

Pursuant to LRS 42:19A (1)

Any matter not on the published agenda may be taken up by board only upon unanimous approval of the members present.

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

AGENDA
CALCASIEU PARISH SCHOOL BOARD
3310 BROAD STREET
LAKE CHARLES, LOUISIANA
Tuesday, December 14, 2021
5:00 p.m.

- 1. Prayer and Pledge of Allegiance**– Billy Breaux
- 2. Roll Call**
- 3. Approval of Minutes**
 - A. November 9, 2021
- 4. Presentations**
 - A. Jamey Rasberry, Director of LCMH Sports Medicine
- 5. Superintendent’s Report**
- 6. Executive Session**
 - (None)
- 7. Take Appropriate Action on Executive Session**
 - (None)
- 8. Committee Reports**
 - A. Employee Benefits, December 9, 2021, Damon Hardesty, *Chair*
- 9. Take Appropriate Action**
 - A. Election of CPSB Officers for 2022
 - B. Approval of 2022 Board and Committee Dates
 - C. Approval of 2020-2021 Head Start Annual Report
 - D. Approval of Resolution Approving One-Time Sales Tax Supplement for Active Employees
 - E. Approval of MOU between CPSB and Fire Protection District #1, Ward 8

10. Bid Reports

(None)

11. Hurricane Bid Reports for Ratification

(None)

12. Permission to Advertise

- A. Phase 5/ School District #31 Bond Funds/Auditorium entry lobby and parking additions/Washington-Marion High School

13. Correspondence

- A. Change Order Number Three (3) for the Project, “Renovations to Westlake High School Girls’ Softball Field” District 23 Bond Funds; Barry King, AIA, Architect; GeoSurfaces, Inc., Contractor; *Increase* of fifty-five (55) days.
- B. Change Order Number Four (4) for the Project, “Renovations to Westlake High School Girls’ Softball Field” District 23 Bond Funds; Barry King, AIA, Architect; GeoSurfaces, Inc., Contractor; Decrease of \$117,218.40.
- C. Change Order Number Two (2) for the Project, “Brenda Hunter Head Start Improvements, Phase 3”; District 31 Bond Funds; Bid #2021-08PC; Moss Architects, Inc., Designer; Seth Priola Construction, LLC., Contractor; *Increase* of \$8,546.00 and *Increase* of fifteen (15) days.

14. Condolence/Recognition

15. Schedule Committees

January 25, 2022.....Budget Committee

16. Adjourn Meeting

DATE, TIME, PLACE OF MEETING

The Calcasieu Parish School Board Special Called Meeting was held at 3310 Broad Street, Lake Charles, Louisiana, on Tuesday, November 9, 2021, at 5:00 p.m.

The meeting was called to order by Billy Breaux, President. The prayer and pledge were led by Alvin Smith.

ROLL CALL

The roll was called by Superintendent Bruchhaus and the following members were present: Mack Dellafosse, Dean Roberts, Billy Breaux, Aaron Natali, Annette Ballard, Russell Castille, Alvin Smith, Glenda Gay, Fred Hardy, Damon Hardesty, Bliss Bujard, and Eric Tarver.

Absent: Mark Young, Desmond Wallace, John Duhon

APPROVAL OF MINUTES

A. October 19, 2021 – On a motion to approve by Mr. Roberts and a second by Mr. Tarver, the motion to approve carried on a unanimous vote.

B. October 28, 2021 – On a motion to approve by Mr. Roberts and a second by Mr. Tarver, the motion to approve carried on a unanimous vote.

PRESENTATIONS

A. 4-H student representative, Evan LeBlanc, Washington-Marion High School/
LSU AgCenter Representative Kyndal Comeaux

SUPERINTENDENT'S REPORT

Superintendent's Report – November 9, 2021

- I. You have each received the monthly Head Start report:
 - Read for the Record was held at centers. The book, Amy Wu and the Patchwork Dragon, was read to students.
 - Site Administrators began conducting CLASS Observations in Head Start classrooms.
 - Parenting Partners workshops beginning at multiple sites. Over 20 parents are currently participating in the 8-weeks of combined parenting and leadership skills that empower them to become vital contributors to their children's academic success.
 - Policy Council members attended the October 19th School Board meeting. The Superintendent introduced each member to the Governing Body.

2. You have all received the school population report, showing the student numbers from the end of September, 2021, to October 29, 2021.

3. I would like to report our October 2021, sales tax numbers for our general fund which show collections at \$2,900,407 or 22.4% above budget for the 4th month of the 2021-2022 school year.

- Collections are \$2,862,235 or 22.1 % above collections for the same month last year.
- After four months, collections are \$15,119,494 or 32.1% above budget and \$15,420,057 or 32.9 % above the same period last year.

4. Hurricane Information: Updates were included in your packet on contractor status returning to jobs. Staff is working with CSRS to determine path forward for a bid schedule for remaining projects that will work with cash flow.

COMMITTEE REPORTS

A. A&P Committee, October 26, 2021

Mr. Dellafosse read the following report:

The Calcasieu Parish School Board Administration and Personnel Committee met Tuesday, October 26, 2021, in the Board Room at 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Mr. Dellafosse called the meeting to order at 5:00. The prayer and Pledge of Allegiance were led by Alvin Smith.

Present: Mack Dellafosse, Chair; Committee members, Annette Ballard, Russell Castille, Fred Hardy, Alvin Smith, Desmond Wallace, and Mark Young. Other Board Members present were Glenda Gay and Damon Hardesty.

Absent: Dean Roberts, Vice Chair; Aaron Natali, Eric Tarver, Billy Breaux, Bliss Bujard, John Duhon

Mr. Barrentine presented revisions to the Calcasieu Parish School Board Policies. **Policies JCD – Student Conduct, JD – Student Discipline, JDD – Suspension of Students, JDE – Expulsion, JCDAC – Student Alcohol and Drug Use, JCDAB – Dangerous Weapons, GBC – Recruitment, and GBD-AP – Staff Hiring Admin. Procedure.** There were minor revisions to the language.

On a motion by Annette Ballard and seconded by Desmond Wallace, it was recommended to approve **Policies JCD, JD, JDD, JDE, JCDAC, and JCDAB**. The motion carried by unanimous vote.

On behalf of the committee, Mr. Dellafosse offered a motion to approve the recommendation. The motion carried on a unanimous vote.

On a motion by Desmond Wallace and seconded by Mack Dellafosse, it was recommended to send back to staff to revise **Policies GBC and GBD-AP**. The motion carried by unanimous vote

On behalf of the committee, Mr. Dellafosse offered a motion to approve the recommendation. The motion carried on a unanimous vote.

There being no further business to discuss, on a motion by Desmond Wallace and seconded by Mark Young, the committee adjourned the meeting at 5:53.

The policies mentioned above are available for viewing at the end of the document and as a portion of the Legal Minutes posted at www.cpsb.org.

B. Long Range Planning Committee, October 26, 2021

Mr. Castille gave the following report:

The Calcasieu Parish School Board Long Range Planning Committee meeting was held at 3310 Broad Street, Lake Charles, Louisiana, on Tuesday, October 26, 2021, at 5:00 p.m.

The meeting was called to order by Russell Castille, Chairman. This meeting followed the A&P Committee meeting; the prayer and pledge were led at that meeting.

The roll was called by Superintendent Bruchhaus and the following members were present: Mack Dellafosse, Annette Ballard, Russell Castille, Glenda Gay, Alvin Smith, Desmond Wallace, Mark Young, Fred Hardy, and Damon Hardesty.

Absent: Bliss Bujard, Aaron Natali, John Duhon, Billy Breaux, Dean Roberts, Eric Tarver

Mr. Castille read the following:

A. Consideration of Strategic Planning Consulting Services/Emergent Method

There was much discussion regarding the contracting of Emergent Method for consulting services to facilitate future planning by the CPSB.

On a motion to approve by Mrs. Ballard and a second by Mr. Dellafosse, the motion carried with one nay vote.

On behalf of the committee, Mr. Castille offered a motion to approve. A second was not needed and the motion carried unanimous vote.

B. Consideration of 1-day Board retreat/Location, Time, Date, General Topics

This item was not considered at this time and postponed for future discussion.

On a motion to adjourn by Mr. Hardesty and a second by Mr. Smith, the meeting was adjourned at 6:23 p.m. on a unanimous vote.

TAKE APPROPRIATE ACTION

Mr. Breaux read the following:

A. Approval of Louisiana Compliance Questionnaire

On a motion to approve by Mr. Dellafosse and a second by Mrs. Ballard, the motion carried on a unanimous vote.

This item is available for viewing at the end of this document and as a portion of the Legal Minutes at www.cpsb.org.

BID REPORTS

Mr. Breaux read the following:

Bid #2022-31 – Band Instruments/General Fund/ESSER/District 31 Bond Funds

Mr. Hardy, seconded by Mr. Natali, offered a motion to approve the purchase of band instruments as stated, from General Funds/ESSER/District 31 Bond Funds; discussion began.

Mr. Hardy offered an amendment, to remove the purchase of instruments out of District 31 Bond Funds. After discussion, he asked to remove the amendment. Mr. Hardesty objected to him withdrawing the motion, but the amendment was withdrawn successfully.

Mr. Hardy amended the original motion, with a second by Mr. Dellafosse, to state that funding for the Molo and Washington-Marion instruments would come from the \$50 million allocation. The amendment carried on a unanimous vote. The original motion, as amended, passed on a unanimous vote.

CORRESPONDENCE

Mr. Breaux read the following:

A. Change Order Number Two (2) for the Project, “Renovations to Westlake High School Girls’ Softball Field” District 23 Bond Funds; Barry King, AIA, Architect; GeoSurfaces, Inc., Contractor; *Increase* of \$6,381.60 and *Increase* of two (2) days.

On a motion to approve by Hardesty and a second by Mr. Smith, the motion carried on a unanimous vote.

EXECUTIVE SESSION

- A. Consideration of Auto Claim #CLAS1164681/Attorney Kyle Beasley
- B. Evaluation of Superintendent

On a motion by Mr. Dellafosse, seconded by Mr. Tarver, the Board adjourned into Executive Session on a unanimous vote at 5:56 p.m.

TAKE APPROPRIATE ACTION ON EXECUTIVE SESSION

On the same motions, the Board resumed Regular Session at 6:47 p.m.

- A. Consideration of Auto Claim #CLAS1164681/Attorney Kyle Beasley

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote to approve Auto Claim #CLAS1164681.

Mr. Breaux stated that Superintendent Bruchhaus had achieved a successful evaluation.

CONDOLENCES AND RECOGNITIONS

Mr. Hardy asked for a letter of condolence:

To the family of Mrs. Janet Franklin
To the family of Mrs. Margaret Ebarb
To the family of Reverend Lawrence Miller

NOVEMBER 9, 2021

Mr. Bujard asked for a letter of condolence to the family of Mrs. Margaret Ebarb. He recognized students in the audience from the Educators Rising class.

ADJOURN MEETING

On a motion to adjourn by Mr. Dellafosse and a second by Mr. Bujard, the meeting was adjourned at 6:51 p.m. on a unanimous vote.

William (Billy) Breaux, President

Karl Bruchhaus, Secretary

STUDENT CONDUCT

The Calcasieu Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

STUDENT CODE OF CONDUCT

While the School Board cannot reasonably be expected to develop a *Student Code of Conduct* in such detail as to anticipate every type of misconduct that could possibly occur, the Board shall develop and maintain a *Student Code of Conduct*, which shall enumerate the necessary discipline action to be taken against any student who violates the *Code of Conduct*. It shall be in compliance with all existing policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

The School Board's *Code of Conduct* shall include progressive levels of minor through major infractions and identify corresponding minor through major interventions and consequences. Before an initial referral for a student's expulsion, the *Code of Conduct* shall require the prior administration of interventions in accordance with the minor tiers in the *Code of Conduct*, except in instances where the expulsion referral is the result of accumulated minor infractions in accordance with the *Code of Conduct*, or the underlying incident threatens the safety and health of students or staff. Expulsions shall be reserved

for the major tier of behavioral infractions involving weapons or drugs, or when the safety of students and staff has been put in jeopardy.

The *Code of Conduct* shall also include information detailing the appeal process for expulsion as included in policy *JDE, Expulsion*.

Prior to the beginning of each school year, all schools of the Calcasieu Parish School District shall provide each student, and his/her parent or legal guardian with a *Student Handbook* or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the *Student Code of Conduct* or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, corporal punishment, in-school suspension, suspension from school, assignment to an alternative school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or Board policy.

ORIENTATION/NOTICE

Students shall be informed by school authorities that violations of Board policy and school rules or regulations may result in a range of disciplinary actions including suspension or expulsion. Each school shall plan and conduct an orientation and other meetings within the first five (5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the *Student Code of Conduct* applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools. The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the *Student Code of Conduct*, particularly bullying and similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver's license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm-free zone, as well as the contents of the *Teacher Bill of Rights*. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the *Student Code of Conduct*, and pertinent school rules.

The orientation instruction shall be age appropriate and grade appropriate and take into consideration whether the student is in a regular or special education program.

Any student who does not receive the orientation during the first five (5) days of the school year shall be provided an orientation during the first five (5) days of the student's attendance.

STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12,

shall annually sign a *Statement of Compliance*. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences. Failure by a student and/or parent or guardian to sign the respective *Statement of Compliance* may result in disciplinary action.

Revised: September, 2008
Revised: January, 2013

Revised: July, 2021

Ref: La. Rev. Stat. Ann. "17:223, 17:235.2, 17:416, 17:416.1, 17:416.8, 17:416.12, 17:416.13, 17:416.20; Board minutes, 5-9-06, 10-7-08, 2-5-13.

DISCIPLINE

It is the purpose of the Calcasieu Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

The Calcasieu Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time. Every teacher and other school employee shall endeavor to hold each accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner, in accordance with the School Board's *Student Code of Conduct*.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a student who violates school rules, or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the School Board.

Disciplinary action by a school employee may include, but is not limited to:

1. Oral or written reprimands.

2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.
3. Written notification of parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

VIRTUAL INSTRUCTION

The School Board has made virtual classes available to students in response to the COVID-19 pandemic. Such virtual instruction may be continued thereafter and when school is closed due to inclement weather, disasters, and other emergencies. The provisions of this Policy and those of all student handbooks and codes of conduct shall be applicable to misconduct, whether on-campus, during virtual instruction, on a school bus, on the streets to and from school, or at a school event or activity.

The School Board has extended its on-campus conduct expectations to the virtual classroom, with a few modifications that factor in the home setting. Conduct that is unacceptable and which would lead to the imposition of discipline in the regular classroom is typically unacceptable in the virtual classroom as well. Regardless of the model of instruction, student conduct is governed by La. Rev. Stat. Ann. §17:416 and the *Student Code of Conduct* and/or *Student Handbook*. At the same time, for alleged misconduct which occurs during virtual instruction, school-based administrators shall consider the need for maintaining order and appropriate conduct, the school's interest being impacted, and the student's and family's right to privacy and constitutional rights while at home or in a location that is not school property.

A student and his family shall not waive their constitutional rights by electing virtual instruction. At the same time, students engaging in virtual instruction shall insure that, prior to logging into and during any virtual classroom, the view from their location is free of any object, writing, picture, or other display which, if possessed on school buses, in the classroom, or on school property, would subject the student to disciplinary action.

Students are cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display items, toys, messages, images, or personal property or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that violates the *Student Code of Conduct* and this Virtual Discipline policy may be subject to discipline in accordance with the Student Code of Conduct and this policy.

The following non-exclusive list of behaviors are prohibited in the virtual classroom and may result in disciplinary action:

- Bullying and/or cyberbullying
- The use of harassing or discriminatory language
- Use of obscene language, profanity, inappropriate language, writing or drawings
- Displaying obscene gestures, drawings, images, audios, videos, etc.
- Displaying pornography or nudity whether in a printed or digital context
- Committing lewd or sexual acts or simulations*
- Repeated disruptions of the classroom
- Display of nudity, indecent dress, disrobing, etc.
- Exhibiting disrespect for the teacher or other school personnel
- Interference with the instructional audio or video
- The handling or display of weapons or facsimile weapons
- Use or display of drugs, alcohol, tobacco, or vaping devices
- Cheating on assignments, *ie.* sharing work, answers, etc.
- Divulging confidential information
- Violation of computer/password security
- Violations of the Board's/School's Acceptable Use Policy or Device Contract

* School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not

The context in which student behavior occurs is important, however, and will be taken into consideration by School and District administrators in determining whether there has been a violation of the Code of Conduct. As with all other forms of misconduct, the level of discipline, if any, for violations in a virtual setting will depend upon the age of the student, seriousness of the offense, the disruptive nature of the misconduct, whether the conduct involved violence or the threat of violence, whether the misconduct impacted the safety or orderly environment of the classroom, the student's prior disciplinary record, etc.

STUDENT REMOVAL FROM CLASSROOM

When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct-the teacher may have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee.

Any student removed from class in kindergarten through grade five shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A student

removed from class in grades six through twelve shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

Upon the student being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or his/her designee then shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy to identify and correct the behavior for which the student is being disciplined.

Once removed, the student shall not be readmitted to the classroom until the principal has implemented at least one of the following disciplinary measures:

1. Conferencing with the principal or his/her designee.
2. Referral to counseling.
3. Peer mediation.
4. Referral to the school building level committee.
5. Restorative justice practices.
6. Loss of privileges
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from a classroom, the teacher or the principal or his/her designee may require the parent, or legal guardian of the student to have a

conference with the teacher or the principal or his/her designee before the student is readmitted. Such conference may be in person or by telephone or other virtual means.

Upon the student's *third* removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian may be required prior to the student being readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

For students who experience multiple behavioral incidents or disciplinary referrals, a principal or his designee shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

PARENT CONFERENCES

In any case where a teacher, principal, or other school employee is authorized to **require** the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. *Notice* of the conference, specifying the time and date of the conference, shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.

REPORTS TO PRINCIPAL

Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on the *School Behavior Report/School Bus Behavior Report* form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the School District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

DELINQUENT STUDENTS

Students who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court. Any student that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative educational placement, or transfer to adult education if the student is:

1. Seventeen (17) years of age or older with less than five (5) units of credit toward graduation;
2. Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation; or
3. Nineteen (19) years of age or older with less than fifteen (15) units of credit toward graduation.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

DEFINITIONS

Out-of-school suspension means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

In-school suspension means removing a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the rules for in-school

suspension may be subject to immediate out-of-school suspension.

Detention shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention may subject the student to immediate out-of-school suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the behavior and conduct of the student.

Expulsion (unless otherwise defined as a permanent expulsion by law) shall mean the removal of a student from school for at least one school semester. During an expulsion the Superintendent shall place the student in an alternative school or in an alternative educational placement.

Firearm means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, blackpowder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

Virtual instruction means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

Revised: December, 1990

Revised: December, 1992

Revised: November, 1993

Revised: August, 1994

Revised: September, 1997

Revised: August, 1999

Revised: August, 2003

Revised: September, 2009

Revised: November, 2012

Revised: February 9, 2021

Revised: July, 2021

Ref: 42 USC 12112 et seq. (*Equal Opportunity for Individuals with Disabilities*); La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1, 17:416.13; Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education; Board minutes, 10-14-03, 1-12-10, 2-5-13, 2-9-21.

SUSPENSION OF STUDENTS

The Calcasieu Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a student for a specified period of time in accordance with statutory provisions.

Prior to any out-of-school suspension or assignment to alternative placement, the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. *Notice* shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication or by a certified letter sent to the address shown on the student's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

A student who is suspended for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

No suspended student shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, or legal guardian, court, or other appointed representative responds.

If a teacher, principal, or other school employee is authorized to require the parent, or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

When a student is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and student by the school counselor.

In the event there is no school counselor assigned to that school, the principal may require a conference between the parent, student and all the student's teachers and the principal or other administrator.

Any student, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall upon committing the fourth offense**, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.

A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent. If the property damaged is a school bus owned by, contracted to, or jointly owned by any school board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for the damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

Appeal

Any parent, or legal guardian of a student suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of the out-of-school suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of out-of-school suspension.

Notwithstanding the foregoing, the parent or legal guardian of a student who has been

recommended for expulsion but suspended instead following a hearing conducted by the Superintendent or his/her designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.

The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of the Superintendent or designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

MANDATORY SUSPENSION

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal or his/her designee shall be required to suspend a student who:

1. is found carrying or possessing a firearm or a knife with a blade two and one-half (2 ½) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal or his/her designee shall immediately recommend the student's expulsion to the Superintendent, for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two and one half (2 ½) inches or longer, the principal may recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two and one half (2 ½) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

Assault or Battery of School Employees

Whenever a student is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the student from school immediately and the student shall be removed immediately from the school premises without the benefit of required out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school-approved cocurricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student 's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

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

CREDIT FOR SCHOOL WORK MISSED

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive the same credit originally available for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher. Each student who has been suspended for ten (10) days or fewer shall receive the missed assignments from each academic teacher. Once the assignments have been issued to the student, the student shall have one (1) school day for each day out due to suspension to complete and submit the work. The teacher shall assess the student's work and the student may receive 100% of the score earned on the assignment.

If a student does not complete the assignment in the allotted amount of time, the student shall receive a zero (0) for the assignments missed due to the suspension.

A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and

shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

SUSPENSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Suspension of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

DEFINITIONS

Definitions of terms used herein shall have the meaning set forth in policy *JD, Discipline*.

Revised: December, 1992
Revised: August, 1994
Revised: December, 1995
Revised: July, 1996
Revised: September, 1997
Revised: August, 1999
Revised: August, 2003
Revised: August, 2005
Revised: September, 2006
Revised: August, 2007

Revised: October, 2009
Revised: November, 2012
Revised: July 16, 2013
Revised: December 8, 2015
Revised: February 9, 2021
Revised: July, 2021

Ref: La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:416.3; Goss v. Lopez, 95 S. Ct. 729 (1973); Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education; Board minutes, 10-14-03, 5-8-06, 2-6-07, 9-4-07, 1-12-10, 7-16-13, 12-8-15, 2-9-21.

EXPULSION

The Calcasieu Parish School Board may expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of state law or the School Board's code of conduct. Prior to any expulsion the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication and additionally by a certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective.

Upon the recommendation for expulsion of a student by the principal a hearing shall be conducted by the Superintendent or his/her designee within fifteen (15) school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. The School Board must provide written notice of the hearing to the student and his/her parent or legal guardian, and the notice shall advise the student and his/her parent or legal guardian of their rights. Notification of the time, date, and place of the expulsion hearing shall be mailed to the parents. Following the hearing, the Superintendent or his/her designee shall notify the parents of the decision rendered.

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student who is expelled for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent shall determine whether such student shall be expelled and the specified period of expulsion, or if other disciplinary action shall be taken. Unless otherwise stipulated by state statutes, the period of expulsion shall not be less than one school semester and may carry over into the next school year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

APPEALS

The parent or legal guardian who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise the decision of the Superintendent shall be final. Such review shall also be available to the parent or legal guardian of a student who was recommended for expulsion but whose discipline was reduced to a suspension. After reviewing the findings of the Superintendent or designee, the School Board may affirm, modify, or reverse the action of the Superintendent or designee.

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

EXPULSION INVOLVING FIREARMS

Any student, age sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, on a school bus or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action.

Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action.

However, the Superintendent may modify the length of the minimum expulsion required in the above paragraphs on a case-by-case basis, provided such modification is in writing.

EXPULSION INVOLVING DRUGS

Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters.

Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event pursuant to a hearing shall be expelled from school for a minimum period of two (2) complete school semesters.

Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be referred to the School Board through a recommendation for action from the Superintendent.

VIRTUAL INSTRUCTION

The provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

ADDITIONAL REASONS FOR EXPULSION

Students may also be expelled for any of the following reasons:

1. Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. Any student who is found carrying or possessing a knife with a blade which equals or exceeds two and one-half (2 ½) inches in length.
3. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.
4. Any student, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall, upon committing the fourth offense**, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.
5. The conviction of any student of a felony or the incarceration of any student in a

juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School Board; such expulsions shall require the vote of ***two-thirds ⅔ of the elected members of the School Board***, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved cocurricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

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

READMITTANCE FOLLOWING EXPULSION

Required Parent Conference

In each case of expulsion, the school principal, or his or her designee, shall contact the

parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by sending a certified letter to the address shown on the student's registration card. Also, additional notification may be made by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

Readmittance After All Expulsions

Any student expelled may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the School Board. Readmission to school on a probationary basis shall be contingent on the student and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the student from school premises and returned to the school system's alternative school setting without benefit of a hearing or other procedure upon the principal or Superintendent determining the student has violated any term or condition of the agreement. Immediately thereafter, the principal or designee shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.

Readmittance After Expulsion for Firearms, Knives, Weapons, or Drugs

In addition to the readmittance provisions for all expulsions stated above, a student that has been expelled for possessing on school property or on a bus, a firearm, knife, or other dangerous weapon, or possessing or possession with intent to distribute or distributing, selling, giving, or loaning while on school property or a school bus any controlled dangerous substance shall not be enrolled or readmitted to any regular public school of the school system on a probationary basis prior to the completion of the period of expulsion at the school system's alternative education setting until the student produces written documentation that he/she and his/her parent or legal guardian have enrolled and participated or is participating in an appropriate rehabilitation or counseling program

related to the reason(s) for the student's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.

Review of Records

A student who has been expelled from any school in or out of state shall not be admitted to a school in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for readmittance, the student shall provide to the School Board information on the dates of any expulsions and the reasons therefor. Additionally, the transfer of student records to any school or system shall include information on the dates of any expulsions and the reasons therefor.

CREDIT FOR SCHOOL WORK MISSED

A student who is expelled and receives educational services at an alternative school site shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was expelled.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Expulsion of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

DEFINITIONS

Definitions of terms used herein shall have the meaning set forth in policy *JD, Discipline*.

Revised: October, 1995
Revised: July, 1996
Revised: September, 1997
Revised: August, 2003
Revised: August, 2007
Revised: September, 2008
Revised: September, 2009

Revised: November, 2012
Revised: September, 2009
Revised: December 8, 2015
Revised: February 9, 2021
Revised: July, 2021

Ref: 18 USC 921 (*Firearms – Definitions*); 20 USC 7151 (*Gun-Free Schools Act*); La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:2092; Goss v. Lopez, 95. S. Ct. 729 (1973); Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education); Board minutes, 10-14-03, 9-4-07, 10-7-08, 1-12-10, 2-5-13, 12-8-15, 2-9-21.

STUDENT ALCOHOL AND DRUG USE

The Calcasieu Parish School Board is dedicated to providing an age-appropriate, developmentally based drug and alcohol education and prevention program for the students attending public schools. The School Board directs that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, nitrate based inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or School Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The principal shall immediately notify the parents or legal guardian, by telephone, of any student found in violation of this policy. If the parents or legal guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

A substance abuse prevention education program shall be incorporated in to every school, which shall include a committee or prevention team to investigate, research, and report on instances or reports of possession of controlled dangerous substances or alcoholic beverages. The committee or team shall adequately report its findings and make appropriate recommendations for treatment, counseling or other appropriate action to the principal.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the *Substance Abuse Prevention Team* in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the appropriate person at each school, who shall

investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

Referral of Student Required

Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.

If evidence of abuse is found, the principal or his/her designee shall refer the student to an alcohol and drug abuse treatment professional chosen by the student's parent or legal guardian. If it is determined by the professional that the student needs treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

DRUG FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The Calcasieu Parish School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

Revised: November, 2010

Revised: July, 2021

Ref: La. Rev. Stat. Ann. §§14:403.1, 17:405, 17:416, 40:617.1, 40:961, 40:962, 40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1; Board minutes 4-20-93, 2-8-11.

DANGEROUS WEAPONS

The Calcasieu Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception, as permitted by state law.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm or weapon seized to that agency.

Failure to report the detention of the student or seizure of a firearm or concealed weapon by a principal or school official to a law enforcement agency within seventy-two (72) hours may result in a misdemeanor offense with a fine of up to \$500 or a sentence of up to forty (40) hours of community service, or both.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents.

Dangerous weapon means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

Firearm means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, blackpowder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

FIREARM-FREE ZONES

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

Revised: November, 1989
Revised: December, 1992
Revised: November, 1993
Revised: October, 1994

Revised: February 14, 2017
Revised: July, 2021

Ref: 20 USC 7961 (*Gun-Free Requirements*); La. Rev. Stat. Ann. "14:2, 14:95, 14:95.2, 14:95.6, 17:416, 17:416.3, 32:292.1; Board minutes, 10-14-03, 2-14-17.

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Governments)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana state and local government agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed and signed questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J Waguespack, CPA
Louisiana Legislative Auditor

Enclosure

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Government Agencies)

November 2, 2021

Postlethwaite & Netterville, APAC
8550 United Plaza Blvd., Suite 1001
Baton Rouge, Louisiana 70809

In connection with your audit of our financial statements as of June 30, 2021 and for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of June 30, 2021.

PART I. AGENCY PROFILE

1. Name and address of the organization.

Calcasieu Parish School Board
PO Box 800
Lake Charles, LA 70602

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

Student Count: 27,584

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

A list of requested information is attached to this document

4. Period of time covered by this questionnaire.

July 1, 2020 through June 30, 2021

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

F.S. 17:51

6. Briefly describe the public services provided.

The school board provides elementary and secondary education for all children attending public schools in the parish.

7. Expiration date of current elected/appointed officials' terms.

12/31/2022

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$250,000 have been publicly bid.

B) All material and supply purchases exceeding \$30,000 have been publicly bid.

Yes [X] No [] N/A []

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [X] No [] N/A []

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [X] No [] N/A []

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:

A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).

2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that defined the authority of the chief executive and administrative officers to make budgetary amendments within various budget classifications without approval by the governing authority, as well as those powers reserved solely to the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).

8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).

9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

Yes No N/A

B. State Budget Requirements

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

Yes No N/A

C. Licensing Boards

1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.

Yes No N/A

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.

Yes No N/A

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes No N/A

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes No N/A

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes No N/A

16. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No N/A

17. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No N/A

18. We have remitted all fees, fines, and court costs collected on behalf of other entities, in compliance with applicable Louisiana Revised Statutes or other laws.

Yes No N/A

19. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes No N/A

PART VI. MEETINGS

20. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes No N/A

PART VII. ASSET MANAGEMENT LAWS

21. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes No N/A

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

22. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes No N/A

PART IX. DEBT RESTRICTION LAWS

23. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes No N/A

24. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes No N/A

25. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes No N/A

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

26. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes No N/A

27. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes No N/A

28. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes No N/A

PART XI. ISSUERS OF MUNICIPAL SECURITIES

29. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes No N/A

PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

30. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the auditor, R.S. 48:758.

Yes [] No [] N/A []

School Boards

31. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.

Yes [X] No [] N/A []

32. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes [X] No [] N/A []

33. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Class Size Characteristics

We have also, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules, and recognize that although the schedules will not be included in the agreed-upon procedures report, the content of the schedules will be tested and reported upon by school board auditors in the school board performance measures agreed-upon procedures report:

- Education Levels of Public School Staff
- Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Public School Staff Data: Average Salaries

We understand that the content of the first two schedules will be tested and reported upon together.

Yes [X] No [] N/A []

Tax Collectors

34. We have complied with the general statutory requirements of R.S. 47.

Yes [X] No [] N/A []

Sheriffs

35. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

Yes [] No [] N/A []

36. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

Yes [] No [] N/A []

District Attorneys

37. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes [] No [] N/A []

Assessors

38. We have complied with the regulatory requirements found in R.S. Title 47.

Yes [] No [] N/A []

39. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [] No [] N/A []

Clerks of Court

40. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [] No [] N/A []

Libraries

41. We have complied with the regulations of the Louisiana State Library.

Yes [] No [] N/A []

Municipalities

42. Minutes are taken at all meetings of the governing authority (R.S. 42:20).

Yes [] No [] N/A []

43. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).

Yes [] No [] N/A []

44. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).

Yes [] No [] N/A []

Airports

45. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.

Yes [] No [] N/A []

46. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).

Yes [] No [] N/A []

47. All project funds have been expended on the project and for no other purpose (R.S. 2:810).

Yes [] No [] N/A []

48. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).

Yes [] No [] N/A []

Ports

49. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.

Yes [] No [] N/A []

50. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).

Yes [] No [] N/A []

51. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).

Yes [] No [] N/A []

52. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

Yes [] No [] N/A []

53. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).

Yes [] No [] N/A []

Sewerage Districts

54. We have complied with the statutory requirements of R.S. 33:3881-4159.10.
Yes [] No [] N/A []

Waterworks Districts

55. We have complied with the statutory requirements of R.S. 33:3811-3837.
Yes [] No [] N/A []

Utility Districts

56. We have complied with the statutory requirements of R.S. 33:4161-4546.21.
Yes [] No [] N/A []

Drainage and Irrigation Districts

57. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts);
R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or
R.S. 38:2101-2123 (Irrigation Districts), as appropriate.
Yes [] No [] N/A []

Fire Protection Districts

58. We have complied with the statutory requirements of R.S. 40:1491-1509.
Yes [] No [] N/A []

Other Special Districts

59. We have complied with those specific statutory requirements of state law applicable to our district.
Yes [] No [] N/A []

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you and the Legislative Auditor any known noncompliance that may occur subsequent to the issuance of your report.

Secretary _____ Date

Treasurer _____ Date

President _____ Date

ITEM 8.A.

Employee Benefits Committee

The meeting was held after the agenda was printed, so the Minutes will be available prior to the CPSB meeting on December 14.

Item 9.B.

2022 Board Dates

2022 Committee Dates (TENTATIVE- Based on Need)

<u>January 11</u>	<u>January 25 (already approved)</u>
<u>February 8</u>	<u>February 22</u>
<u>March 15</u>	<u>March 29</u>
<u>April 12</u>	<u>April 26</u>
<u>May 10</u>	<u>May 24</u>
<u>June 14</u>	<u>June 28</u>
<u>July 12</u>	<u>July 26</u>
<u>August 9</u>	<u>August 23</u>
<u>September 13</u>	<u>September 27</u>
<u>*October 11</u>	<u>October 25</u>
<u>November 15</u>	<u>November 17</u>
<u>December 13</u>	<u>December 15</u>
<u>January 10, 2023</u>	<u>January 24, 2023</u>

***October 11th date is tentative, depending on 2022-23 school calendar.**

Meetings are all the second Tuesday of the month, except for March and November

Calcasieu Parish School Board
Head Start Annual Report
2020-2021

“ Providing High Quality Early Childhood Education for All Families”



Karl Bruchhaus, Superintendent

Dr. Michelle L. Joubert, Early Childhood Director

Mack Dellafosse, School Board Member

Jamesha Roy, Policy Council President



Calcasieu Parish School Board Members

Member	District
Aaron Natali	1
Fredman Hardy	2
Glenda Gay	3
Annette Ballard	4
Mark Young	5
Dean Roberts	6
Mack Dellafosse	7
Eric Tarver	8
Damon Hardesty	9
Alvin Smith	10
Bliss Bujard	11
Russell Castille	12
Billy Breaux	13
Desmond Wallace	14
John Duhon	15

Federal Head Start Grant Funds

\$ 2,941,557

Public and Private Funds

\$ 734,702

Budget Expenditures

Salaries & Benefits	\$2,351,906
Contractual	\$30,326
Purchased Property	\$2,159
Other Purchase	\$28,303
Supplies	\$471,764
Equipment	\$6,215
Other	\$1,930
T & TA	\$46,204
Covid Contractual	\$2,750
TOTAL	\$2,941,557

Proposed Budget

Category	Budget
Salaries	\$2,446,096
Benefits	\$922,508
Contractual	\$82,587
Purchased Property	\$ 2,159
Other Purchase	\$37,841
Supplies	\$622,432
Equipment	\$ 6,500
Other	\$ 5,500
T & TA	\$46,204
Covid 19 One Time Funds	\$395,463
TOTAL	\$4,567,290

Financial Audit
100%

Total Number of Children and Families

Funded Enrollment	450
Total Number of Children Served	382
Total Number of Families Served	349
Total Number of Eligible Children	382
Total Number of Over-income Children	0

Monthly Enrollment and Daily Attendance

Month	Funded Enrollment	Enrollment	Percentage
August 2020	450	closed	closed
September 2020	450	closed	closed
October 2020	450	298	66%
November 2020	450	317	70%
December 2020	450	329	73%
January 2021	450	318	70%
February 2021	450	329	73%
March 2021	450	339	75%
April 2021	450	323	71%
May 2021	450	320	71%

Parental Involvement

Parent Training	Center Activities
Literacy Workshops- Choosing good books, Read Aloud, Promoting Early Language and Literacy Development, Financial Literacy, Reading with Dads	Classroom Volunteer Opportunities: Curriculum, Parent-Teacher Conferences, Home Visits
STEM Workshops	Field Trips, Center Projects
Affordable Health and Housing, Legal Issues: Child Support, Child Custody, Divorce, Marriage	Center Parent Committee Meetings, Parent-Child Activities
Policy Council Training	Quarterly Policy Council Meetings
Potty Training	Health Services Advisory Committee Meetings
Tax Preparation, Employment/Job Skills, Childhood Obesity	Head Start Transition Meetings
Health and Nutrition, Mental Health and Stress	Head Start School Readiness Goals
Health Literacy: Key to Understanding and Using Health Information: Injury Prevention, Healthy Eating, Prenatal Care, Play and Stay Healthy	Male/Father Engagement
Parenting Partners Workshop (8 sessions)	Family Partnership and Goal Setting Parent Interviews
Stages of Child Development, Child Discipline	Well-Child Health Parent Interviews
Parenthood, Domestic Violence	Family Literacy Night
Mommy and Me Safe Baby Sleep	Christmas Bingo/Parent Training
Job Search/Job Training Skills	Breast Cancer Awareness
School Readiness	Male Involvement-Fatherhood
Oral Health, Fatherhood, Single Parenting and Foster Parenting	Pastries and Parents, Community Fest, Science Night

Health Summary

Student Health Summary	Student Percentage
Medical Examinations completed	67%
Dental Examinations completed	64%
Immunizations up-to-date	89%
Dental Treatment Needed	1%
Children with Asthma	2%
Iron Deficiency Anemia	1%
Vision Referrals	1%
Families receiving Medicaid	90%
Families with private benefits	0
Families receiving military benefits	0

Positive Outcomes can be attributed to the following:

- **Early Intervention health screening**
- **Individualized Health Plan**
- **Parent Interviews (Exit interviews after screening in May/June and Well-child Health Care Conference in August)**
- **Medical and Dental Partnerships with community agencies to establish medical and dental homes for Head Start families**
- **Positive relationships with community providers and Head Start Health Services Staff**

Transitions to Pre-Kindergarten

“The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children’s learning, and schools are ready for children.” The Calcasieu Parish Head Start program provides a comprehensive focus on physical, cognitive, and social and emotional development, all of which are essential to children becoming ready for kindergarten.

The Calcasieu Parish Head Start program has an integrated curriculum in place that addresses the essential domains of school readiness in the Head Start and Early Learning Framework. Child level assessment data is collected and entered three times a year through the use of the assessment tool Teaching Strategies Gold. The information collected is shared with the parents twice a year. Parental partnerships are encouraged that promotes an understanding of the child’s progress, provide support, and encourage learning. There is also ongoing communication with the local schools to exchange information about the children and programs and to align services for early learning, health, and family engagement.

Calcasieu Parish Head Start students and parents were provided several opportunities to learn about and prepare for the upcoming school year. Parent sessions were held at the Head Start sites to provide information regarding the online registration process. The goal of these meetings was to inform parents with the online registration process. The first online application process was held in April 2021. There were several application submission dates throughout the calendar year. Parents were provided access to computers Monday–Friday from 8:00 a.m. to 3:00 p.m. located at 2001 Russell St.

Families of students that enroll in Head Start are provided with a packet of information about the Head Start program, including a copy of the parent handbook. In addition, parents also attended orientation, open house, parent conferences, and home visits. Families were given the opportunity to visit the classrooms, meet administrators, the family engagement specialists, and other staff involved with the students to ask questions about the program and curriculum. The Head Start program is the beginning for many students on their journey to Kindergarten Readiness.

RESOLUTION

WHEREAS, the Calcasieu Parish School Board has specific sales taxes dedicated to employee salaries and benefits,

AND WHEREAS, it is the desire of the Calcasieu Parish School Board to use the excess sales taxes dedicated and accumulated in the General Fund to provide a one-time salary supplement to active employees of the Calcasieu Parish School Board for services rendered in the fiscal year 2021-2022 and is to be paid on the December 17, 2021, regularly scheduled pay date,

AND WHEREAS, an employee is defined as an individual actively working full-time or part-time in their respective position and employed by the Calcasieu Parish School Board on December 1, 2021, (excludes board members and substitute labor),

AND WHEREAS, this supplement is being provided conditioned on employees completing their respective scheduled days to be worked for the 2021-2022 fiscal year and any employee not fulfilling this requirement is subject to having the supplement prorated by the Superintendent and surrendering any portion not earned,

THEREFORE BE IT RESOLVED, that all employees based on the teachers' salary schedule shall be paid a gross supplement of \$5,445 and all other personnel shall be paid a gross supplement of \$3,810 with one-half of the appropriate supplement paid to employees classified as part-time, and that any exceptions to the preceding definitions and rules will be resolved by the Superintendent and that said supplement is to be paid on the December 17, 2021, regularly scheduled pay date,

AND BE IT FURTHER RESOLVED that requests by employees to make a change to their federal withholding form W-4 or state withholding form L-2 received after November 30, 2021, will not be honored until January 3, 2022.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

And the resolution was declared adopted on this, the 14th day of December, 2021.

Karl Bruchhaus
Secretary

William Breaux
President

**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 \$3,300 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 \$1,500 between degrees ranged from \$147 at BA w/14 to \$2,907 at PHD w/25.

1997-98 \$1,084 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
\$2,000 One-Time Local Supplement

2001-02 \$2,060 State raise to all levels of teacher salary schedule
\$1,500 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 \$1,300 Supplement

2004-05 State \$1,300 Raise
State \$309 Raise
One Additional Step To Teacher Schedule For All Degees
Local \$942 One-Time Supplement

2005-06 State & Local \$747 Raise

2006-07 State \$1,500 Raise
Local \$2,200 One-Time Supplement
Local \$1,500 One-Time Supplement

2007-08 State \$4,696 Raise
Local \$304 Raise
Local \$1,700 One-Time Supplement

2008-09 State \$1,019 Raise
Local \$1,250 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

2015-16 Local \$4,000 Raise (funded by new 1/2 cent sales tax)
Local \$1,100 One-Time Supplement

2016-17 Local \$1,450 One-Time Supplement

2017-18 Local \$2,850 One-Time Supplement

2018-19 Local \$3,000 One-Time Supplement

2019-20 State \$1,000 Raise
2019-20 Local \$4,550 One-Time Supplement

2020-21 Local \$2,500 One-Time Supplement-Dec.20
2020-21 Local \$1,460 One-Time Supplement-Mar.21

**Calcasieu Parish School Board
History of Support Salaries**

1991-92 \$388 Local One-Time Supplement

1992-93 1.65% Raise With Cap of \$542

1993-94 No Increase.

1994-95 No Increase.

1995-96 Raises of 10% not less than \$1,200 for full time

1996-97 State \$150 One Time Supplement - One Additional Local Step To Each Schedule

1997-98 State Raise \$350 Per Schedule

1998-99 State \$300 One-Time Supplement

1999-00 No Increase.

2000-01 Local \$350 One-Time Supplement
Local \$500 One-Time Supplement
State \$328.78 One Time Supplement

2001-02 Local \$500 Raise to all support schedules
Local \$300 One-Time Supplement

2002-03 State \$477 One Time Supplement
Local \$350 One-Time Supplement
Local \$300 One Time Supplement

2003-04 State \$477 Raise
Local \$300 Raise
Local \$500 One-Time Supplement

2004-05 Local \$800 One-Time Supplement

2005-06 No Increase.

2006-07 State \$500 Raise
Local \$1,700 One-Time Supplement
Local \$1,000 One-Time Supplement

2007-08 State \$1,000 Raise
Local \$500 Raise
Local \$1,700 One-Time Supplement

2008-09 State \$1,000 One-Time Supplement
Local \$1,250 One-Time Supplement

2009-10 No Increase.

2010-11 No increase.

2011-12 No increase.

2012-13 Local \$800 One-Time Supplement

2013-14 Local \$300 One-Time Supplement

2014-15 Local \$550 One-Time Supplement

2015-16 Local 10% salary schedule increase
Local \$750 One-Time Supplement

2016-17 Local \$1,000 One-Time Supplement

2017-18 Local \$2,000 One-Time Supplement

2018-19 Local \$2,100 One-Time Supplement

2019-20 State \$500 Raise
2019-20 Local \$3,185 One-Time Supplement

2020-21 Local \$1,750 One-Time Supplement-Dec.20
2020-21 Local \$1,020 One-Time Supplement-Mar.21

This worksheet is intended <u>only</u> as a calculation of estimated probable costs!		\$30.14	\$0.00	\$1.33	\$28.81
		Total minus \$20M		COMPASS	Available
Sales Tax Supplement Cost Estimate - FY22		Tchr Sched Based Employees		All Other Employees	
		3,960	Prior year-2 Suppl	2,770	Prior year-2 Suppl
		Supplement		Supplement	
		\$ 5,445	Current year	\$ 3,810	Current year
		Supp. Cost	Benef. Cost	Supp. Cost	Benef. Cost
4601	Districtwide Total all employees	16,394,895	4,461,461	6,044,565	1,918,748
		20,856,356		7,963,313	
		Total Cost --->		28,819,669	

Notes & recommendations:

Dec. 2021 sales tax supplement is recommended to be \$5,445 for those employees tied to the teacher's salary schedule and all others to be \$3,810; to be paid on Dec. 17, 2021, with employment determination date of December 1, 2021. SI and CFO determined that approx. \$28.81M was available as Sales Tax Surplus funds from the 1995 tax and the 2015 tax combined considering the \$20M board approved S/T funds reservation at the end of fiscal year 6/30/21. SI & CFO determined that approximately \$28.81M could be used to pay supplement considering long-term concerns of MFP funding, future Sales Tax collections, uncertainty of Hurricane recovery and the \$20M board approved S/T funds reservation. Also considered was the payment of approx. \$1.33M in COMPASS stipends in October 2021 from surplus S/T funds.

**Memorandum of Understanding
Between
Fire Protection District No. 1 of Ward 8 and Calcasieu Parish School Board**

The following Memorandum of Understanding is entered into by and between Fire Protection District No. 1 of Ward 8 (hereinafter referred to as "Fire District") and the Calcasieu Parish School Board (hereinafter referred to as "CPSB") to allow the Fire District to temporarily use an area of property directly south and adjacent to property currently authorized for use by the Fire District pursuant to a Joint Services Agreement currently in force until 2099 between the two parties.

Points of agreement are as follows:

- The Fire District shall be allowed to temporarily use an area of property (approximately 104 feet x 60 feet) directly south and adjacent to property currently authorized for use under the same terms, conditions and provisions as the existing Joint Services Agreement while repairs are made to Fire District structures damaged by Hurricane Laura in August 2020,
- The Fire District will be allowed to construct a concrete slab and other necessary structures on said property according to its specifications to allow for parking of Fire District fire fighting vehicles and equipment,
- Upon expiration of this M.O.U., any improvements made to the property shall remain in place and become property of the school board and authorization for use shall cease absent any agreement to the contrary,
- The point of contact for the Fire District shall be its duly authorized secretary and the point of contact for the CPSB shall be its Chief Financial Officer.

This memorandum of understanding shall remain in full force and effect for a period of three (3) years from the date executed by both parties or until such time as the property is no longer needed for use by the Fire District and the CPSB is so notified.

Thus done and signed,

William T. Breaux, President
Calcasieu Parish School Board

Walter P. Mallet, President
Fire Protection District No. 1 of Ward 8

Date

Date

Item 12. A.

REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description: Phase 5- Auditorium Entry Lobby & Parking Additions Washington Marion
High School

Funds: School District # 31 Bond Funds

Designer:
Ellender Architects & Associates , LLC

Advertise: To be determined

Karl Bruchhaus, Secretary
Calcasieu Parish School Board

Cc: Bourne, Heath

Item 13. A.

CHANGE ORDER

03

PROJECT NAME: RENOVATIONS TO WHS GIRLS' SOFTBALL FIELD
1000 GARDEN DRIVE
WESTLAKE, LOUISIANA 70669

CONTRACT INFORMATION:
 Contract For: General Construction
 Contract Date: February 18, 2021

CHANGE ORDER INFORMATION:
 Change Order Date: November 5, 2021
 Change Order Number: 03
 CO Request Number: weather delays

OWNER:
 Calcasieu Parish School Board
 3310 Broad Street
 Lake Charles, Louisiana 70615

ARCHITECT:
 King Architects, Inc
 1312 Sampson Street
 Westlake, Louisiana 70669

CONTRACTOR:
 GeoSurfaces, Inc
 7080 St Gabriel Avenue, Suite A
 St Gabriel, Louisiana 70776

THE CONTRACT IS CHANGED AS FOLLOWS:
 (Insert a detailed description of the change(s) and attach the itemized breakdown.)

ORIGINAL CONTRACT SUM	\$	<u>1,291,000.00</u>
NET CHANGES BY PREVIOUS CHANGE ORDERS	\$	<u>-239,400.00</u>
CONTRACT SUM PRIOR TO THIS CHANGE ORDER	\$	<u>1,051,600.00</u>
CONTRACT SUM WILL BE <u>STAY THE SAME</u> BY THIS CHANGE ORDER - <u>DETAILS ATTACHED</u>	\$	<u>0.00</u>
NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER	\$	<u>1,051,600.00</u>
CONTRACT TIME WILL BE <u>INCREASED</u> BY <u>55</u> DAYS.		
REVISED CONTRACT COMPLETION DATE:		<u>January 23, 2022</u>

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

RECOMMENDED:

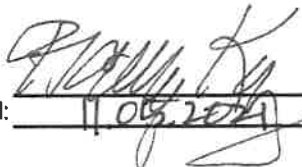
ACCEPTED:

APPROVED:

ARCHITECT
 Barry King, AIA
 King Architects, Inc.

CONTRACTOR
 Charles Dawson
 GeoSurfaces, Inc

OWNER
 Calcasieu Parish School Board

By: 
 Dated: 11.05.2021

By: 
 Dated: 11/9/21

By: _____
 Dated: _____

CHANGE ORDER

04

PROJECT NAME: RENOVATIONS TO WHS GIRLS' SOFTBALL FIELD
1000 GARDEN DRIVE
WESTLAKE, LOUISIANA 70669

CONTRACT INFORMATION:
 Contract For: General Construction
 Contract Date: February 18, 2021

CHANGE ORDER INFORMATION:
 Change Order Date: November 22, 2021
 Change Order Number: 04
 CO Request Number: -

OWNER:
 Calcasieu Parish School Board
 3310 Broad Street
 Lake Charles, Louisiana 70615

ARCHITECT:
 King Architects, Inc
 1312 Sampson Street
 Westlake, Louisiana 70669

CONTRACTOR:
 GeoSurfaces, Inc
 7080 St Gabriel Avenue, Suite A
 St Gabriel, Louisiana 70776

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change(s) and attach the itemized breakdown.)

ORIGINAL CONTRACT SUM	\$	<u>1,291,000.00</u>
NET CHANGES BY PREVIOUS CHANGE ORDERS	\$	<u>-239,400.00</u>
CONTRACT SUM PRIOR TO THIS CHANGE ORDER	\$	<u>1,051,600.00</u>
CONTRACT SUM WILL BE <u>DECREASED</u> BY THIS CHANGE ORDER - <u>DETAILS ATTACHED</u>	\$	<u>-117,218.40</u>
NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER	\$	<u>934,381.60</u>
CONTRACT TIME WILL BE <u>STAY THE SAME</u> BY <u>0</u> DAYS.		
REVISED CONTRACT COMPLETION DATE:		<u>January 23, 2022</u>

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

RECOMMENDED:

ACCEPTED:


APPROVED:

ARCHITECT
 Barry King, AIA
 King Architects, Inc.

CONTRACTOR
 Charles Dawson
 GeoSurfaces, Inc

OWNER
 Calcasieu Parish School Board

By: 
 Dated: 11/27/21

By: 
 Dated: 11/24/21

By: _____
 Dated: _____

KING

ARCHITECTS, INC

November 22, 2021

Mr. Harold Heath, Construction Manager
Calcasieu Parish School Board
3310 Broad Street
Lake Charles, Louisiana 70615

RE: RENOVATIONS TO WHS GIRLS' SOFTBALL FIELD
KAI PROJECT NO.: 1619A3

Dear Harold:

I am now submitting a fourth Change Order for the above referenced project due to a typo error. There will be a deduction in Project Construction Cost of \$117,218.40. I truly apologize for this oversight.

If you have any questions pertaining to this matter, please feel free to contact me.

Sincerely,



Barry King, A.I.A.

/rc

Item 13. C.

CHANGE ORDER

Change Order No: 2

Date: December 6, 2021

Project: Brenda Hunter Head Start
Improvements - Phase III

Project No: MA2003 Bid No.: 2021-08PC

To: Calcasieu Parish School Board

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

The Original Contract Sum \$2,207,000.00

Net Change by Previous Change Orders \$37,534.00

Contract Sum Prior to this Change Order \$2,244,534.00

Contract Sum will be **increased** by this Change Order: \$8,546.00

New Contract Sum including this Change Order \$2,253,080.00

Contract Time will be **increased** by this Change Order: 15 Days

Revised Contract Completion Date April 4, 2022

RECOMMENDED

ACCEPTED

APPROVED

Moss Architects, Inc.
(Designer)

Seth Priola Construction, LLC
(Contractor)

Calcasieu Parish School Board
(Owner)

3221 Ryan Street, Ste B
Lake Charles, LA 70601

6116 W. Myrtle Bay Drive
Lake Charles, LA 70605

3310 Broad Street
Lake Charles, LA 70615

By: 

By: 

By: _____

Date: 12/6/21

Date: 12/6/21

Date: _____

PROPOSED CHANGE ORDER ITEMS

Date: December 6, 2021

Project: Brenda Hunter Head Start - Improvements - Phase III

Project #: MA2003

Change Order #: 2

1) Excavate back approx. 40' of existing electrical service pipe, lower existing service pipe to get below the new storm drainage piping, backfill, and compact soils.

Add: \$8,546.00

Total Amount Added This Change Order: \$8,546.00

Total Days Added This Change Order: 15

NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
RESIGNATION				
Broussard, Leah	Clerk B1-3	T S Cooley	12/31/2021	Personal Reason
Fontenot, Brandon	Teacher	T H Watkins	12/3/2021	Accepted job outside of education
Gidlow, Leigh	Teacher	Dequincy Primary	11/3/2021	Personal Reason
Guidry, Christina	Teacher	Positive Connections	11/30/2021	Personal Reason
Guillory, Hannah	Para	Westwood	11/9/2021	Personal Reason
Hall, Morgan	Teacher	Dequincy Primary	1/3/2022	Spouse Transferred
Sittig, Kylee	Para	Headstart	10/20/2021	Personal Reason
RETIREMENT				
Cobb, Donald	Plumber	Maintenance	11/19/2021	
Crum, Dawn	Teacher	Henry Heights	12/17/2021	
Kunzweiler, Katherine	Teacher	Starks	5/27/2022	
Lanza, Rebecca	Teacher	S J Welsh	11/29/2021	
RETIRE-REHIRE TERM				
Williams, James	Teacher	Ray D Molo	1/8/2022	
MATERNITY LEAVE				Due Date:
Barr, Khenni	Teacher	Moss Bluff Middle	1/17/2022 to 3/21/2022	1/18/2022
Chafin, Ashlyn	Teacher	Combre-Fondel	1/3/2022 to 2/28/2022	1/3/2022
Chatman, Lauren	Teacher	S P Arnett	12/15/2021 to 1/27/2022	12/15/2021
Couvillion, Lindsey	Teacher	F K White	11/15/2021 to 1/20/2022	11/25/2021
Hurley, Allison	Teacher	LeBleu Settlement	1/24/2022 to 3/07/2022	1/26/2022

Jones, Tara	Teacher	W T Henning	1/17/2022 to 3/14/2022	1/22/2022
Schaefer, Kerri	Teacher	Sulphur	1/26/2022 to 3/14/2022	1/26/2022
Toups, Melissa	Teacher	F K White	1/03/2022 to 3/07/2022	12/20/2021
WAIVE ACT 715				
EXITING/DROP RETIREMENT				
Augustine, Esther	Teacher	Pearl Watson	12/17/2021	
Johnson, Carolyn	Bus Driver	W W Lewis	2/11/2022	
Knight, Stephanie	Teacher	John J Johnson	3/15/2022	
Miller, Anthony	Custodian	Moss Bluff	12/30/2021	
Prince, Tammy	Bus Driver	Vinton Middle	5/27/2022	
PROFESSIONAL SABBATICAL				
Fontenot, Mary	Teacher	CPAS	01/07/2022 to 05/27/2022	
Hebert, Adrienne	Teacher	S J Welsh	01/07/2022 to 05/27/2022	
MEDICAL SABBATICAL				
Fontenot, Laura	Teacher	S J Welsh	01/07/2022 to 05/27/2022	
Foreman-Adaway, Nicole	Principal	M J Kaufman	01/07/2022 to 05/27/2022	
Snyder, Michael	Teacher	Washington Marion	01/07/2022 to 05/27/2022	
Taylor, Margaret	Program Facilitator	SPED Middle/High	01/07/2022 to 05/27/2022	
Thibodeaux, Nicole	Teacher	Combret-Fondel	01/07/2022 to 05/27/2022	
LEAVE WITHOUT PAY				
Hazi, Jami	Café Tech	LeBlanc	12/06/2021 to 05/27/2022	

Hebert, Amelia	Teacher	Bell City	11/29/2021 to 12/17/2021	
Nisby, Nancy	Bus Driver	Nelson	01/07/2022 to 05/27/2022	

APPROVED 11/30/2021

Robert Sarantini