonds or other interest-bearing securities of the United States, or any agency thereof, including but not limited to the Federal National Mortgage Association, or bonds or other interest-bearing obligations guaranteed fully or partially as to principal and interest by the United States, or by any agency thereof; or bonds of any possession of the United States; or unmatured bonds of this state, including both direct and indirect obligations and also, including bonds or other interest-bearing obligations whether supported by revenue or by the avails of taxes, of the State of Louisiana or of any agency, board, commission, department or division thereof or of any agency, public corporation or authority created by or recognized by the State of Louisiana; or unmatured bonds of any parish, municipality, levee board, road district, school board or school district of this state; or bonds of any parish, municipality, industrial district and industrial board which are secured by a lease executed in accordance with the provisions of Article XIV, Section 14, Paragraphs b.2 of b.3 of the Constitution of the State of Louisiana for the year 1921 or La. Rev. Stat. Ann. §39:1001 et seq. or La. Rev. Stat. Ann. §51:1151 et seq. as amended, and partially or fully guaranteed by the Louisiana Board of Commerce and by the Louisiana Board of Commerce and Industry in accordance with the provisions of the Bond Lease Guarantee Act of the regular session of the Louisiana Legislature of 1968.
2. Certificates of indebtedness, including paving certificates, or any subdivision of this state referred to in sub-section (1) of this section.
3. Promissory notes either of the authority letting the deposits or of any other authority referred to in sub-section (1) of this section, which notes must be either unmatured or payable on demand.
4. Evidence of participation in such promissory notes issued by any bank, trust company, or recognized bank clearing house association domiciled in this state.
5. Notes representing loans to students which are guaranteed by the Louisiana Higher Education Assistance Commission in accordance with a contract agreement between the lender and the commission under the provisions of La. Rev. Stat. Ann. §17:3021 et seq.

Pledged “approved securities” shall be held either by an unaffiliated bank or trust company domiciled within the State of Louisiana or with the Federal Reserve Bank for the account of the Calcasieu Parish School Board.

SAFEKEEPING OF INVESTMENTS

1. A list ~~will~~ shall be maintained of financial institutions authorized to provide custodial services to the ~~Parish~~ School Board. They could be national banks, state-chartered banks or a national or state trust company. In addition, a list will be maintained of approved security broker/dealers. Those broker/dealers selected must have a minimum capital requirement of \$10,000,000 and have been in business for at least five years. These may include primary dealers or regional dealers that qualify under the Securities and Exchange Commission Rule 15C3-1a. The approved list of dealers will be kept to a manageable number.
2. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:
 - A. audited financial statements
 - B. proof of National Association of Securities Dealers certification
 - C. certification of having read the School Board’s investment policy and guidelines as well as the statutes of the State of Louisiana governing approved investments.
 - 1) The dealers and their representative brokers should have expertise in the types of securities allowable under the Louisiana statutes. It is critical that each broker, with whom the School Board does business, know the client and understand the School Board’s investment objective, investment

policy statement and investment guidelines, and the investment statutes of the State of Louisiana.

2) With regard to funds managed by a professional investment manager, the investment manager may use, and conduct transactions through, financial institutions and broker/dealers with whom they believe to be adequately qualified unless otherwise directed by bond investment representatives.

3) Professional investment managers shall not use, nor conduct any transactions through, any related entities.

The Certificates of Deposit issued by the depository bank to the School Board shall be given to and held by the School Board or the professional investment advisor representing the ~~system~~ [School Board](#) in receipt form.

The U.S. Government securities issued in the name of the School Board are to be kept by the depository bank and the School Board or professional investment advisor shall be given a safekeeping receipt showing the dollar amount of par value of securities purchased by the School Board.

INVESTMENT INSTRUMENTS

All School Board investments shall comply with Louisiana Revised Statutes.

Permissible investments include the following:

1. Interest Bearing Accounts in the system's Fiscal Agent Bank(s) for Operating Account, Payroll Account and any other accounts as deemed necessary. Interest earned on interest bearing accounts will be accredited to these accounts.

2. Money Market Instruments:

- U.S. Treasury bills,
- U.S. Agency discount notes from those agencies specifically enumerated as permissible in the Louisiana Revised Statutes, Title 33, Chapter 6, Part IV, Section 2955 (A)(1)(a&b),
- Certificates of Deposit of state banks, national banks or federal credit unions as permitted in the Louisiana Revised Statutes, Title 33, Chapter 6, Part IV, Section 2955, if fully insured or collateralized,
- Direct Security Repurchase Agreements. This term is defined to mean an agreement under which the political subdivision buys, holds for a specified time, and then sells back those securities. The only permissible securities that can be issued for this purpose are those issued directly by the U.S. Treasury, agencies of the United States and certain other government sponsored enterprises,
- Money market funds only as permitted under Opinion 88-546-A of the Louisiana Attorney General and as limited in the Louisiana Revised Statutes, Title 33, Chapter 6, Part IV, Section 2955,
- Louisiana Asset Management Pool (LAMP),

3. Government Bonds:

U.S. Treasury Notes and Bonds and direct and sponsored U.S. Agency issues including those agencies specifically enumerated as permissible in the Louisiana Revised Statutes, Title 33, Chapter 6, Part IV, Section 2955 (A)(1)(a&b).

4. Bond, debentures, notes, or other evidence of indebtedness issued by the state of Louisiana, any other state of the United States, or any of the political subdivisions of any state, [or any domestic U.S. corporation](#), with limited exceptions noted in La. Rev. Ann. §33:2955;

Non-permissible investments include:

1. Collateralized Mortgage Obligations

Private label CMOs are not permissible investments by political subdivisions. In addition, state law also does not permit CMOs with an IO/PO structure or with an Inverse Floater structure.

2. Structured Notes

As defined in La. Rev. Stat. Ann. §2955, “structured notes” shall mean securities of U.S. Government Agencies, instrumentalities, or government-sponsored enterprises which have been restructured, modified, and/or reissued by private entities.

3. Stocks or securities convertible into stocks.

QUALITY CONTROL GUIDELINES

The overall market-weighted quality rating of the portfolio shall be no lower than AA- as measured by Standard & Poor’s Corporation or the equivalent rating by Moody’s Investor’s Service.

- Certificates of Deposit shall be either insured or collateralized.
- Repurchase Agreements – All securities used under a repurchase agreement must also be permissible investments under state law.
- Mortgage – Backed Bonds must be rated AAA.
- Municipal Debt - At the time of purchase, must have a minimum rating of A 3 or higher by Moody’s Investor Service, a rating of A- or higher by the Standard and Poor Cooperation or a rating of A- or higher by Fitch, Inc.

School Board investment representatives shall establish procedures to address the following points:

1. Control of collusion. Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. Separation of transaction authority from accounting and record keeping.
3. Custodial safekeeping. Securities purchased from any bank or dealer including appropriate collateral shall be placed with an independent third party for custodial safekeeping. Securities managed by a professional investment manager shall be placed with an independent third party for custodial safekeeping.
4. Avoidance of physical delivery securities. Book entry securities are much easier to transfer and account for since actual delivery of the document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of authority to subordinate staff members.
6. Written confirmation is required for all trades and wire transfers. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax but the safekeeping institution should have a list of authorized signatures.
7. Development of a wire transfer agreement with the lead bank and/or the third party custodian. This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers.

To protect against potential fraud and embezzlement, the assets of the School Board shall be secured through safekeeping procedures. Investment officials shall be bonded. Safekeeping procedures shall be reviewed annually by the external auditor and by the internal audit staff at such times as deemed necessary. The external or internal auditors may conduct periodic surprise audits of safekeeping and custodial systems.

All trades, where applicable, will be executed by delivery versus payment (DVP). This ensures that securities are deposited in the eligible financial institution simultaneously with the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts or by monthly asset statements.

MATURITY

The par-weighted maturity of the portfolio shall be no longer than thirty-six (36) months. The maximum maturity of any security in the portfolio shall be no longer than five (5) years. Investments in all funds shall be managed in such a way that maturity rates will correspond to projected cash flow.

Revised: June, 1995

Revised: November, 2010

Revised: April, 2004

Revised: January, 2014

Revised: March 2008

Revised: November, 2014

Revised: December, 2009

Ref: La. Rev. Stat. Ann. §§6:703, 17:99, 33:2955, 39:1211, 39:1212, 39:1219, 39:1221; Board minutes, 3-7-95, 4-20-04, 2-12-08, 3-16-10, 2-8-11, 1-21-14

FILE: DJE
Cf: DI, DJE-

AP, DJED

PURCHASING

Purchases of supplies, equipment, services and major repairs, including construction/ renovation public works contracts, shall adhere to rules and regulations set forth in applicable Louisiana Revised Statutes.

It shall be the policy of the School Board that all purchasing for the school system to be paid from School Board funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the School Board and the laws pertinent to state and federal agencies. All purchase orders shall be properly signed by the Superintendent or his/her designee.

Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service.

Each principal shall assure that purchases by the individual school shall be made in accordance with regulations and procedures developed by the Superintendent and staff, and as further detailed in the School Board's handbook, *School Activity Funds, Principles and Procedures*.

No employee, officer or agent of the Calcasieu Parish School Board shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

- a. The employee, officer or agent;
- b. Any member of their immediate family;
- c. His or her partner or business associate;
- d. An organization which employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

The Calcasieu Parish School Board's employees shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

FINANCING PURCHASES

The School Board may finance the purchase of equipment or other movable property to be used by the Board by entering into an installment sale, lease, or similar agreement with any lender or other person. Such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or employee shall obligate the School Board without proper school system personnel knowledge and approval.

SCHOOL DISTRICT PURCHASING COOPERATIVE

The School Board, as a member, may participate in a school district purchasing cooperative for the purchase of services, materials, equipment, and supplies.

In accordance with solicitations, bids, or proposals put forth by the school district purchasing cooperative, the School Board may purchase services, equipment, materials, and supplies at the prices selected by the cooperative.

COMPETITIVE ONLINE SOLICITATION

The School Board may use a *reverse auction* or *competitive online solicitation process* on the Internet for the purchase of equipment, supplies, and other materials in lieu of the more formal bid process

when the School Board's procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board.

Prior to the use of a competitive online solicitation process, the School Board may require that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.
2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.
3. The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet until the closing date and time.
5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.
6. All bids shall be posted electronically and updated on a real-time basis.
7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the Board's best interest.
8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for purchases using a reverse auction or competitive online solicitation process shall be given as follows:

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.
2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

Revised: June, 2010

Revised: November, 2011

Revised: November, 2014

Ref: La. Rev. Stat. Ann. §§33:4712.7, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; School Activity Funds Principles and Procedures; Board minutes, 5-11-10, 2-7-12.

Agenda Item #2

The next two policies were presented by Wayne Foster to define who is required to have a CPSB phone and establish a uniform reimbursement plan. Mr. Foster drew up the policies to apply to employee cell phones and Employee Cell Phone Acceptable Use.

On motion by Mr. Breaux, seconded by Mr. Caldarera and approved, to accept staff's recommendation to adopt the new policy on Employee Cell Phone and Employee Cell Phone Acceptable Use.

Mr. Hardy made a motion to accept the recommendation on behalf of the committee. A second was not needed and on a vote, the motion carried.

The policies state:

Employee Cell Phone Policy

1. Cell Phone Protocol

A. Cell phones paid for by CPSB are to be used for business purposes and personal use should be kept at a minimum. Improper use of the phone will be noted and addressed accordingly.

B. Employees must sign an Acceptable Use Policy form and the form must be forwarded to Accounts Payable prior to activation.

2. Required Personnel

A. All Department Heads are required to maintain a CPSB cell phone to allow for immediate access during emergency situations.

B. Employees, who are not a designated Department Head but considered a Critical Contact, must also maintain a CPSB-issued cell phone.

Note: If a Principal desires to obtain a cell phone for school-related use, then he or she must comply with the requirements noted in the Policy.

3. Cell Phone Plans

A. The designated cell phone vendor is Sprint based on cost and utility.

B. The cost of the cell phone (hardware) will be completely covered by CPSB. A flat monthly fee of \$10.00 will be deducted from the employee's paycheck to partially pay for the monthly usage costs.

C. CPSB will always attempt to obtain the most cost-efficient option available.

4. Cell Phone Purchase Procedures

A. Employee requesting a cell phone and the related plan must contact the Accounts Payable Department.

B. Upon receipt of the phone and prior to activation, the employee must sign a Cell Phone Acceptable Use Form and return the form to the Accounts Payable Department.

C. Once the Acceptable Use Form has been received by the Accounts Payable Department, the cell phone can be activated.

5. Cell Phone Upgrade

Only the Superintendent (or his designee) can approve a new cell phone contract, renewal and/or upgrade.

6. Lost or Damaged Cell Phones

A. Care must be taken to protect the cell phones from loss or damage. A standard commuter case will be paid for by CPSB.

B. The procedures for new cell phone purchases will also apply to replace lost or damaged cell

phones.

C. Replacement of a lost or damaged cell phone will require adequate authorization from the Superintendent (or his designee).

7. Employee Leaves CPSB

A. In the event that an employee, who maintains a CPSB-issued cell phone, terminates his/her employment with CPSB or is on leave, the employee will have the option to keep his or her phone number. The phone will be returned to CPSB. An Authorization to Transfer form must be forwarded to the Accounts Payable department, which is then routed to the Sprint Corporate office to complete the billing transfer.

B. It is the responsibility of the Accounts Payable Department to confirm that the service has been properly transferred to the former employee.

C. All transfers and cancellations of cell phone service must be confirmed in the following billing cycle to avoid future charges.

8. Bill Verification

A. The Department Head must sign the cell phone bill to attest to his/her review and accuracy of the statement.

B. It is the responsibility of the Department Head to note and report abuse of cell phone policies to the Accounts Payable Department.

**CALCASIEU PARISH SCHOOL BOARD EMPLOYEE CELL
PHONE ACCEPTABLE USE POLICY**

This document sets forth the CPSB policies about cell phone usage and applies to all CPSB employees. For the purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection. CPSB has the right to modify or update these policies at any time.

Section 1: Use of Cell Phones or Similar Devices

General Use at Work

Personal cell phones should be used sparingly in the workplace.

Unsafe Work Situations

Cell phones (whether personal or business) should not be used while operating heavy machinery.

Use While Driving

Cell phones, whether personal or Company-issued, must not be used while driving on company-related business.

Section 2: Personal Use of Company-Owned Cell Phones

The CPSB-issued cell phones are used for business use only; however it is understandable and allowable to have a moderate level of cell phone communication between the employee and their family members. Also, the cell phones are to be protected by the employee, and returned when his or her employment ends. Cell numbers can be released to transfer to a personal account.

Section 4: Use of Cell Phone Camera

Camera phones can present risks to CPSB, potentially compromising confidential information or the privacy of other employees. Privileged information should not be conveyed via a cell phone call, text or data unless there is a valid business purpose. Any inappropriate use of a camera phone will result in disciplinary action, which may include termination.

Section 5: Review of monthly charges:

CPSB will review the monthly charges and overall usage of the issued cell phones to determine excessive, irregular and/or inappropriate use of the device. Every employee maintaining a CPSB- issued cell phone will have **\$10.00 deducted from his or her paycheck every month** to cover a portion of the plan.

Section 6: Special Responsibility of Department Heads

Department Heads should provide a good example of proper cell phone use and must guard against excessive or inappropriate use of the issued devices. The Department Head must provide continuous monitoring of the cell phones to ensure that the employee is utilizing the device in accordance with the policies.

I have read and been informed about the content, requirements, and expectations of the cell phone policy. I agree to abide by the policy guidelines and understand that deviations from the policy could result in disciplinary action.

Employee Signature _____

Next, Mr. Anderson presented **Policy DIC, Inventories**. One procedure is no longer followed and has been deleted from the policy.

On motion by Mr. Breaux, seconded by Mr. Dellafosse, Policy DIC, Inventories was approved.

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

The policy states:

FILE:

DIC

INVENTORIES**FIXED ASSETS**

The Calcasieu Parish School Board directs the Superintendent to maintain a current itemized list of all land, buildings, improvements other than buildings, equipment, and any other general fixed assets which were purchased or otherwise acquired, for which the Board is accountable.

The property control system shall include a list for reporting purposes of all fixed assets with a value of \$5,000 or more in the district including all items purchased or donated to the school district. ~~Items purchased with funds identified by the state as 8(g) funds, valued at \$250 or more, shall also be classified as fixed assets and included in the fixed asset records.~~ The list shall include information as to the date of purchase, the initial cost, and the disposition, if any, and the purpose of such disposition and the recipient of the property or equipment disposed of. Where ascertaining the cost, exact selling price or any other relevant information on property or equipment is not available, estimates may be provided. Inventory records shall be managed and maintained in accordance with Board procedures.

For accountability and internal control purposes, an inventory of equipment and other items costing

less than \$5,000 may also be inventoried, tagged, and tracked by the School Board.

Intangible Assets

The property control system shall include intangible assets that meet the requirements of *Governmental Accounting Standards Board Statement (GASB) Number 51* for reporting. Those intangible assets with an acquisition unit cost exceeding \$100,000 and a useful life of two or more years are to be included in the fixed asset inventory listing. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. The implementation of the reporting standard shall apply as described beginning July 1, 2009.

Physical Inventory

In order to maintain an accurate account of Calcasieu Parish School Board possessions, a physical inventory of all possessions is to be taken at the building level at least annually, but may be more frequent as needed. Principals are the designated custodians of all possessions at the school level and shall be ultimately responsible for the safeguarding and record maintenance of all possessions in their schools. However, any employee who has physical custody of School Board assets shall be personally responsible for safeguarding the assets, i.e., each teacher shall be responsible for his/her classroom, the librarian for the assets in the library, the band director for the assets in the band department, etc.

Building level administrators shall be responsible for ensuring that annual inventories are taken and that the property control officer is notified of any changes that need to be made to their respective inventory records or reported as required. The Superintendent and/or his/her designee shall maintain pertinent procedures for maintaining inventory and tracking records, including, identifying, appraising, tagging, and removing fixed assets from any inventory records.

The principal of each school and a designated individual at each central office site are responsible for maintaining an accurate, detailed inventory at their particular location in accordance with procedures set forth in the handbook, Procedures Manual Fixed Assets.

TEXTBOOK INVENTORIES

The School Board and each school shall keep an inventory record of all textbooks on hand at the beginning of the session, as well as records of those textbooks added, worn out, and in need of replacement. Textbook records should be kept on file for a minimum of three (3) years.

All lost or damaged books must be paid for by the student to which the books have been assigned. Money received by a principal for lost or damaged books must be recorded and deposited into the school account.

Revised: June, 2008

Revised: March, 2011

Ref: La. Rev. Stat. Ann. §§17:81, 24:515

[State Textbook Adoption Policy and Procedure Manual](#), Bulletin 1794, §515 and §525

[Louisiana Accounting and Uniform Governmental Handbook](#), Bulletin 1929, Louisiana Department of Education

Board minutes, 8-5-08, 3-15-11

Calcasieu Parish School Board

Agenda Item #3

The next policies were presented regarding changes on out of state band trips not having to be approved by the board; Policy IFCB, Field Trips and Excursions and Policy IFCB-AP Band, Vocal, and Marching Units Trips.

On motion by Mr. Tarver, seconded by Mr. Hayes, and approved for Policies IFCB, Field Trips and Excursions and Policy IFCB-AP Band, Vocal, and Marching Units Trips, are not required to go to the board for approval.

Staff replied that in the future, there will be more administrative procedures added to policies to give further explanations and details.

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

The policy states:

FILE: IFCB

Cf: [EDAE](#), [IFCB-AP](#)

FIELD TRIPS AND EXCURSIONS

The Calcasieu Parish School Board recognizes that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences. The Superintendent has the responsibility for the development of administrative criteria governing field trips and excursions. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time, except where the school is engaged in competition or a contest that requires use of school time.

~~Whenever a band or organization is requesting Board approval of an out-of-state trip, a representative of the band or organization shall appear before the Board.~~

Teachers planning on conducting field trips or out-of-class learning experiences shall submit, through the principal, an application in writing to the Superintendent or his/her designee for approval. Not more than ~~four (4)~~ two (2) field trips should be made by any class during each school year, and those should be distributed throughout the school year. Before any trip or excursion is taken, written parental permission forms shall be secured for every pupil planning to take the trip. Students who have not submitted signed parental permission forms shall not be allowed to make the trip.

Before approval of any field trip is given, it shall be determined whether the trip is covered by the Board's liability insurance. No travel shall be authorized where coverage cannot be secured prior to the trip commencing. Except in extreme cases approved by the principal of the school, private vehicles shall not be used for transporting children on field trips. Only buses, owned by or contracted to the school district, and driven by certified drivers shall be permitted, except as noted above.

The Board does not endorse the use of private vehicles to transport students to and/or from interscholastic activities. However, it recognizes the need for additional transportation at certain times; and the use of private vehicles may be utilized for the transportation of students to interscholastic activities provided that (1) students being thus transported provide the school with liability release forms signed by the students' parents/guardians, (2) all such vehicles are driven by properly licensed adults and (3) the name of the driver, a copy of the driver's license, and proof of insurance coverage are provided the principal prior to the use of the private vehicle.

STUDENT EXCURSIONS

Whenever any student trip or excursion utilizes the services of a travel agent or booking agent to

provide or arrange for transportation or lodging, the School Board shall require the travel agent or booking agent to provide proof of adequate insurance and present to the Board a *surety bond* sufficient to insure recovery of all monetary advances as a result of nonperformance.

The amount of the bond shall be at least equal to any payments made to the travel agent agency or booking agent prior to the date of travel. In addition, any bond issued shall be from a surety company licensed to do business in Louisiana and approved by the Board. A *certified check* from the travel agency covering the full amount of advanced payment may be accepted by the Board, but only when a bond is not available.

Additional regulations governing field trips or excursions for students that involve travel or lodging may be maintained by the Superintendent and staff.

The principal of a junior high, middle school, or high school shall be prohibited from approving any field trip or extracurricular activity promoted by any individual, organization, or entity which plans, promotes, or organizes travel arrangements, unless the trip or activity is in accordance with all Board and staff established criteria, and is covered by proper insurance and an acceptable surety bond.

Revised: February, 1999

Revised: September, 2004

Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:176.1](#)
Board minutes, 1-19-99, [12-7-04](#)

Calcasieu Parish School Board

FILE: IFCB-AP

Cf: [IFCB](#)

**CALCASIEU PARISH SCHOOLS
ADMINISTRATIVE PROCEDURES**

**DATE ISSUED: 8-1-91
REVISED: 10-7-08**

SUBJECT: FIELD TRIPS AND BAND, VOCAL, AND MARCHING UNITS TRIPS
FIELD TRIPS:

1. No field trips taken the first six weeks of school
(Only Superintendent can make exceptions)
2. No field trips taken twenty (20) days prior to LEAP District Wide Testing
(Only Superintendent can make exceptions)
3. No field trips taken fifteen (15) days prior to the end of school
(Only Superintendent can make exceptions)
4. Limit the number of field trips to two (2) per teacher
(Only Superintendent can make exceptions)
5. Whenever possible, field trips should be scheduled during school hours
6. Private school and outside organizations pay schedule:

- a. In Parish - \$40.00 rental fee plus the cost of fuel
- b. Out of Parish - \$1.00 per mile plus the cost of fuel

BAND, VOCAL, AND MARCHING UNITS TRIPS:

PURPOSE OF THE STUDY

It is recognized that "travel" is a key ingredient in the motivational drive of high school band, vocal, and marching students. The opportunity to leave one's local environment and perform the sharply tuned skills developed through countless hours of practice is an essential part of the total band program. The purpose of this study is not to seek cause for elimination of any trips, but rather to assist, in (1) developing a standardized procedure among directors within the Parish for selection justifiable trip sites/amount of school time to be used on these trips and (2) outlining a clear procedure for requesting approval through formal communication channels. In order to reach a positive end when dealing with these two issues, we must also address ourselves to (3) the related area of fund raising.

PROCEDURE FOR SELECTING TRIP SITES/SCHOOL TIME MISSED

Justification for an extended trip should be clear and easily recognized. The following elements should be considered by the director and administration when determining justification:

1. Does the trip have educational value?

We are in the business of education and therefore this question must be answered in the affirmative if school monies or school time is involved. This does not necessarily mean that all time on the trip be budgeted for specific educational purposes; however, there should be some clear and valuable educational lessons to be learned or experienced in the course of the trip. Certainly, the cosmopolitan value received in traveling great distances from one's homeland is a factor. Introduction to new locales and introduction to different cultural elements can broaden a child's horizon. This is a valid justification which should be considered, but there should also be some specific educational goal beyond the travel experience itself.

2. Is there a performance involved?

Performance oriented trips are highly encouraged. The opportunity to perform should be provided for the student when traveling great distances. Group performances provide an opportunity to take advantage of the intangible motivation which comes from representing the local school, community, parish and state. Participation in parades, concerts, and competitions greatly enhance the justification for trips and increase the educational value for all involved. If no performances are planned, then the director must ensure that adequate educational lessons are substituted. Those lessons must be performance related and be of such nature that they could not be experienced at a local level.

3. Does this trip come as a result of outstanding achievement on the part of the performing group?

Invitations to participate in out-of-town festivals and parades that stem from a group's reputation in performance are looked upon favorably. It is recognized that the extensive amount of work put in by students and directors earns them an outlet for performance. Such an outlet provided by invitations to prestigious events is an added element for justification.

4. Is the trip exclusively designed as a pleasure trip?

Certainly, the word "reward" does come into play when dealing with long trips. Students give large amounts of their time before school, after school, and during summer months. Often the students are denied opportunities to participate in any day-to-day social activities because of their dedication. As a result, directors are encouraged to budget a portion of the trip time towards unique and enjoyable experiences for the students. Furthermore, the director should keep this factor in mind when selecting trip sites. However, our basic educational purpose in public school life would be in conflict with a trip that was exclusively a pleasure excursion on school time. Directors are therefore encouraged to incorporate weekends into the travel schedule, thereby cutting down on school days missed and providing the group with free time in which to enjoy the lighter side of the trip.

5. How many days of school time should a group use on an extended trip?

Most festivals and competitions run for two or three days, therefore, it is suggested that no more than three school days be used on an extended trip. These three school days, along with the weekend, would give time for competition and also provide some free time for the students.

6. The Director is to carry the responsibility of making the decision as to which trip (if any) should be taken by his group. This is a very complicated decision that can only be made by a professional director who has at his/her command all the sources of information required to make such a decision. The director should keep in mind the following factors when selecting a trip site:

a. The director should not allow himself/herself to be unduly influenced by personal desire, or opinions of parents, boosters, fund raising companies, or travel agencies. His/her decision should be based exclusively on the comparative value of each option available to him/her. He/she may exercise the right not to travel in a given year if he/she feels it is in the best interest of this total program or if he/she plans on a long trip the next year and needs two years to raise the money for this trip. (One long trip every two years is recommended.) He/she should remain free from outside pressures to choose the "best" trip available in relation to advancing his/her total program. This is not to say that the general desires of the community, parents, and students should not be taken into consideration, but the freedom to make the decision, based on value of each option to his/her program, is fundamental in assuring professional responsibility.

b. The director should keep in mind at all times that formal approval of a trip does not lie within his/her own area of responsibility. Therefore, it is advisable to maintain close contact with administrative personnel during the decision-making process of choosing whether to go or not to go and the site. While remaining free to make decisions concerning trip options, the director should realize the principal must approve any trip before it is presented to the Superintendent for approval.

c. In selecting the trip site the question of money is a factor but should not necessarily eliminate the consideration or choice of extensive trip options. Educational value and other

justifications as previously outlined should play the most important role in selecting the trip site. However, as a general rule, the farther the group travels from its home community and the longer it stays, the higher the cost will be. The drain of money from a given community should not be excessive beyond the educational value of the trip itself. When deciding upon an extensive trip, it is advisable to use long range planning in fund raising. Spreading out the raising of money over a long period of time in reasonable spaced projects is preferable to back-to-back projects over a short period of time. It would also be wise to see if a shorter trip of similar educational and pleasure value could be taken if fund raising becomes a problem.

PROCEDURE FOR REQUESTING APPROVAL

It must be emphasized that following a proper chain of communication is the only acceptable course when seeking formal approval for a major trip.

1. The director should keep his/her principal well informed of his/her long range plans concerning trips of an extensive nature through informal conversations and routine contact.
2. The director should discuss major options with his/her principal during the decision making process and receive the principal's approval for the trip.
3. At least five (5) months prior to the departure date, the director must provide the principal with adequate information and justification concerning the trip. The principal will then proceed through formal administrative channels in seeking approval.

FUND RAISING AS RELATED TO MAJOR PROJECTS

Fund raising is an essential item in the performance program in Calcasieu Parish.

Directors are encouraged to participate in money-making projects to the extent required to provide adequate funds for normal operation. When making long range plans for major expenditures such as trips, the director should consider these guidelines:

1. All fund raising projects must be in accord with current board and local school policies.
2. High percentage profits should be an essential element in money-making projects. Directors should carefully scrutinize the value of different kinds of projects prior to pinpointing which ones are most compatible with his/her group and community.
3. Fund raising for major trips must be long range and therefore may need to begin before formal approval is granted for the trip. Directors must use discretion and judgment in keeping principals well informed of long range plans so that misunderstandings and conflict may be avoided. Principals should also request trip approval at the earliest possible time so that the staff can make a professional decision without the influence of knowing that large sums of money have already been raised.
4. Directors should exercise great care when dealing with agents of fund raising companies. Directors must always bear in mind that agents must first be cleared through proper administrative channels prior to discussions or negotiations.

Note: Request Forms Available

Calcasieu Parish School Board

Agenda Item #4

Mr. Anderson presented the next item on start times of board and committee meetings. Staff's recommendation was to remain the same starting at 4:45.

A motion made by Mr. Tarver and seconded by Mr. Dellafosse, to change the start times of board and committee meetings to begin at 5:15.

Mr. Williams made a substitute motion to compromise and change the start times to 5:00. Motion failed for lack of a second.

Mr. Breaux moved to have the meeting start at 5:00. Mr. Tarver consented to incorporate all board and committee meetings to start at 5:00. Motion passed with a 10-3 vote.

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

FILE: BC
Cf: AB, ABC, BCBG
Cf: BCBI, BCBK

MEETINGS

The Calcasieu Parish School Board has the authority to hold as many Board meetings per month as the Board deems necessary. The Board shall conduct at least one (1) regularly scheduled meeting per month. Special meetings may be held as the Board determines or as occasion may require.

At any regular or special meeting of the Board, no business may be transacted which does not come within the purpose or purposes set forth in the agenda for the meeting, except upon ***unanimous approval of the members of the Board present*** at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

The public and news media shall be informed of the dates of all regular and special meetings. All meetings shall be open to the public except meetings that meet the criteria described in Louisiana law for being closed meetings.

Official actions or decisions shall be made only in official meetings of the Board. No member of the Board or any committee of the Board shall have the power to act in the name of the Board outside of official Board meetings unless so designated by a majority of the Board duly convened.

It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural, to encourage free discussion and to promote group thinking and action. In matters of procedures not covered by law, Board policy, or the Louisiana Board of Elementary and Secondary Education (BESE), meetings of the Board shall be governed by Robert's Rules of Order, Revised. The President shall be entitled to discuss and vote on all matters before the Board.

The President may preclude discussion which does not apply to the motion last made. He may also minimize or halt discussion of a matter if the Board has previously agreed to confine discussion to a

definite period of time, and that period has been used up. Aside from such limitation, the President may limit debate only with the concurrence of *two-thirds vote of the members present*.

QUORUM

A *quorum* for the transaction of official business shall consist of a majority (8) of the members of the Board. When a quorum of the Board has convened and neither the President nor the Vice-President is present, the members shall elect one of their number to serve as President for that meeting.

A *simple majority of the Board members present and voting* may adopt any motion or any policy and/or regulation, otherwise a majority of the full membership or larger is needed when specifically required by law.

Revised: September, 2008

Ref: La. Rev. Stat. Ann. §§ [17:81](#), [42:12](#), [42:13](#), [42:14](#), [42:15](#), [42:16](#), [42:17](#), [42:19](#), [42:20](#), [42:24](#), [42:25](#)

Board minutes, [10-7-08](#)

Calcasieu Parish School Board

Agenda Item #5

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

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

Agenda Item #6

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

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

Policies now state:

FILE: BCBI
Cf: [BCBD](#), [BCBK](#)
Cf: [BCBI-AP](#)

PUBLIC PARTICIPATION

The Calcasieu Parish School Board shall conduct all meetings in full view of and with welcome participation by the public. All delegations or individuals who wish to appear before the Board shall submit their requests in writing to the Superintendent at least eight (8) working days prior to the meeting date, stating the matter they wish considered by the Board and the approximate time such matter should consume at the meeting. Such items may be included on the agenda of the meeting at which the delegation or individual wishes to appear before the Board. Each delegation appearing before the Board shall select one (1) person in advance as its spokesman.

After the agenda is set and published, all delegations or individuals who wish to comment on any agenda item must submit their requests, in writing, to the Superintendent prior to the convening of the meeting [or during the meeting](#), stating what agenda item they wish to address. A procedure of general consent may be used for Board action but that procedure shall not preclude public participation or public comment as provided for in this policy. Each delegation appearing before the Board shall select one (1) person in advance as a spokesperson.

In the event that the Board should add an item to its agenda after the Board meeting begins, the Board President shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given an opportunity to address the Board on each agenda item added. The Board shall delay deliberations on that agenda item until such time as all interested members of the public have had an opportunity to speak.

The Board reserves the right to recess into or call executive sessions as provided by state law. At no time will actions be taken or resolutions made during executive sessions.

The Board may have removed from a Board meeting any person or persons who willfully disrupt a meeting to the extent that orderly conduct of the meeting is seriously compromised.

Revised: December, 1997

Revised: October, 1999

Revised: April, 2008

Revised: September, 2008

Ref: La. Rev. Stat. Ann. §§ [17:81](#), [42:14](#), [42:15](#), [42:16](#), [42:23](#)

Board minutes, [3-21-95](#), [10-21-97](#), [4-8-08](#), [10-7-08](#)

Calcasieu Parish School Board

FILE: BCBI-AP
Cf: [BCBI](#)

CALCASIEU PARISH

ADMINISTRATIVE PROCEDURES

DATE ISSUED:

SUBJECT: PUBLIC PARTICIPATION AND PUBLIC COMMENT

PROCEDURES FOR PUBLIC PARTICIPATION AND PUBLIC COMMENT AT BOARD MEETINGS

The Calcasieu Parish School Board has established a five (5) minute rule on comments by the public. With a *2/3 vote of the Board*, this time can be extended by the Board for a time to be determined by a *2/3 vote of the Board*. If at the time an agenda item is stated to be before the Board or a Board Committee for discussion or action, there are fifteen (15) or more submitted Request to Appear Forms on that item, comments by the public shall be limited to three (3) minutes.

To be entitled to comment on an agenda item ~~persons~~ a person must complete a "Request to Appear" Form and submit it to the Superintendent ~~prior to convening the meeting~~ before the presiding officer states that the item is before the Board or Board Committee for action or discussion. ~~The public may comment on any agenda item, including items appearing on the consent agenda.~~

Only discussion relevant to specific agenda items will be allowed. The Board will not allow discussion on previous actions of the Board or on an agenda item from a previous meeting.

The form may be picked up from and returned to the Secretary at the Board meeting.

Ref: Board minutes, [10-21-97](#)

Calcasieu Parish School Board

There being no further business to discuss, a motion was made by Mr. Dellafosse, seconded by Mr. Breaux and approved. The meeting was adjourned at 6:05 p.m.

Budget Committee, Billy Breaux, Chair
January 27, 2015

Mrs. Ballard gave the following report:

The Calcasieu Parish School Board Budget/Fiscal Management Committee met at 6:08 p.m., Tuesday, January 27, 2015 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Present: Billy Breaux - Chairman, Eric Tarver - Vice Chairman, committee members Annette Ballard, Max Caldarera, Ron Hayes, Aaron Natali, Dean Roberts, Wayne Williams and Secretary, Wilfred Bourne. Other Board members present were Fred Hardy, Glenda Gay, Mack Dellafosse, Alvin Smith, Chad Guidry, and John Duhon.

Absent: Chuck Hansen

Mr. Breaux called the meeting to order.

Mr. Bourne introduced the first item on the agenda-school audits. Mr. Foster, Internal Auditing Director, briefly discussed the schools' audits and recommended that the following school audits be approved: DeQuincy Elementary, Iowa High School, J. J. Johnson Elementary, Ray D. Molo Middle School, Reynaud Middle School and Washington Marion Magnet High School. These schools were found to be compliant with school board policies. There was some discussion regarding disbursement of Reynaud Middle School funds now that the school has been closed. Mr. Foster and Mr. Bruchhaus indicated that any funds allocated for teachers would be transferred to their new school, the remainder would be sent pro-rata to the schools where the students transferred.

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

On behalf of the committee Mrs. Ballard made a motion to accept the recommendation. A second was not needed and on a vote, the motion carried.

Next, Mr. Foster presented the School Activity Funds Principles and Procedures Manual revision concerning Booster Clubs. There was much discussion on the subject.

On motion by Mr. Dellafosse, seconded by Mr. Hayes and approved, it was recommended the School Activity Funds Principles and Procedures Manual be revised to add the booster club section.

On behalf of the committee Mrs. Ballard made a motion to accept the recommendation. A second was not needed and on a vote, the motion carried.

Mr. Bourne then presented the Single Audit Report for the year ended June 30, 2014. There was only one finding involving internal controls over work orders that did not support the work performed in the Transportation Department. This was a repeat finding that the new Director of Transportation, hired in December 2014, has been made aware of and she will address the issue and ensure that the new procedures are implemented.

Then, Mr. Bourne presented the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2014. The 2014 year had a General Fund surplus of \$4,179,348 after transfers and special items. The General Fund had a total ending fund balance of \$50,528,962, with \$43,632,767 (14.8%) unreserved and undesignated.

The School Board received an unqualified, clean audit opinion with good accountability for funds and reporting efficiency. The Comprehensive Annual Financial Report has been submitted to the Association of School Business Officials and the Government Finance Officers Association for national awards. The report has received certificates of excellence in financial reporting from the Association of School Business Officials for the past 31 years and certificates of achievement for excellence for the past 26 years from the Government Finance Officers Association.

On motion by Mr. Guidry, seconded by Mr. Dellafosse and approved, the 2013-2014 Comprehensive Annual Financial Report and Single Audit Report were approved as presented.

On behalf of the committee Mrs. Ballard made a motion to accept the recommendation. A second was not needed and on a vote, the motion carried.

There being no further business to discuss, on motion by Mr. Natali and seconded by Mr. Hayes, the committee adjourned the meeting at 7:39 p.m.

**C&I Committee, Annette Ballard, *Chair*
January 27, 2015**

Mrs. Ballard gave the following report. The committee items were Information Only and there was no action.

The Calcasieu Parish School Board Curriculum and Instruction Committee met at 4:45 p.m. Tuesday, February 3rd, 2015 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana.

Committee Members Present: Annette Ballard, Chair, John Duhon, Vice-Chair, Glenda Gay, Chuck Hansen, Fred Hardy, Ron Hayes, Dean Roberts, Eric Tarver

Other Board Members Present: Max Caldarera, Aaron Natali, Alvin Smith, Wayne Williams, Mack Dellafosse

Committee Member absent: Chad Guidry

The C&I Committee Meeting was called to order by Mrs. Ballard, Chairman. A quorum was present. The prayer was led by Mrs. Gay and Mr. Duhon led the Pledge of Allegiance.

1. District Common Assessments Presentation

Dr. Jill Portie, Director, Elementary School

Nancy Frank, Teacher, Brentwood Elementary

Melanie Comeaux, Teacher, Fairview Elementary

Tanya Eubanks, Assistant Principal, Maplewood Elementary

Brian Fontenot, Middle School Science Consultant

Allen Gordey, Science teacher, Maplewood Middle
Charles Caldwell, Science Teacher, DeQuincy Middle
Shelly McDonald, Science Teacher, S.J. Welsh Middle

Dr. Portie used a PowerPoint presentation to provide board members with background information as to how and why DCAs were created. Mrs. Franks, Mrs. Smith, and Mr. Gordey provided information as to how they administered the DCAs to students and how they used the data received to drive their instruction. Mrs. Eubanks demonstrated how administrators were using DCA data to drive grade level PLCs and make adjustments to instruction school wide. Mr. Caldwell and Mrs. McDonald also provided information on how middle school science DCAs were created. Following the informational presentation, questions were fielded by the presenters and C&I staff.

Submitting a blue card to address the Board:

Barry Badon
Tiffany Guidry
Tiffany Lanier
Tiffany Duhon

2. CPSB Teacher Leaders Presentation

Johna Rion, CPSB Teacher Leader contact
Mallory Padgett Wall, English II Pre AP and AP Language Teacher, Sulphur High
Robert Barrentine, Principal, Sulphur High
Carol Smith, English III AP and AP Language Teacher, Sulphur High

The Calcasieu Parish School Board currently has 195 teacher leaders which include district staff, instructional coaches, school principals or assistant principals, and classroom teachers. The primary responsibility of a District Teacher Leader is to support teachers with curriculum and assessments at the local school site by means of participating in district workshops; state sponsored summits, school faculty meetings and/or district in-service days.

Following the informational presentation, questions were fielded by the presenters and the C&I staff.

Submitting a blue card to address the Board:

Derek Smith
Barry Badon (passed)

3. High School Initiatives

Robert Pete, Director, High School Department
Tammy Heberyt, Curriculum Director, High School Department

Information was presented to board members pertaining to accountability at the high school level. The directors explained their department's efforts to increase performance in the four accountability components of ACT, EOC, Graduation Index, and Graduation Cohort Index and presented data showing individual school progress. Following the informational presentation, questions were fielded by the C&I staff.

Future Items:

Update on the Progress Grant

Update on the progress of the Resource Review Committee

A motion to adjourn was made at 7:00 p.m. by Mr. Duhon, seconded by Mr. Hayes, and carried.

This report was for information only.

TAKE APPROPRIATE ACTION

Mr. Dellafosse read the following items:

A. May 2, 2015 – ½ cent Sales Tax/Proposed Actions

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

Proposition As Listed On Ballot

May 2, 2015 Election
Parish of Calcasieu
Parishwide School Board Proposition
(Sales Tax)

Shall the Calcasieu Parish School Board, Calcasieu Parish, Louisiana, under the provisions of Article 6, Section 29(B) of the Constitution of 1974 of the State of Louisiana, La. R.S. 47:338.54 and 47:338.84, and other constitutional and statutory authority supplemental thereto, for a period of ten years beginning July 1, 2015, be authorized to levy and collect, and adopt an ordinance providing for such levy and collection, a tax of one-half of one percent ($1/2$ of 1%), with collections from the tax estimated to be \$22,500,000 for one entire year, upon the sale at retail, the use, the lease or rental, the consumption and storage for use or consumption of tangible personal property and on sales of services in Calcasieu Parish, Louisiana, all presently or hereafter defined in La. R.S. 47:301 through La. R.S. 47:317, with the proceeds of the tax to be dedicated exclusively for supplementing the salaries and benefits of teachers and other employees of the Calcasieu Parish School Board?

May 2, 2015
 $1/2$ % Sales Tax Election

Proposed Actions

Saturday, May 02, 2015
Calcasieu Parish School Board
1/2% Sales Tax Election

Proposed Actions:	Amount	# Employees Included	Estimated Cost With Benefits
Teachers' Salary Schedule	\$4,000	2997	\$ 16,120,727
\$3600 From New 1/2% Tax \$400 From 1995 1/2% Tax			
Other Salary Schedules	Minimum of 10% Increase	1764	\$ 3,969,119

Other Adjustments To Salary Schedules
(Effort To Obtain at Least 20 Steps In All Full Time Schedules)

Schedule	# Steps Old	# Steps New	# Employees Adjusted 2015-2016	Total Cost 2015-2016
Assistant Principals	17	22	3	\$ 2,004.60
Bus Drivers	13	22	145	\$ 35,980.10
Para-Professionals	17	22	120	\$ 39,627.90
Finance/Accounting	13	20	15	\$ 12,389.00
Data Processing	13	20	3	\$ 2,858.70
Auxiliary Services	12	22	10	\$ 8,873.80
School Lunch Technicians	13	22	44	\$ 13,224.90
School Lunch Managers	13	22	20	\$ 7,651.80
School Lunch Field Managers	13	22	2	\$ 1,076.40
Custodian Step Increase Each Year Rather Than Every 5 Years			230	\$ 278,847.40
School Lunch Technician Increase Every Year Rather Than Every 5 Years			193	\$ 169,092.30
Total				\$ 571,626.90
Permanent Increase On Teachers' Salary Schedule of 8 Steps For Advanced Degrees Earned After 7/1/2013 (Masters', Specialist, Doctorate)				\$ -
Total Anticipated Cost of Changes				\$ 20,661,473

Accounting For 1995 1/2% Sales Tax

1/2 Cent Sales Tax For Salaries
Original 1995 - Renewed 2004 & 2014
Computation of Expenditures vs Revenues

Accumulated Thru June, 2005		1995-1996 Raises 2001-2002 Raises 1996-1997 Raises (\$5,591,716)					\$ 693,613.00		\$ 144,340,851.00	
		Baseline Expenditures	Baseline Expenditures	Monthly Raise Costs	Tax Collected	Surplus (Deficiency)			Cumulative Expenditures	
July 2005		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,596,502.00	\$ 607,635.67			\$ 146,023,330.33	
August 2005		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,518,295.00	\$ 443,451.34			\$ 147,705,809.66	
September 2005		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 562,648.00	\$ (676,379.99)			\$ 149,388,288.99	
October 2005		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 2,024,295.00	\$ (334,563.32)			\$ 151,070,768.32	
November 2005		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,414,239.00	\$ (602,803.65)			\$ 152,753,247.65	
December 2005		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,750,464.00	\$ (534,818.98)			\$ 154,435,726.98	
January 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 2,642,286.00	\$ 424,987.69			\$ 156,118,206.31	
February 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,628,962.00	\$ 371,470.36			\$ 157,800,685.64	
March 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,969,784.00	\$ 648,775.03			\$ 159,483,164.97	
April 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 2,009,347.00	\$ 975,642.70			\$ 161,165,644.30	
May 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 2,035,040.00	\$ 1,328,203.97			\$ 162,848,123.83	
June 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,906,916.00	\$ 1,552,640.04			\$ 164,530,602.96	
July 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 2,079,363.00	\$ 1,949,523.71			\$ 166,213,082.29	
August 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,722,347.00	\$ 1,989,391.38			\$ 167,895,561.52	
September 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,749,635.00	\$ 2,056,547.05			\$ 169,578,040.95	
October 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,829,636.00	\$ 2,203,703.72			\$ 171,260,520.28	
November 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,657,657.00	\$ 2,178,881.39			\$ 172,942,999.61	
December 2006		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,951,292.00	\$ (2,178,881.39)			\$ 174,625,476.94	
January 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 2,087,179.00	\$ 673,512.34			\$ 176,307,958.27	
February 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,627,271.00	\$ 618,304.01			\$ 177,990,437.50	
March 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 2,012,845.00	\$ 946,669.68			\$ 179,672,916.93	
April 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,920,627.00	\$ 1,186,817.35			\$ 181,355,396.26	
May 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,641,043.00	\$ (1,186,817.35)			\$ 183,037,875.59	
June 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,804,354.00	\$ 80,438.34			\$ 184,720,324.92	
July 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,903,666.00	\$ 301,615.01			\$ 186,402,834.25	
August 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,716,739.00	\$ 337,874.68			\$ 188,085,313.58	
September 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,809,637.00	\$ 465,032.35			\$ 189,767,792.91	
October 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,896,467.00	\$ 679,010.02			\$ 191,450,272.24	
November 2007		\$ 1,216,503.00	\$ 485,976.33	\$ 1,682,479.33	\$ 1,867,766.00	\$ 864,296.69			\$ 193,132,751.57	
2007 Supplement						\$ (864,296.69)				

Accumulated Thru June, 2005

Page 2 of 4

Accumulated Thru June, 2005

Page 3 of 4

1/2 Cent Sales Tax For Salaries
Original 1995 - Renewed 2004 & 2014
Computation of Expenditures vs Revenues

Accumulated Thru June, 2005		1995-1996 Raises		2001-2002 Raises									
		1996-1997 Raises		(\$5,591,716)		Baseline		Baseline					
		Expenditures		Expenditures		Expenditures		Expenditures		Monthly Raise		Tax	
										Costs		Collected	

History of Raises & Supplements

Classroom Teacher Average Salaries

(Excluding ROTC, Sabbaticals, Salary Reductions, and Rehires)

<u>Year</u>	<u>Calcasieu Average Salaries</u>	<u>Calcasieu Ranking</u>	<u>State Average Salaries</u>	<u>Comparison to State Average</u>	<u>Ranking If Average Were \$4K ></u>
2006-2007	\$43,668.00	20	\$42,816.00	\$852.00	5
2007-2008	\$46,843.00	25	\$46,964.00	-\$121.00	6
2008-2009	\$47,484.00	36	\$48,627.00	-\$1,143.00	15
2009-2010	\$45,711.00	46	\$48,932.00	-\$3,221.00	22
2010-2011	\$46,114.00	43	\$49,130.00	-\$3,016.00	20
2011-2012	\$46,165.00	45	\$49,097.00	-\$2,932.00	20
2012-2013	\$46,944.00	40	\$48,497.00	-\$1,553.00	14

Calcasieu Parish School Board
History of Teacher Salaries

1991-92	\$388 Local One-Time Supplement
1992-93	Raises given in range from \$350 at BA with/0 to \$542 at PHD with/25.
1993-94	No Increase.
1994-95	No Increase.
1995-96	\$3300 raise to all levels of teacher schedule from passage of 1/2 cent sales tax.
1996-97	\$750 State raise to all levels of teacher schedule. Local raises to create at least \$350 between steps and \$1500 between degrees ranged from \$147 at BA w/14 to \$2507 at PHD w/25.
1997-98	\$1084 State raise to all levels of teacher schedule.
1998-99	\$985 State raise to all levels of teacher schedule.
1999-00	No Increase.
2000-01	\$600 One-Time Local Supplement \$2000 One-Time Local Supplement
2001-02	\$2060 State raise to all levels of teacher salary schedule \$1500 Local raise to all levels of teacher salary schedule \$ 300 Local supplement
2002-03	Local \$725 One-Time Supplement State \$610 Supplement
2003-04	State \$610 Raise State \$1300 Supplement
2004-05	State \$1300 Raise State \$309 Raise One Additional Step To Teacher Schedule For All Degrees Local \$942 One-Time Supplement
2005-06	State & Local \$747 Raise
2006-07	State \$1500 Raise Local \$2200 One-Time Supplement Local \$1500 One-Time Supplement
2007-08	State \$4696 Raise Local \$304 Raise Local \$1700 One-Time Supplement
2008-09	State \$1019 Raise Local \$ 1250 One-Time supplement
2009-10	No increase.
2010-11	No increase.
2011-12	No increase.
2012-13	Local \$800 One-Time Supplement
2013-14	State \$600 One-Time Supplement
2014-15	State \$561 Raise Local \$900 One-Time Supplement

B. Adoption of Calcasieu Parish Resolution Regarding PARCC Testing (with the understanding that staff will compose the Resolution)

On a motion by Mr. Duhon and a second by Mr. Hardy, the motion carried by Board vote.

PERMISSION TO ADVERTISE

Mr. Dellafosse read the following items:

A. Energy Management/HVAC Maintenance Contract/General Funds

On a motion by Mrs. Ballard and a second by Mr. Duhon, the motion carried by Board vote.

B. Disposal and Payment of Used Tire Casings/Transportation Department

On a motion by Mr. Hardy and a second by Mr. Caldarrera, the motion carried by Board vote.

BID REPORTS

Mr. Dellafosse read the following items:

A. E-Rate Year 18 (2015-2016)/Technology Department

Technology Department is requesting approval for E-Rate Yr. 18 (15-16) on the following bids:

Category 1

318-C	Cellular	Proposals were received from Sprint, T-Mobile, AT&T and Verizon Wireless	Bid awarded to Sprint for lowest price meeting specifications
318-A	POTS (plain old telephone service) 235 lines 63 locations	Proposals were received from Jive, Suddenlink, AT&T and SkyRider Communications	Bid awarded to AT&T for lowest price meeting specifications
318-W	POTS – Carlyss Area	Proposals were received from Jive, Suddenlink, AT&T and Cameron Communications	Bid awarded to Cameron Communications for lowest price meeting specifications
318-E	POTS – DeQuincy Area	Proposals were received from Jive, Suddenlink, AT&T and Centurylink	Bid awarded to Centurylink for lowest price meeting specifications
318-P	PRI	Proposals were received from Suddenlink, Hunt Telecom and AT&T/Bell South	Bid awarded to AT&T/BellSouth for lowest price meeting specifications
318-IA	Internet Access	Proposals were received from Suddenlink and Hunt Telecom, LLC	Bid awarded to Suddenlink for lowest price meeting specifications
318-OO	WAN-hi-spd ntwk	Suddenlink	Existing 5 yr. (14-16) contract with Suddenlink

On a motion by Mrs. Ballard and a second by Mr. Caldarera, the motion carried by Board vote.

B. BID 2015-38 – Chicken Products for Food Service Department

ALL BIDS WERE POSTED ON WWW.CENTRALBIDDING.COM AND WWW.CPSB.ORG

BID 2015-38 – CHICKEN PRODUCTS FOR FOOD SERVICE DEPARTMENT was opened on January 8, 2015 at 10:00 a.m.

BIDS WERE SENT TO THE FOLLOWING VENDORS:

DIAMOND FOODS
LACASSAGNE'S
PON FOODS
REINHART
WILLIAM-GEORGE

BID RESULTS AS FOLLOWS:

DIAMOND FOODS	\$47,945.60
PON FOODS	\$46,568.80

THE STAFF RECOMMENDS AWARDDING TO PON FOODS AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.

On a motion by Mr. Hayes and a second by Mr. Hardy, the motion carried by Board vote.

CORRESPONDENCE

Mr. Dellafosse read the following items:

A. Change Order Number Three (3) for the project, "J.I. Watson New Middle School," Bid #2014-06OCm DS #25 Bond Funds; Moss Architects, Inc., Designer; Miller & Associates Dev. Co., Inc., Contractor; *Increase* of \$24,748.87 and *Increase* of seven (7) days.

On a motion by Mr. Natali and a second by Mr. Hardy, the motion carried by Board vote.

B. Change Order Number One (1) for the project, "Phase 1 New Ball Fields, Site Clearing and Dirt Work, Phase 2, Construction of Ball Fields," 2013 Bond Issue Improvements, District #26, Vinton High School; Ellender Architects & Associates, LLC, Designer; Pat Williams Construction, LLC, Contractor; *Increase* of \$131,865.62 and *Increase* of Twenty (20) days.

On a motion by Mr. Guidry and a second by Mr. Hardy, the motion carried by Board vote.

CONDOLENCES/RECOGNITIONS

Mr. Hayes asked for a letter of condolence to the family of Mrs. Dorothy Donaldson.

Mr. Smith asked for a letter of condolence to the family of Matthew Meche.

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

The family of Mrs. Dorothy Donaldson
The family of Mr. Chris Roy
The family of Mrs. Nettie Fontenot
The family of Mrs. Faye Blackwell
The family of Mrs. Dorothy Broussard
The family of Mr. Franklin Green
The family of Mrs. Jean Jourdan-Smith
The family of Mr. Christopher Foxall
The family of Mr. Frank Meadows

Mr. Dellafosse asked for a letter of condolence to the family of Mrs. Blackwell and mentioned that he would like to see the cast of the LaGrange Shrek production come before the Board.

Mr. Hardy recognized Mrs. Kim Dellafosse for being named to a commission by Governor Jindal. He recognized Dean Roberts regarding a recent life saving event that he was involved in.

Mrs. Ballard recognized programs at some schools such as Parent University and Food Pantry Drives.

Mr. Williams recognized the Shrek, Jr. performance at LaGrange High School.

COMMITTEE AGENDA ITEMS

Mr. Hardy asked for information on ACT scores and failing schools and what is taking place to help.

SCHEDULE COMMITTEES

Special Called Board Meeting.....February 11, 2015, 3:00 p.m.
C&I Committee Meeting.....February 26, 2015, 5:00 p.m.

On a motion to adjourn by Mrs. Ballard and a second by Mr. Hayes, the meeting was adjourned at 6:57 p.m.

Mack Dellafosse, President

Karl Bruchhaus, Secretary

Future Committee Items:

Operation Plan for each school, tied to budget

Legislative Updates

Natural gas or propane vehicles

Update of grant positions

Administrative Interns to Assistant Principals

Supplements for High School Counselors

Lesson Plans

Investment Policy

Riverboat Funds Update

ACT Scores

Failing Schools