

**AGENDA
CALCASIEU PARISH SCHOOL BOARD
3310 BROAD STREET
LAKE CHARLES, LOUISIANA
Tuesday, March 13, 2018**

- 1. Prayer – Aaron Natali**
- 2. Pledge of Allegiance – Rayven Hebert/Starks High School**
- 3. Roll Call**
- 4. Approval of Minutes**
 - A. February 6, 2018
- 5. Presentations**
 - A. Presentation of Winner of “*From the Classroom to a 5K*” T-shirt design contest/Skylar Giardina, Risk Manager
- 6. Superintendent’s Report**
- 7. Committee Reports**
 - A. A&P Committee, February 27, 2018/Eric Tarver, *Chair*
 - B. Long Range Planning Committee, February 27, 2018, Russell Castille, *Chair*
 - C. Employee Benefits Committee, March 6, 2018/Billy Breaux, *Chair*
- 8. Take Appropriate Action**
 - A. Approval of Resolution to retain outside special counsel Stutes & Lavergne Law Firm regarding tax appeal by Marton Roofing Industries, Ltd.
 - B. Approval of Resolution providing for issuance of \$20,000,000 +/- General Obligation Bonds/District 31
 - C. Approval of Redesign 2 Grant for Eligible Persistently Struggling Schools
 - D. Approval of CPSB Head Start Program Grant
 - E. Approval of Renewal of 3rd Party Administrator Services for Worker Comp/General Liability/Automobile Insurance Coverage
 - F. Approval of Resolution supporting the creation of the Louisiana Task Force on Teacher Shortage
 - G. Resolution Approving Hearing Date and Notice of Charges against Dustin Cradeur, Bus Operator

9. Bid Reports

- A. Approval of E-Rate Yr. 21 (18-19)/General Funds
- B. Bid #2018-11PC Limestone Stacking Drive at A.A. Nelson Elementary School/General Funds/Champeaux, Evans, Hotard, Designer
- C. Bid #2018-11PC New Drop Off, Pick-up Canopy at A.A. Nelson Elementary School/General Funds/Champeaux, Evans, Hotard, Designer
- D. Bid #2019-04 Pre-packaged School Supplies/McKinney-Vento Homeless Student Act Program
- E. Bid #2019-05 School Uniforms/McKinney-Vento Homeless Student Act Program
- F. Bid #2019-12 Security Guard Services/General Funds
- G. Renewal for 2018-2019 School Year/Magazines for Libraries RNL-1/General Funds
- H. Sprinkler System Inspections RNL-1/General Funds/Hagemeyer-Vallen
- I. Plumbing Contract Services RNL-1/General Funds/Various Contractors
- J. Electrical Contract Services RNL-1/General Funds/Various Contractors
- K. General Repair Contract Services RNL-1/General Funds/Various Contractors

10. Permission to Advertise

- A. Ralph Wilson Elementary/Interior and Exterior Improvements/District 31 Bond Funds
- B. DeQuincy High School Auditorium Roof Replacement/General Funds
- C. Washington-Marion High School Phase 1-Exterior Upgrades/District 31 Bond Funds
- D. Molo Middle School Phase 1 – Exterior Upgrades/District 31 Bond Funds
- E. Clifton Elementary Phase 1- Exterior Upgrades/District 31 Bond Funds
- F. J.J. Johnson Elementary/ Interior and Exterior Improvements/District 31 Bond Funds
- G. Pearl Watson Elementary/Interior and Exterior Improvements/District 31 Bond Funds

11. Correspondence

- A. Change Order Number Two (2) for the Project, “Gillis Elementary Drainage Improvements,” Sales Tax District #3 Funds, Bid #2018-04PC; *Increase* of nine (9) days; Moss Architects, Inc., Designer; Keiland Construction, Contractor.

12. Executive Session/Take Appropriate Action Following

- A. Consideration of Auto Claim #6407579/Attorney Wesley Romero
- B. Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices

13. Condolences/Recognitions

14. Schedule Committees

March 27, 2018..... Budget Committee, 5:00
C&I Committee (to follow)

15. Adjourn Meeting

February 6, 2018

DATE, TIME, PLACE OF MEETING

The Calcasieu Parish School Board meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Tuesday, February 6, 2018, at 5:00 p.m.

The meeting was called to order by Mack Dellafosse, President. The prayer was led by Ron Hayes. The Pledge of Allegiance was led by Ty Royer, a student at DeQuincy High School.

ROLL CALL

The roll was called by Superintendent Bruchhaus and the following members were present: Billy Breaux, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy, Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad Guidry, Russell Castille, Wayne Williams, and Aaron Natali.

APPROVAL OF MINUTES

Mr. Hayes, with a second by Mr. Breaux, offered a motion to approve the Minutes of January 18, 2018. The motion carried on a unanimous vote.

SUPERINTENDENT'S REPORT

Mr. Bruchhaus gave the following report:

1. Board Members have received the January school population report.
2. All Board Members have received the January Head Start Report.

Program Governance

- Policy Council meeting was held on January 20, 2018. The following items were approved:
 - ✓ December 11th Policy Council Minutes
 - ✓ December's Director's Report
 - ✓ December's Attendance Report
 - ✓ December's Financial Report
- Policy Council members attended the Calcasieu Parish School Board Budget Committee Meeting on January 23, 2018. The following items were discussed:
 - ✓ Financial Audit

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Program Operations

- Enrollment – 453
- 2018-2019 Calcasieu Early Childhood Coordinated Enrollment begins Monday, March 12th and will end Friday, March 28, 2018. This is the first round of applications to be accepted for the 2018-2019 school year.

3. I would like to report our current sales tax numbers for our general fund which show January, 2018, collections at \$5,175,505 or 35.1 % above budget for the seventh month of the 2017-2018 year.

Collections are \$5,153,497 or 34.9 % above collections for the same month last year.

Collections for the 2017-2018 year after seven months are \$36,829,579 or 40.8 % over budget and \$36,927,243 or 41 % over the same time period last year.

4. It may seem early, but just a reminder to all Board Members that your Louisiana Ethics Administration Annual Financial Disclosure Statement for 2017 is due May 15, 2018.

5. Congratulations 2017-18 Middle School Forensics Champions!

Sweepstakes Winners:

1 st Place: S.J. Welsh	Coach: Susan Chenet	
2 nd Place: W.W. Lewis	Coach: Janet Ritchie	
3 rd Place: Moss Bluff	Coaches: Deena Best, Savannah Foreman, & Deanna Brounkowski	
4 th Place: DeQuincy	Coach: Ginny Bailey	

Individual Winners:

Prose

1st Whitney Nguyen- SJ Welsh
2nd Joshua Anderson- SJ Welsh
3rd Stephen Cyr- Moss Bluff
4th John Michon- Lewis

Poetry

1st Katelyn Bonnette- SJ Welsh
2nd Everett Battin- DeQuincy
3rd Shontenaisha Manual- SJ Welsh
4th Christiansen Abney- Oak Park

Dramatic Interpretation

1st Lauren Barnes- Lewis
2nd Allonah Ashworth- Moss Bluff

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3rd Madelyn England- Moss Bluff

4th Lexie LaBove- Lewis

Humorous Interpretation

1st Emma Juhala -SJ Welsh

2nd Cohen Dugas- Lewis

3rd Nigil Ashworth;-Moss Bluff

4th Allie Benoit-Lewis

Duo Interpretation

1st Haddie Poole/Rebekah Lomex- SJ Welsh

2nd Zakiah Simon/Mariah Joseph-SJ Welsh

3rd Brady Labbie/Ethan Moss- Lewis

4th Felicia Aaron/Lashondria Abney- Oak Park

Debate

1st Hannah Marcantel- DeQuincy

2nd DeMaria Johnson- Oak Park

3rd T'Mia Green- Molo

4th Jissit de la Rosa- Lewis

Original Oratory

Original Oratory

1st Abigail Nolan- SJ Welsh

2nd Alonnie Celestine- SJ Welsh

3rd Jeremiah Victorian- Oak Park

4th Jabob Bertrand- DeQuincy

COMMITTEE REPORTS

Mr. Dellafosse read the following items:

A. C&I Committee/January 23, 2018/Annette Ballard, *Chair*

Mrs. Ballard gave the following report:

The Calcasieu Parish School Board Curriculum and Instruction Committee met Tuesday, January 23, 2018 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana.

Committee Members Present: Annette Ballard; Chair, Fredman Hardy; Vice Chair, Aaron Natali, Glenda Gay, Dean Roberts, Alvin Smith, Russell Castile, Wayne

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Williams, John Duhon.

Other Board Members Present: Mack Dellafosse, Ron Hayes, Eric Tarver, Damon Hardesty, Chad Guidry, and Billy Breaux.

The C&I Committee Meeting was called to order at 5:00 pm. by Annette Ballard, Chairman. A quorum was present. The prayer was led by Mr. Hayes and Mr. Guidry led the pledge of allegiance.

Mr. Campbell introduced the first item on the agenda, which was a recommendation to create a K-5 STEM Magnet School at E.K. Key Elementary. After a brief description of the events leading up to the recommendation, Mr. Campbell introduced Ms. Laura LeDoux, Principal of E.K. Key Elementary, who then presented a PowerPoint presentation to the committee explaining how the school would be structured and the academic advantages a K-5 STEM Magnet Academy would provide for its students.

Following the presentation, a motion was made by Mr. Guidry and seconded by Mr. Hardy to accept staff's recommendation to create a STEM magnet school for grades K-5 at E.K. Key Elementary that would serve students meeting the enrollment requirements from all elementary schools that feed Westlake, Sulphur, Vinton, Starks, and DeQuincy High Schools.

After a lengthy discussion, a motion was made by Mr. Dellafosse and seconded by Mr. Duhon to amend the motion as follows:

All students across Calcasieu Parish, provided they meet testing guidelines will be allowed entry into the K-5 Magnet School at E.K. Key. After much discussion, a call for question was asked for by Mr. Dellafosse and seconded by Mr. Tarver. The amendment failed as follows:

YEAS – 6

NAYS – 9

The original staff recommendation to approve the K-5 STEM Magnet School at E.K. Key Elementary was then voted on and was approved by the following margin:

Yeas: 14

Nays: 1

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On behalf of the committee, Mrs. Ballard offered a motion to approve the recommendation; a second was not needed. On a vote, the motion carried. There was one abstention.

The next item on the agenda called for the approval of a tuition funded option for all ineligible Pre-K applicants for the 2018-2019 school year as well as permission to hire a fiscal officer for collection and recordkeeping of tuition payments. Mr. Campbell gave a brief overview of action taken by the Board pertaining to Pre-K enrollment the previous year and their request for staff to present a tuition-based option for ineligible Pre-K students for the 2018-19 school year. Mr. Campbell then introduced Dr. Joubert, the CPSB Early Childhood Director, who presented a PowerPoint presentation that gave an overall analysis of the current Pre-K enrollment. Dr. Joubert also presented to the Board the cost per classroom to serve ineligible students and the amount of tuition per student it was projected to take to fund a tuition-based program at no cost to the district. The enrollment criteria and procedure for the 2018-2019 school year was also explained as well as the the need to hire a fiscal officer for bookkeeping and collections.

A motion was made by Mr. Hayes and seconded by Mr. Dellafosse to approve staff's proposal to create a tuition funded option for ineligible Pre-K applicants for the 2018-19 school year at a cost of \$650 per month and for permission to hire a fiscal officer for collection and recordkeeping of tuition payments.

Public input was then received from the following people through Blue Cards:

Jolene Constance

Emily Dalfrey

Darol King

Kendrea Smith

Tanya Gilley

Leah Mayeaux

Jill Fox

Melisa Crumpler

Erica Kleven

Schuyler Olivier

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A motion was then made by Mr. Tarver and seconded by Mr. Guidry to amend the motion by removing the hiring of a fiscal officer. After discussion this amendment passed unanimously.

After much discussion, Mr. Guidry offered an amendment to the original motion to change the tuition from \$650 to \$400 per month. Mr. Smith seconded the motion.

After a brief discussion, Mr. Breaux made a motion to amend Mr. Guidry's motion to raise the cost of tuition from \$400 to \$550 per month and Mr. Hardesty seconded that motion.

After a lengthy discussion, Mr. Guidry said he would like to withdraw his amendment and let Mr. Breaux's amendment stand. By unanimous consent the Board agreed to withdraw Mr. Guidry's amendment in favor of Mr. Breaux's amend to set the tuition at \$550 per month.

After a great deal of discussion, a motion was made by Mr. Tarver and seconded by Mr. Dellafosse to further amend the original motion by limiting the number of ineligible Pre-K students to 400 seats across the district, where room is available with a minimum of 16 students in each classroom. The amendment passed with

YEAS – 13

NAYS – 2

The final motion as amended to give the staff permission to create a tuition based program that would serve up to 400 ineligible Pre-K students at a cost to parents of \$550.00 per month, pending available classrooms and teachers with a minimum of 16 students per classroom carried unanimously.

Mrs. Ballard offered the motion to approve, on behalf of the committee. A second was not necessary. Mr. Castille, with a second by Mr. Guidry, made a motion to amend the original motion to state that we should revert back to the way it was done this past year and that CPSB would open the program for 400 students and pay the school board's price of \$1,800,000, based on

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**last year's calculation of 180 students allowed to go at \$810,000.
The motion failed on a roll call vote:**

Yes: Mr. Castille, Mr. Guidry, Mr. Smith

**No: Mrs. Ballard, Mr. Breaux, Mr. Dellafosse, Mr. Duhon,
Mrs. Gay, Mr. Hardesty, Mr. Hardy, Mr. Hayes, Mr. Natali,
Mr. Roberts, Mr. Tarver, Mr. Williams**

On a vote, the original motion passed unanimously.

Mr. Campbell then presented the Board with the proposed 2018-2019 District School Calendar. A motion to approve the proposed calendar was made by Mr. Dellafosse and seconded by Mr. Hayes.

Public comment was received through Blue Cards from the following people:

Teri Johnson

After a short discussion the committee agreed unanimously to adopt the recommended school calendar for the 2018-19 school year.

On behalf of the committee, Mrs. Ballard offered a motion to approve the recommendation; a second was not needed. On a vote, the motion carried.

There being no further business to discuss, Mrs. Ballard requested a motion to adjourn at 8:37 p.m. which was offered by Mr. Hayes and seconded by Mr. Tarver.

B. Budget Committee/January 23, 2018/Damon Hardesty, *Chair*

Mr. Hardesty gave the following report:

The Calcasieu Parish School Board Budget/Fiscal Management Committee met, Tuesday, January 23, 2018, in the Board Room, 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Mr. Hardesty called the meeting to order at 8:45 p.m. and Mr. Bourne called roll.

Present: Damon Hardesty - Chairman, John Duhon - Vice Chairman, committee members Annette Ballard, Glenda Gay, Chad Guidry, Fred Hardy, Aaron Natali, Dean Roberts and

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Secretary, Wilfred Bourne. Other Board members present were Russell Castille, Ron Hayes, Mack Dellafosse, Wayne Williams and Alvin Smith.

Absent: Eric Tarver and Billy Breaux

Mr. Hardesty requested an amendment to the agenda by moving Item #5 to the A/P Committee Meeting on February 27, 2018. On a motion by Mr. Dellafosse, seconded by Mr. Guidry, the agenda item was removed.

Mr. Bourne first presented an extensive review of the Comprehensive Annual Financial Report. The 2017 fiscal year had a General Fund surplus of \$20,690,273 after transfers and special items. The General Fund had a total ending fund balance of \$92,152,153 with \$55,434,701 (16.1%) unassigned. Freddy Smith CPA, Partner, and Don McLean CPA, Audit Manager with Postlethwaite and Netterville our external auditing firm, presented the audit results for the School Board's CAFR for the fiscal year ending June 30, 2017. The School Board received an unmodified, clean audit opinion with one finding – non financial.

The Comprehensive Annual Financial Report has been submitted to the Association of School Business Officials International and the Government Finance Officers Association for national awards. The report has received certificates of excellence in financial reporting from the Association of School Business Officials International for the past 34 years and certificates of achievement for excellence in financial reporting for the past 29 years from the Government Finance Officers Association.

Mr. Duhon left the meeting at 9:00 p.m.

On motion by Mr. Dellafosse, seconded by Mr. Roberts, the 2016-2017 Comprehensive Annual Financial Report, Single Audit Report, Management Report, and Sales Tax Agency Audit Report were approved as presented.

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

The next item presented was school audits. Mr. Foster, Internal Auditing Director, briefly discussed several school audits and recommended that the following audits be approved: Bell City High, Brentwood Elementary, Combre- Fondel Elementary, Sam Houston High, Iowa High, J.F. Kennedy Elementary, Moss Bluff Middle, Sulphur High, Extended Day Programs at Cypress Cove Elementary, Henry Heights Elementary and Moss Bluff Elementary. While there were no significant deficiencies noted during the reviews, Internal Control Exception Reports ("ICER") were distributed to the related schools to address exceptions and ensure corrective action.

On motion by Mr. Dellafosse, seconded by Mr. Hayes, the school audits and extended programs reviews were approved as presented.

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

Mr. Smith left the meeting at 9:05 p.m.

Mr. Bourne then gave a current update on the status of Pod Project 10. Five Pods are near completion, three are currently in progress, one has the slab poured, three have the Pads formed and one will not start until the completion of the first Pod at the same location. This was presented as information only and did not require any action.

Mr. Bourne then discussed the fiscal year 2017 per pupil expenditure analysis for the General Fund. This was presented as information only and did not require any action.

There being no further business to discuss, on motion by Mr. Hardy and seconded by Mr. Hayes the committee adjourned the meeting at 9:38 p.m.

TAKE APPROPRIATE ACTION

Mr. Dellafosse read the following items:

A. Approval of revised 2017-2018 calendar (due to inclement weather, adding back March 12 In-Service Day as a school day)

The calendar reflecting the change is posted on our website. On a motion to approve by Mr. Hayes and a second by Mr. Tarver, the motion carried.

B. Approval of Resolution to retain outside special counsel regarding tax appeal by First Flight Holdings, LLC, and CCB Industrial Solutions, LLC

RESOLUTION

WHEREAS, the Calcasieu Parish School Board administers and collects within the Parish of Calcasieu, sales and use tax both individually and as agent for various political subdivisions;

WHEREAS, a dispute and protest has arisen in connection with an assessment of taxes due by First Flight Holdings LLC and CCB Industrial Solutions LLC;

WHEREAS, First Flight Holdings LLC and CCB Industrial Solutions LLC has filed a petition with the Board of Tax Appeals in lieu of filing suit;

WHEREAS, there exists a real necessity involving the public interest for the Calcasieu

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Parish School Board to be represented by special counsel in the appeals petition proceedings and any subsequent litigation; and

WHEREAS, the Calcasieu Parish School Board desires to retain Stutes & Lavergne Law Firm as special counsel for the Calcasieu Parish School Board in connection with the appeals petition proceedings and any subsequent litigation.

NOW, THEREFORE, BE IT RESOLVED, that Stutes & Lavergne Law Firm is hereby retained as special counsel for the Calcasieu Parish School Board in connection with the above appeals petition proceedings and any subsequent litigation, subject to the Attorney General Fee Schedule.

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

BID REPORTS

Mr. Dellafosse read the following items:

A. Gillis Elementary Improvements, Phase I, Sales Tax District #3 Funds,
Bid Number 2018-07PC, Moss Architects, Inc., Designer

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

DATE: January 30, 2018

DESCRIPTION:

Gillis Elementary Improvements- Phase 1

FUNDS: Sales Tax District # 3 Funds

BID NUMBER: 2018-07PC

DESIGNER: Moss Architect, Inc.

CONTRACTOR	BASE BID	ALT. # 1	ALT. # 2
Civil Construction Company	No Bid		
	\$3,597,000.0	\$145,950.0	\$103,500.0
Gunter Construction	0	0	0
John D. Myers	NO Bid		
	\$3,227,000.0	\$131,000.0	\$100,000.0
Keiland Construction	0	0	0

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New Start Builders	No Bid			
	\$3,340,000.0	\$131,000.0	\$104,000.0	
Pat Williams Construction	0	0	0	
Shannon Smith Construction	No Bid			
	\$3,305,800.0	\$127,100.0		
Trahan Construction	0	0	\$97,900.00	
Central Auction House	No Bid			
The Committee recommends award of the contract to:				

Keiland Construction

BASE BID AND ALTERNATE NO. 1 & ALTERNATE 2 IN THE AMOUNT OF:

Three Million Four Hundred Fifty Eight Thousand and no/100

as the lowest qualified bidder meeting specifications.

DESCRIPTION OF ALTERNATES:

ALTERNATE #1: Provide all computer furniture (desk, chairs, & accessories) for computer labs and library furniture as specified

ALTERNATE #2: Provide retractable theater equipment as specified

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

B. College Street Vocational Center Welding Shop Upgrades/Career Development Grant Funds, Bid Number 2018-09PC

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

DATE: January 31, 2018

DESCRIPTION:

College Street Voc Ctr Welding Shop Upgrades

FUNDS: Career Development Grant Funds

BID NUMBER: 2018-09PC

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DESIGNER: Brossett Architect LLC

CONTRACTOR	BASE BID
Gunter Construction , Inc	\$382,000.00
John D. Myers & Associates, Inc.	No Bid
KT Construction, LLC	No Bid
Pat Williams Construction, LLC	\$375,000.00
Sam Istre Construction, Inc.	\$391,000.00
Seth Priola Construction, LLC	\$363,000.00
Shannon Smith Construction, LLC	\$418,000.00
Trahan Construction, LLC	No Bid
Central Auction House	No Bid

The Committee recommends award of the contract to:

Seth Priola Construction LLC

(Base Bid) in the amount of:

Three Hundred Sixty three dollars & no /100

as the lowest qualified bidder meeting specifications.

On a motion to approve by Mr. Breaux and a second by Mr. Hardesty, the motion carried.

C. College Street Vocational Center Plumbing and Electrical Shop Upgrades,
Career Development Grand Funds, Bid Number 2018-08PC

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

DATE: February 1, 2018

DESCRIPTION:

College Street Voc Ctr Plumbing/Electrical Shop Upgrade

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FUNDS: Career Development Grant Funds

BID NUMBER: 2018-08PC

DESIGNER: Brossett Architect LLC

CONTRACTOR	BASE BID
Gunter Construction, Inc.	\$111,000.00
John D Myers & Associates , Inc.	\$85,840.00
KT Construction, LLC	No Bid
Pat Williams Construction, LLC	\$109,000.00
Sam Istre Construction, Inc.	\$79,500.00
Seth Priola Construction, LLC	\$99,500.00
Shannon Smith Construction, LLC	No Bid
Trahan Construction , LLC	No Bid
Central Auction House	No Bid

Central Auction House

The Committee recommends award of the contract to:

Sam Istre Construction, Inc.

(Base Bid) in the amount of:

Seventy-Nine Thousand Five Hundred Dollars & no/ 100

as the lowest qualified bidder meeting specifications.

On a motion to approve by Mr. Breaux and a second by Mr. Tarver, the motion carried.

D. Bid #2018-32 Cafeteria Equipment/Food Services Funds

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BID REPORTS:

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

BID 2018-32 CAFETERIA EQUIPMENT was opened on February 6, 2018 @ 10:00AM
EQUIPMENT ASSISTANCE GRANT

BIDS WERE SENT TO THE FOLLOWING:

**ALACK REFRIGERATION
ASSOCIATED FOOD EQUIPMENT
LAFAYETTE RESTAURANT
NOLA RESTAURANT SUPPLY
SW BAR NEEDS**

BID RESULTS AS FOLLOWS:

ALACK REFRIGERATION	\$ 25,325.00 (did not bid all items)
ASSOCIATED FOOD EQPT	\$ 52,011.00 LOW BID
BUCKELEWS	\$ 60,504.36
CHEF DEPOT	\$ 73,025.43
GREAT LAKES	\$100,154.00
LAFAYETTE RESTAURANT	\$ 53,200.00
NOLA RESTAURANT	\$ 43,390.00 (bid was for an alternate item)
SW BAR NEEDS	\$ 71,329.32

The staff recommends awarding Associated Food Equipment all items as the lowest responsible responsive bidder.

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

PERMISSION TO ADVERTISE

A. Combre-Fondel Elementary Improvements – Phase I, District #31 Bond Funds

On a motion to approve by Mr. Hardy and seconded by Mr. Hardesty, the motion carried.

B. Brenda Hunter Head Start Improvements, District #31 Bond Funds

On a motion to approve by Mr. Hardy and seconded by Mr. Hardesty, the motion carried.

C. Copy Paper for CPSB/General Funds

On a motion to approve by Mr. Hardy and seconded by Mr. Duhon, the motion carried.

CORRESPONDENCE

A. Change Order Number Nine (9) for the Project, "CPSB Classroom Pods, Phase X," Project #1715; Champeaux, Evans, Hotard, APAC, Architect; Miller & Associates Dev. Co., Inc., Contractor; Increase of \$12,506.79 (Riverboat Funds) and Increase of Twelve (12) days.

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On a motion to approve by Mr. Duhon and seconded by Mr. Hardy, the motion carried

B. Recommendation of Acceptance for the Project, "Sam Houston High School Demolition of Gym and Associated Spaces," Champeaux, Evans, Hotard Architect; Keiland Construction, LLC, Contractor.

On a motion to approve by Mr. Hardy and seconded by Mr. Duhon, the motion carried

CONDOLENCE/RECOGNITION

Mr. Hardy asked for a thank you to LSU-Ag. Center. He asked for a letter of condolence to the family of Mrs. Betty Dufrene and a letter of condolence to the family of Mrs. Cleo Moffett.

Mr. Hardesty asked for a letter of recognition to the family of Coach Max Caldarera, Sr. and to Mr. Glen Cecchini, both being inducted into the Louisiana Sports Hall of Fame.

Mr. Williams congratulated the students that recently performed at Carnegie Hall.

Mr. Breaux commended Dr. Michelle Joubert on her recent presentation regarding Pre-Kn.

Mr. Dellafosse asked for a letter of condolence to Mrs. Shaalom St. Mary at the loss of her mother in law. He reminded everyone of the upcoming From the Classroom to a 5K run on February 24.

SCHEDULE COMMITTEES

A&P Committee.....	February 27, 2018, 5:00 p.m.
Long Range Planning Committee.....	February 27, 2018 (to follow)
Employee Benefits Committee.....	March 6, 2018, 5:00 p.m.
Board Retreat (Seed Center).....	March 22, 2018, 8:15-1:00
Budget Committee.....	March 27, 2018, 5:00 p.m.
C&I Committee (to follow).....	March 27, 2018

ADJOURN MEETING

On a motion to adjourn by Mr. Smith and a second by Mr. Duhon, the meeting was adjourned at 6:03 p.m.

Mack Dellafosse, President

Karl Bruchhaus, Secretary

CPSB's From The Classroom to a 5K T-shirt design contest:

- **1st Place – Adyson Trahan – 5th grade student at Frasch Elementary**
- **2nd Place – Avery Waldmeier - 5th grade student at TS Cooley Elementary**
- **3rd Place – Rian Keepes - 5th grade student at TS Cooley Elementary**

**Calcasieu Parish School Board
Administration and Personnel Committee Minutes
February 27, 2018**

The Calcasieu Parish School Board Administration and Personnel Committee met Tuesday, February 27, 2018 in the Board room at 3310 Broad Street, Lake Charles, Louisiana. A quorum was present.

Mr. Tarver called the meeting to order at 5p.m. The prayer and Pledge of Allegiance was led by Ron Hayes.

Present: Eric Tarver, Chair, Committee members, Chad Guidry, John Duhon, Damon Hardesty, Dean Roberts, Alvin Smith, Wayne Williams and Shannon LaFargue, Secretary. Other Board Members present Russell Castille, Mack Dellafosse, Ron Hayes and Aaron Natali.

Absent : Annette Ballard, Fred Hardy

Dr. LaFargue discussed Lunching with Law Enforcement.

Recently, the District Attorney's Office, the Calcasieu Parish School Board, and local stakeholders announced new local initiatives regarding the targeting of youth violence. With this in mind, staff is recommending another layer of support to these initiatives. Our recommended initiative is called Lunching with Law Enforcement. This new initiative is a partnership between CPSB's School Nutrition Program and local law enforcement agencies.

Lunching with Law Enforcement will bring law enforcement officers into school cafeterias twice a month to eat lunch with our students. Each agency is invited to send up to two (officers/deputies) per campus on the first and third Thursdays of each month during the school year. Lunch will be provided to (officers/deputies) at no cost. All they will need to do is show up and spend time with our students.

People and agencies working together is what builds a better community. The School Board's goal through *Lunching with Law Enforcement* is to further strengthen the existing relationship between the community we serve and local law enforcement agencies. We are truly better together.

It's been said more than once that raising a child takes a village. We are part of that village for over 33,000 students in our community, and so are the members of the (law enforcement agency).

There was much discussion on the subject.

On a motion by Mack Dellafosse and seconded by Damon Hardesty, it was recommended to approve Lunching with Law Enforcement as presented.

Next, Andrea Matte, Bus Driver Association, spoke on a blue card.

Then, Dr. LaFargue discussed Transportation - Leasing buses and maintenance services vs.

purchasing buses and maintenance services.

At the November 14th, 2017, Board meeting, staff was given permission to look into outsourcing maintenance options for the transportation department. This request by staff and subsequent board approval followed an A to Z look at the Transportation Department which was presented at the October 27, 2017, A & P meeting. After examining current trends in the industry and other parishes utilizing leasing programs, staff would like to discuss leasing buses and maintenance services.

There was much discussion on the subject. This item is for informational purposes only and did not require a vote.

Then, Dr. LaFargue discussed Coaching Supplements – Add one Assistant Coaching Supplement to each High School's allotment.

It is the recommendation of staff that one full-time assistant coaching supplement be added to each high school in the parish.

On a motion by John Duhon and seconded by Damon Hardesty, it was recommended to approve adding one Assistant Coaching Supplement to each High School's allotment as presented.

John Duhon offered a motion to amend to add one Assistant Coaching Supplement at each middle school. Damon Hardesty seconded the motion.

Next, Teri Johnson, Calcasieu Federation of Teachers, spoke on a blue card.

After much discussion it was recommended to approve adding one Assistant Coaching Supplement to each High School and Middle School allotment. On a vote, the motion carried; there was one nay vote.

Then, Dr. LaFargue discussed Perfect Attendance Incentive Program Update. This item is for informational purposes only. For the first semester, 303 (up from 240) teachers qualified for the perfect attendance incentive of \$200. This is a 26% increase in teachers from last year's qualifiers.

Next, Dr. LaFargue discussed Bus Driver Employee Referral Program. This item is for informational purposes only. The Bus Driver Employee Program has produced 16 drivers and has paid referring employees in our district \$10,000 with an additional \$2,000 to be paid out once some of the drivers reach their 6 month mark on the job.

Then, Christa Foolkes, Deaf/Hard of Hearing Consultant, spoke on a blue card.

Next, Dr. LaFargue discussed the Consideration of Amendments to Interpreter Salary Schedules. The problem is the critical shortage of educational interpreters which leaves our students without service providers. The solution would be to provide a salary that will attract qualified interpreters.

On a motion by Mack Dellafosse and seconded by Ron Hayes, it was recommended to approve Consideration of Amendments to Interpreter Salary Schedules as presented.

Then, the next items presented were revisions to Calcasieu Parish School Board policies. Dr. LaFargue presented **Policies DFN, Sale of Buildings and Land, ECA, Authorized Use of Equipment – New Policy, GBC, Recruitment, GBRIB, Sick Leave, IDCJ, Supplemental Educational Services – Recommended for Deletion, IDDH, English Learner Program, IFD, Parent and Family Engagement, IFDA, Parental Rights/Student Rights of Privacy, JR, Student Records, and DFAA, Industrial Tax Exemption – New Policy.** There were minor revisions to the language.

On a motion by Ron Hayes and seconded by Mack Dellafosse, it was recommended to approve Policies **DFN, ECA, GBC, GBRIB, IDCJ, IDDH, IFD, IFDA, JR, AND DFAA,** as presented.

DFN – Sale of Buildings and Land

School Boards may now utilize the services of real estate brokers when selling land and building no longer needed for use by the school Board. With the passage of Acct 249, School Boards have the option of using public auction or sealed bids, or contracting with a licensed real estate broker and appraiser.

FILE: DFN
Cf: DIC, DFM

SALE OF BUILDINGS AND LAND

~~The Calcasieu Parish School Board may sell, or otherwise dispose of, at public or private sale, for cash or on terms of credit, any school site, building, facility, or other property which is not used and, in the judgment of the School Board, is not needed in the operation of any school or schools within the district. Any such sale, lease, or disposal of such school property shall be on such terms and conditions and for such consideration as the School Board shall prescribe.~~

Whenever the Calcasieu Parish School Board determines that any school lands or other immovable property under its control are no longer needed for school purposes and that the best interest of the School Board would be served by the sale of such lands, the School Board shall have authority to dispose of such lands at public auction, under sealed bids, or by a licensed real estate broker.

The School Board may obtain appraisals from up to three (3) Louisiana state-licensed commercial real estate

appraisers to ascertain the current value of the property.

The appraisals shall be obtained within six (6) months prior to conducting the sale of the property.

PROCEDURES

Real estate that has been declared as no longer needed for public school purposes shall be disposed of as outlined below:

1. Sale Utilizing Public Auction or Sealed Bids

- A. At least one (1) real estate appraisal shall be obtained reflecting the fair market value.
 - B. Local governmental authorities shall be notified that such property is no longer needed for school purposes and invited to submit a proposal if there is a need for such property.
 - C. Advertisement for sealed bids shall be published in the School Board's official journal on at least three (3) separate days for at least thirty (30) days prior to the date the land is to be offered for sale, or as otherwise provided for in state law.
 - D. Upon receipt and opening of bids at the time designated, all bids shall be considered by the School Board and the property sold to the highest bidder in accordance with such terms and conditions as the School Board shall determine. The School Board shall reserve the right to reject any and all bids.
- 1) The first time the School Board offers a particular property for sale, the minimum bid shall be eighty-five percent (85%) of the appraised value of the property.
 - 2) If the School Board fails to sell the property because the maximum bid received was not equal to or greater than the minimum bid in item A D 1) above, the School Board may make a second effort to sell the property. The minimum bid for a second effort to sell the same property shall be eighty percent (80%) of the appraised value.
 - 3) If the School Board has twice failed to sell property because the maximum bid received was not equal to or greater than the minimum bid provided above, there shall be no minimum bid at the third effort to sell the property, and the School Board may sell the property to the highest bidder.

2. Sale of School Board Property Utilizing Real Estate Broker

- A. In lieu of public auction or sealed bids, and when it is in the best interest of the School Board, the School Board may contract for the services of a licensed real estate broker to conduct the sale of the property. The licensed commercial real estate broker shall be selected utilizing a request for quotes/qualifications process based on the following minimum qualifications:
 - Licensed within the State of Louisiana;
 - Ability to provide substantial real estate-related analytical data and financial information; and

- Well-established local and regional business relationships and partnerships to promote effective business solutions.
- B. The term of the contract shall not exceed six (6) months. A minimum sale price and a time period within which the sale is to occur shall be specified by the School Board as conditions of the contract. Payment to the real estate broker for conducting the sale shall not exceed five percent (5%) of the sale price and shall be contingent upon completion of the sale in accordance with the terms and conditions of the contract. The School Board shall have the right to cancel the contract at any time for any reason prior to the sale and conduct the sale as otherwise provided by law.
- C. No member or immediate family, as defined in La. Rev. Stat. Ann. §42:1102, of the School Board or legislature shall perform the services of appraiser or real estate broker authorized by this Section.

The deed evidencing act of sale executed by the President of the School Board shall be full and complete evidence of the sale, shall convey a good and valid title to the property sold, and shall have the force and effect of a notarial act.

SIXTEENTH SECTION LANDS

The Calcasieu Parish School Board shall conduct all elections to authorize the sale of sixteenth section land and the funds realized from the sale of such land, after deduction for necessary expenses connected with such elections, shall be promptly forwarded to the state auditor. These funds shall be credited to the general school funds of the School Board.

Revised: November, 2010

Revised and Recoded: January, 2013

Revised: November, 2017

Ref: La. Rev. Stat. Ann. "17:87, 17:87.6, 41:640, 41:891, 41:892; Board minutes, 2-8-11, 2-5-13.

FILE: DFN
Cf: DIC, DFM

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 - 2) If the School Board fails to sell the property because the maximum bid received was not equal to or greater than the minimum bid in item D 1) above, the School Board may make a second effort to sell the property. The minimum bid for a second effort to sell the same property shall be eighty percent (80%) of the appraised value.
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ECA – Authorized Use of Equipment

This new policy allows School Boards, with the use of a cooperative endeavor agreement, to share equipment with another public entity without expending funds for such use.

NEW POLICY

FILE:

ECA

AUTHORIZED USE OF EQUIPMENT

SHARING OF EQUIPMENT BETWEEN PUBLIC ENTITIES

Notwithstanding any other provisions of law to the contrary, the School Board may share equipment with another public entity without having to expend funds for such use, provided that both entities have executed a *cooperative endeavor agreement* for the use of the equipment.

The cooperative endeavor agreement shall set forth in reasonable detail the obligations of the parties and shall:

1. Identify the equipment that will be shared.
2. Explain the use of the equipment and the approximate length of time for use of the equipment by the requesting public entity.
3. Address the responsibility for repairing or replacing the equipment when the equipment becomes inoperable for its intended use due to a mechanical or other breakdown while in the possession of the requesting public entity.
4. Include a hold harmless provision releasing the lending public entity from expenses, damages, or losses arising from the use of the equipment.

When an emergency situation is declared and public entities need to share equipment, the provisions above requiring a cooperative agreement shall not be required, provided the public entities share the equipment in good faith relative to the emergency situation.

PERSONAL USE OF SCHOOL EQUIPMENT

It is the policy of the Calcasieu Parish School Board that no School Board equipment shall be removed or taken home for personal use. Any employee who has a need to take equipment home or to another site for school-

related purposes shall obtain written permission from his/her principal, supervisor, or Superintendent. A copy of the approval shall be maintained on file in the appropriate office for three (3) years. Equipment used in this manner shall be returned to its assigned work location immediately upon completion of usage and the date of return shall be noted on the approval form.

LOANING OF SCHOOL EQUIPMENT

Principals may approve the loaning of items such as tables, chairs, and non-depreciating items to outside school organizations or groups that may be sponsoring a school-related activity on or away from the school campus.

The proper form shall be completed and kept at the school site specifying: item(s) borrowed, date item(s) borrowed, number of each item borrowed, signature of person receiving item(s), date item(s) returned, and signature of person verifying item(s) returned.

TRANSFER OF SCHOOL PROPERTY

When an employee leaves a work site, either through transfer, resignation, or retirement, only personal property items belonging to the employee may be taken from his/her work site. Materials and equipment purchased with School Board or school funds shall remain at the site for which they were purchased.

In the case of items of technology, the building administrator shall inquire to the School Board's Technology Department to determine transfer eligibility for these items. The nature of funding source along with the scope of the project used to obtain this equipment shall determine whether or not certain items may be transferred to another School Board site along with the employee.

In any case, the employee must seek the permission of the building administrator before removing any materials from the site. As usual, should any item be transferred to any other site, the proper disposition sheet(s) shall be completed and forwarded to the inventory specialist for accountability.

Additionally, equipment and/or supplies purchased or fabricated and donated by auxiliary and/or support organizations become the property of the Calcasieu Parish School Board and are therefore governed by this policy.

New policy: November, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 33:4712.17.

FILE:

ECA

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New policy: November, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 33:4712.17.

GBC – Recruitment

A section allowing a district judge or district attorney to approve a recommendation from the superintendent to hire a person who was convicted or plead no contendere to crimes listed in La. Rev. Stat. 15:587, has been removed from this policy.

FILE: GBC
Cf: GBBA, GBD

RECRUITMENT

The Calcasieu Parish School Board shall make a concerted effort to recruit the best qualified applicants available. When vacancies occur in existing positions or when new positions are created, and such positions are not filled by transfer of qualified personnel, the Superintendent or his/her designee shall post notice of the vacancy and shall have the discretion to advertise for certain positions when circumstances warrant.

When filling vacancies in positions of authority or those with policymaking duties, the Superintendent or his/her designee shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent the provisions of state statute. Nothing, however, shall prohibit oral contact prior to a person becoming an applicant or shall prohibit oral contact which may result in a written application or other documents.

APPLICATIONS

Applications submitted for positions within the jurisdiction of the School Board shall be maintained on active status for a period of one (1) year from the date of receipt by the personnel department. Each individual seeking employment shall complete and submit the appropriate application designed for the position sought, and an employee seeking reassignment or promotion shall file the appropriate documents in a timely manner for each position sought.

Disclosure of Information by Applicant

As part of the application process, the School Board shall require the applicant to sign a statement that authorizes the release and disclosure of the following information by the applicant's current or previous employer(s):

1. All actual cases of sexual misconduct with a minor or student by the applicant.
2. All instances of *sexual misconduct with students*, as defined by the Louisiana Board of Elementary and Secondary Education (BESE), and outlined in the *Louisiana Handbook for School Administrators*, Bulletin 741, committed by the applicant, if any, if such employer is/was a city, parish, or other local public School Board.
3. All investigations of sexual misconduct by the applicant with a minor or student that occurred within thirty-six (36) months prior to the applicant's resignation, dismissal, or retirement from employment.
4. All actual or investigated cases of *abuse or neglect* committed by the applicant, if any, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or the Louisiana Special Education Center.

If an investigation determined that a formal allegation of an applicant was inconclusive, unjustified, or otherwise without cause for further formal pursuit, the applicant shall not be required to disclose such information.

The statement shall also request the current or previous employing School Board make available to the School Board, through its Superintendent or his/her designee, within twenty (20) business days of receipt of the request, copies of all documents as contained in the applicant's personnel file maintained by such employer relative to instances of sexual misconduct, if any. Such request for information shall include a copy of the required statement signed by the applicant.

The Superintendent, or principal, with the approval of the Superintendent, may employ any applicant on a conditional basis pending a review of any information obtained pursuant to this request. Permanent employment shall not occur until the information has been satisfactorily verified. However, in accordance with statutory provisions, the Superintendent shall not hire any applicant who does not sign the [release of information statement](#) as required by law.

Any information obtained by the School Board as a result of the [signed release](#) statement and request outlined above shall be used by the Superintendent *only* for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied, is not subject to the state public records statutes, and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

In addition to the above, as part of the application process, the School Board shall request the applicant's performance evaluation results, if applicable. The applicant, once the evaluation results have been received, shall be given an opportunity to review the information received and provide any response or information the applicant deems appropriate.

Finally, the applicant shall grant permission by signing a statement on the application form that permits the School Board to have access to any and all reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer.

Disclosure of Applicant's Records

The name of each applicant for certain positions of authority or those with policymaking duties, the qualifications of such an applicant, and any relevant employment history or experience of such an applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the statutory provisions governing public works.

Bus Operators

All persons, prior to employment as a bus operator with the Board, shall fill out an application form. Each applicant shall complete all prerequisites required by law and Bulletin 119, *Louisiana Student Transportation Specifications and Procedures*, before he/she shall be considered for employment as a bus ~~driver~~ [operator](#) or substitute bus ~~driver~~ [operator](#).

Upon completion of the prerequisites, the applicant's valid application shall be filed in the personnel department for consideration of employment to fill vacancies as they occur. All applications shall be validated each year.

CRIMINAL HISTORY OF APPLICANTS

The Calcasieu Parish School Board shall require, in accordance with state law, applicants for employment with the School Board to submit necessary information regarding their backgrounds. A prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal activities, including arrests, convictions, having pled nolo contendere, or other dispositions, including dismissal of convictions, of any criminal offense, in accordance with La. Rev. Stat. Ann. §15:587.

A standard applicant fingerprint card acceptable to the Louisiana Bureau of Criminal Identification and Information and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing. Any cost associated with fingerprinting or the disclosure of background information on an applicant may be passed on to the applicant.

1. No person who has been convicted of or has plead *nolo contendere* to crimes listed in La. Rev. Stat. Ann. §15:587.1 shall be hired as a teacher, substitute teacher, bus ~~driver~~ operator, substitute bus ~~driver~~ operator, or janitor, or as a temporary, part-time, or permanent school employee of any kind, ~~unless approved in writing by a district judge and the district attorney with jurisdiction in this parish, or if employed on an emergency basis, unless approved in writing by the Superintendent. Any such statement of approval shall be kept on file at all times at the location wherein the employee is assigned and shall be produced upon request by any law enforcement officer.~~
2. For the purposes of reviewing the criminal history of prospective employees, any person employed to provide cafeteria, transportation, janitorial or maintenance services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.
3. Every such prospective employee shall be subjected to fingerprinting and each person's fingerprints shall be submitted to the proper authorities for a criminal history review.
4. A person who has submitted his/her fingerprints may be temporarily hired pending the results of the inquiry, subject to the approval of the Superintendent.
5. Upon the final conviction or upon a plea of *nolo contendere* of any crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74 (criminal neglect of family), any teacher may be dismissed following a review held in accordance with statutory provision.
6. Any other school employee if such employee is convicted of or pleads *nolo contendere* to crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, may be dismissed.
7. A teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within forty-eight (48) hours of conviction or plea.
8. The Superintendent, or principal with the approval of the Superintendent, may reemploy a teacher or other school employee who has been convicted of crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, **only** upon written approval of a district judge and the district attorney who has jurisdiction in this school district, or upon written documentation from the court in which the conviction occurred stating that the conviction had been reversed, set aside, or vacated.

Revised: November, 2006

Revised: June, 2012

Revised: November, 2017

Ref: La. Rev. Stat. Ann. "15:587, 15:587.1, 17:15, 17:24.2, 17:81, 17:81.9, 17:83, 17:430, 17:3884, 23:291, 42:1119, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34; La. Children's Code, Art. 603, 606; Board minutes, 2-6-07, 8-7-12.

FILE: GBC
Cf: GBBA, GBD

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When filling vacancies in positions of authority or those with policymaking duties, the Superintendent or his/her designee shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent the provisions of state statute. Nothing, however, shall prohibit oral contact prior to a person becoming an applicant or shall prohibit oral contact which may result in a written application or other documents.

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Applications submitted for positions within the jurisdiction of the School Board shall be maintained on active status for a period of one (1) year from the date of receipt by the personnel department. Each individual seeking employment shall complete and submit the appropriate application designed for the position sought, and an employee seeking reassignment or promotion shall file the appropriate documents in a timely manner for each position sought.

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Any information obtained by the School Board as a result of the signed release statement and request outlined above shall be used by the Superintendent *only* for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied, is not subject to the state public records statutes, and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

In addition to the above, as part of the application process, the School Board shall request the applicant's performance evaluation results, if applicable. The applicant, once the evaluation results have been received, shall be given an opportunity to review the information received and provide any response or information the applicant deems appropriate.

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The Calcasieu Parish School Board shall require, in accordance with state law, applicants for employment with the School Board to submit necessary information regarding their backgrounds. A prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal activities, including arrests, convictions, having pled *nolo contendere*, or other dispositions, including dismissal of convictions, of any criminal offense, in accordance with La. Rev. Stat. Ann. §15:587.

A standard applicant fingerprint card acceptable to the Louisiana Bureau of Criminal Identification and Information and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing. Any cost associated with fingerprinting or the disclosure of background information on an applicant may be passed on to the applicant.

1. No person who has been convicted of or has pled *nolo contendere* to crimes listed in La. Rev. Stat. Ann. §15:587.1 shall be hired as a teacher, substitute teacher, bus operator, substitute bus operator, or janitor, or as a temporary, part-time, or permanent school employee of any kind.
2. For the purposes of reviewing the criminal history of prospective employees, any person employed to provide cafeteria, transportation, janitorial or maintenance services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.
3. Every such prospective employee shall be subjected to fingerprinting and each person's fingerprints shall be submitted to the proper authorities for a criminal history review.
4. A person who has submitted his/her fingerprints may be temporarily hired pending the results of the inquiry, subject to the approval of the Superintendent.
5. Upon the final conviction or upon a plea of *nolo contendere* of any crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74 (criminal neglect of family), any teacher may be dismissed following a review held in accordance with statutory provision.
6. Any other school employee if such employee is convicted of or pleads *nolo contendere* to crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, may be dismissed.
7. A teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within forty-eight (48) hours of conviction or plea.
8. The Superintendent, or principal with the approval of the Superintendent, may reemploy a teacher or

other school employee who has been convicted of crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, **only** upon written approval of a district judge and the district attorney who has jurisdiction in this school district, or upon written documentation from the court in which the conviction occurred stating that the conviction had been reversed, set aside, or vacated.

Revised: November, 2006

Revised: June, 2012

Revised: November, 2017

Ref: La. Rev. Stat. Ann. "15:587, 15:587.1, 17:15, 17:24.2, 17:81, 17:81.9, 17:83, 17:430, 17:3884, 23:291, 42:1119, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34; La. Children's Code, Art. 603, 606; Board minutes, 2-6-07, 8-7-12.

GBRIB – Sick Leave

Act 227 has made changes to statutory language regarding additional leave provided for disability as a result of physical assault and battery, or physical contact with a student, and provides for certification of such disability. This policy now has a terminology section for different types of employees that are impacted by the policy.

FILE: GBRIB

Cf: EGAA, GBRIBB

SICK LEAVE

The Calcasieu Parish School Board shall grant all employees hired for the school year or longer a minimum of ten (10) days absence per year because of personal illness or other emergencies without loss of pay in accordance with the following schedule:

<u>Months Employed</u>	<u>Sick Leave Days per Year</u>
9	10
10	11
11	11
12	12

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a *teacher* employed by the School Board shall not be allowed any sick leave until he/she reports for duty and actually performs work.

The minimum of ten days of sick leave for an employee shall be based on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, *ten days* sick leave shall be allowed. If an employee begins work in the second month of the school year, *nine days* of sick leave shall be allowed, and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only *three days* of sick leave shall be allowed. The Superintendent and/or his/her designee shall be responsible for developing and maintaining pertinent regulations and procedures governing sick leave.

All other employees (10, 11, and 12 month employees) will be given a minimum of 10, 11, or 12 days which will be based on the employee's hire date. If hired after the appropriate starting time, their sick leave will be prorated from a schedule established by the Personnel Department.

TERMINOLOGY

Statutes governing sick leave for School Board personnel include differing provisions for different categories of employees. For purposes of this policy, the following terminology shall apply:

(information in green moved from below)

Teacher:

A teacher shall mean any person employed by the School Board who holds a valid teaching certificate issued by the Louisiana Department of Education and or any social worker, guidance counselor, or school psychologist employed by the School Board who holds, as applicable, a valid professional ancillary certificate in social work, guidance counseling, or school psychology issued by the Louisiana Department of Education.

Bus Driver

A bus operator shall mean any person employed by the School Board who operates a school bus transporting children under the supervision of the School Board.

School Employee:

A school employee shall mean any person employed by the School Board who is not a teacher or whose employment does not require the holding of a teacher's certificate or who is not employed as a bus driver operator.

The use of the term employee shall include all three categories of personnel.

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a physician certifying such absence upon return to work. In the case of repeated absences of less than six (6) days because of illness, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or School Board, the employee shall be required, at the expense of the School Board, to provide a certificate from a physician specified by the Superintendent or School Board, in order to verify the existence of ~~a medical disability~~ an illness, injury, or medical emergency.

Excuses for employee absences due to illness or injury must be provided on physician's letterhead containing the physician's name, address, and telephone number, typed, printed, or as part of the letterhead. The physician's typed or neatly printed name shall also appear beneath his/her signature. The letter must clearly state the reason for the ~~disability~~ illness or injury, date of the ~~disability~~ illness or injury, and the anticipated return-to-work date.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, and is not entitled to be paid for the days of unauthorized absence and non-performance of duties.

SICK LEAVE FOR EMERGENCIES

Emergencies for sick leave purposes shall be defined by the School Board as:

1. serious illness or disability of immediate family (spouse or children);
2. serious illness or disability of the employee's parents or those to the spouse, brothers and sisters or those of the spouse; or
3. wedding of the employee.

Emergencies not listed shall be considered by the Superintendent.

EXTENDED SICK LEAVE

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has no remaining regular sick leave balance at the time the extended sick leave is set to begin. The initial six-year period of employment shall begin on August 15, 1999 for all teachers and bus ~~drivers~~ operators employed as of that date, on August 15, 2008 for school employees ~~(not a teacher or whose employment does not require a teacher's certificate, or who is not employed as a bus driver)~~ employed as of that date, or on the effective date of employment for those employees employed after the dates above. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused days during any six-year period of employment shall not cumulate or carry forward into the next six-year

period of employment. The balance of days of extended sick leave available shall transfer with the employee from one public school employer to another without loss or restoration of days.

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee.

Any employee on extended sick leave shall be paid **sixty-five percent (65%)** of the salary paid the employee at the time the extended sick leave begins.

Definitions

Child means a biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of an employee standing in *loco parentis* to that ward who is either under the age of eighteen (18) or who is eighteen (18) years of age but under twenty-four (24) years of age and is a full-time student, or who is nineteen (19) years of age or older and incapable of self-care because of a mental or physical disability.

Immediate family member shall mean a spouse, parent, or child of the employee.

Infant means a child under one year of age.

Medical necessity shall be the result of a catastrophic illness or injury, a life-threatening, chronic, or incapacitating condition, as certified by a physician, of the employee or a member of his/her immediate family.

Parent means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.

Extended Sick Leave for Maternity Purposes

Each *teacher* granted maternity leave in accordance with state law and who has no remaining sick leave available may also be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a physician as relating to infant or maternal health.

Gainful Employment Permitted

An employee may undertake additional gainful employment while on extended sick leave, provided **all** of the following conditions are met:

1. The employee can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that the employee has been working for not less than one hundred twenty (120) days prior to the beginning of any period of extended sick leave.
2. The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of the provisions regarding gainful employment may require the employee to return to the School Board all compensation paid during any week of extended sick leave in which the employee worked more than twenty (20) hours and to reimburse the School Board all related employment costs attributable to such period as calculated by the School Board, without any restoration of leave days.

Application Process

On every occasion that a *teacher* uses extended sick leave, a statement from a licensed physician certifying that it is for personal illness relating to pregnancy, illness of an infant, or for required medical visits related to infant or maternal health, or that it is a medical necessity, shall be presented prior to extended sick leave being taken.

On every occasion that a *bus driver operator* or *any other school employee* uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity for the *bus operator or school employee* to be absent for at least ten (10) consecutive work days shall be presented prior to extended sick leave being taken.

The required physician's statement may be presented along with the request for extended sick leave subsequent to the *teacher's* or *school employee's* return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested, provided the request and required documentation is presented within three (3) days after the *teacher* or *school employee* returns to service. However, the School Board or the Superintendent reserves the right to question the validity of the medical certification after the three day period.

If the period an employee is on extended sick leave is anticipated to carry over from one school year to the start of the next school year, another application and physician's statement shall be submitted prior to the start of the next school year in order to be eligible for continued extended sick leave.

(Information in green moved below)

1. ~~Upon review of the application, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as a condition for continued extended sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. In such case, the School Board shall pay all costs of the examination and any tests determined to be necessary. If the physician finds medical necessity, the leave shall be granted.~~
2. ~~If the selected physician disagrees with the original medical certification from the physician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as a condition for continued extension of sick leave, to be examined by a third licensed physician, whose name appears next in the rotation of physicians on a list established by the local medical society and maintained by the School Board or Superintendent. All costs of an examination and any required tests by a third doctor shall be paid by the School Board. The final determination of medical necessity shall be based on the opinion of the third physician.~~
3. ~~The opinion of all physicians consulted in determining medical necessity of the extended sick leave shall be submitted to the School Board or Superintendent in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.~~

SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is *injured and* disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay, and without reduction in accrued sick leave days while disabled as a result of such assault and battery. *The employee* *A teacher* shall be required to provide a certificate from a physician certifying *such injury and incapacitation* *the disability*.

A bus operator or school employee shall be required to present certification of the disability from a physician if the bus operator or school employee is absent for six (6) or more consecutive days as a result of the disability.

Disability, for purposes of this policy, shall mean the inability to perform the essential functions of the job.

The sick leave authorized shall be in addition to all other sick leave authorized herein, shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement, or compensated for in any manner except as set forth above.

The School Board shall not reduce the pay or accrued sick leave of any employee who is absent from his/her duties to seek medical attention or treatment as a result of an injury from assault or battery.

If the employee's physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the employee's leave shall be granted or continued as provided by statute.

If any teacher or school employee, but **not** a bus operator is receiving sick leave as a result of assault or battery as provided in this section and begins receiving retirement benefits, the sick leave provided herein shall cease.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

Any teacher who is ~~injured or~~ disabled while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student, shall receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while ~~injured or~~ disabled as a result of rendering such assistance. Any school employee, but not a bus operator, ~~injured or~~ disabled in a similar manner shall receive up to ninety (90) days of such sick leave. The teacher or school employee shall be required to present a certificate from a physician certifying ~~such injury or the~~ disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

~~If the School Board questions the validity or accuracy of the physician's certification submitted by a teacher, the School Board may require the teacher to be examined by a licensed physician selected by the School Board. Any further review of medical certification shall proceed in the same manner as requests for extended sick leave, which is outlined under Application Process above. The School Board shall pay all costs of any examinations and tests determined to be necessary.~~

The School Board shall not reduce the pay or accrued sick leave of any teacher or school employee who is absent from his/her duties to seek medical attention or treatment as a result of an injury from physical contact with a student.

If the teacher's or school employee's physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the teacher's or school employee's leave shall be granted or continued as provided by statute.

VALIDITY OF PHYSICIAN'S CERTIFICATION

If at any time during the period of certified disability the School Board questions the validity or accuracy of the physician's certification for any type of sick leave request made by a teacher, or for extended leave or leave requested as a result of physical assault or battery made by a bus operator or school employee, the School Board may require the employee to be examined by a licensed physician selected by the School Board.

Any further review of medical certification shall proceed as follows:

(Information in green moved from above)

1. Upon review of the application physician's certification submitted, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as a condition for ~~continued extended~~ taking the applicable sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. ~~In such case, the School Board shall pay all costs of the examination and any tests determined to be necessary.~~ If the physician finds medical necessity or certifies the disability, the leave shall be granted.
2. If the selected physician disagrees with the original medical certification from the physician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as a condition for ~~continued extension of~~ taking the applicable sick leave, to be examined by a third licensed physician, whose name appears next in the rotation of physicians on a list established by the local medical society and maintained by the School Board or Superintendent. ~~All costs of an examination and any required tests by a third doctor shall be paid by the School Board.~~ The final determination of medical necessity or certification of a disability shall be based on the opinion of the third physician.
3. In the determination of the validity of a physician's certification, the opinion of all physicians consulted in ~~determining medical necessity of the extended sick leave~~ shall be submitted to the School Board or Superintendent in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

The School Board shall pay all costs of any examinations and tests determined to be necessary.

SICK LEAVE/WORKERS' COMPENSATION

Should any *teacher* become injured or disabled while acting in his/her official capacity, other than by assault, the *teacher* shall be entitled to appropriate worker's compensation benefits and/or sick leave benefits, at the *teacher's* option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the *teacher* was receiving at the time of injury or disability. The *teacher* shall be required to present a certificate from a physician certifying such injury or incapacitation.

VESTING OF SICK LEAVE

All sick leave accumulated by a *teacher* or *school employee*, but *not a bus operator*, shall be vested in the *teacher* or *school employee* by whom such leave has been accumulated. In the event of the transfer of a *teacher* or *school employee* from one school system to another in Louisiana, or upon the return of such *teacher* or *school employee* to the same school system within five (5) years or such longer period that may be approved by the School Board

to which the *teacher or school employee* returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the *teacher or school employee*, such vested leave which remains unused or for which the *teacher or school* employee has not been compensated directly or transferred such days for retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of *teacher or school employee*.

PAYMENT UPON RETIREMENT OR DEATH

Upon the retirement of any employee, or upon the employee entering or upon the employee's death prior to retirement, the School Board shall pay the employee or his/her heirs or assigns, for any unused sick leave, not to exceed twenty-five (25) days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the Calcasieu Parish School Board who participates in the *Deferred Retirement Option Program* (DROP) shall be eligible for and may elect to receive on a one-time basis severance pay (accrued sick leave up to a maximum of twenty-five (25) days) upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued sick leave shall be paid only upon final retirement of the employee.

DEFINITIONS

(Information in green moved to page 1)

Teacher:

~~Any person employed by the School Board who holds a valid teaching certificate issued by the Louisiana Department of Education and any social worker, guidance counselor, or school psychologist employed by the School Board who holds a valid professional ancillary certificate in social work, guidance counseling, or school psychology issued by the Louisiana Department of Education.~~

Bus Driver:

~~Any person employed by the School Board who operates a school bus transporting children under the supervision of the School Board.~~

School Employee:

~~Any person employed by the School Board who is not a teacher or whose employment does not require the holding of a teacher's certificate or who is not employed as a bus driver.~~

Revised: December, 1991

Revised: January, 2010

Revised: December, 1995

Revised: July, 2010

Revised: June, 1999

Revised: September, 2012

Revised: August, 1999

Revised: September 9, 2014

Revised: September, 1999

Revised: November, 2017

Revised: August, 2001

Revised: September, 2001

Revised: June, 2003

Revised: September, 2004

Revised: September, 2008

Ref: La. Rev. Stat. Ann. "14:125, 17:425, 17:425.1, 17:500, 17:500.1, 17:500.2, 17:1200, 17:1201, 17:1202, 17:1205, 17:1206, 17:1206.1, 17:1206.2; Board minutes, 3-17-92, 6-5-01, 3-11-03, 12-7-04, 10-7-08, 1-12-10, 7-13-10, 10-2-12, 9-9-14.

FILE: GBRIB

Cf: EGAA, GBRIBB

SICK LEAVE

The Calcasieu Parish School Board shall grant all employees hired for the school year or longer a minimum of ten (10) days absence per year because of personal illness or other emergencies without loss of pay in accordance with the following schedule:

<u>Months Employed</u>	<u>Sick Leave Days per Year</u>
9	10
10	11
11	11
12	12

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a *teacher* employed by the School Board shall not be allowed any sick leave until he/she reports for duty and actually performs work.

The minimum of ten days of sick leave for an employee shall be based on the employee beginning work at the

beginning of the school year. In the case of an employee beginning work in the first month of the school year, *ten days* sick leave shall be allowed. If an employee begins work in the second month of the school year, *nine days* of sick leave shall be allowed, and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only *three days* of sick leave shall be allowed. The Superintendent and/or his/her designee shall be responsible for developing and maintaining pertinent regulations and procedures governing sick leave.

All other employees (10, 11, and 12 month employees) will be given a minimum of 10, 11, or 12 days which will be based on the employee's hire date. If hired after the appropriate starting time, their sick leave will be prorated from a schedule established by the Personnel Department.

TERMINOLOGY

Statutes governing sick leave for School Board personnel include differing provisions for different categories of employees. For purposes of this policy, the following terminology shall apply:

A *teacher* shall mean any person employed by the School Board who holds a valid teaching certificate or any social worker, guidance counselor, or school psychologist employed by the School Board who holds, as applicable, a valid professional ancillary certificate.

A *bus operator* shall mean any person employed by the School Board who operates a school bus transporting children under the supervision of the School Board.

A *school employee* shall mean any person employed by the School Board who is not a teacher or whose employment does not require the holding of a teacher's certificate or who is not employed as a bus operator.

The use of the term *employee* shall include all three categories of personnel.

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a physician certifying such absence upon return to work. In the case of repeated absences of less than six (6) days because of illness, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or School Board, the employee shall be required, at the expense of the School Board, to provide a certificate from a physician specified by the Superintendent or School Board, in order to verify the existence of an illness, injury, or medical emergency.

Excuses for employee absences due to illness or injury must be provided on physician's letterhead containing the physician's name, address, and telephone number, typed, printed, or as part of the letterhead. The physician's typed or neatly printed name shall also appear beneath his/her signature. The letter must clearly state the reason for the illness or injury, date of the illness or injury, and the anticipated return-to-work date.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, and is not entitled to be paid for the days of unauthorized absence and non-performance of duties.

SICK LEAVE FOR EMERGENCIES

Emergencies for sick leave purposes shall be defined by the School Board as:

1. serious illness or disability of immediate family (spouse or children);
2. serious illness or disability of the employee's parents or those to the spouse, brothers and sisters or those of the spouse; or
3. wedding of the employee.

Emergencies not listed shall be considered by the Superintendent.

EXTENDED SICK LEAVE

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has no remaining regular sick leave balance at the time the extended sick leave is set to begin. The initial six-year period of employment shall begin on August 15, 1999 for all *teachers and bus operators* employed as of that date, on August 15, 2008 for *school employees* employed as of that date, or on the effective date of employment for those employees employed after the dates above. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment. The balance of days of extended sick leave available shall transfer with the employee from one public school employer to another without loss or restoration of days.

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee.

Any employee on extended sick leave shall be paid **sixty-five percent (65%)** of the salary paid the employee at the time the extended sick leave begins.

Definitions

Child means a biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of an employee standing in *loco parentis* to that ward who is either under the age of eighteen (18) or who is eighteen (18) years of age but under twenty-four (24) years of age and is a full-time student, or who is nineteen (19) years of age or older and incapable of self-care because of a mental or physical disability.

Immediate family member shall mean a spouse, parent, or child of the employee.

Infant means a child under one year of age.

Medical necessity shall be the result of a catastrophic illness or injury, a life-threatening, chronic, or incapacitating condition, as certified by a physician, of the employee or a member of his/her immediate family.

Parent means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.

Extended Sick Leave for Maternity Purposes

Each *teacher* granted maternity leave in accordance with state law and who has no remaining sick leave available may also be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a physician as relating to infant or maternal health.

Gainful Employment Permitted

An employee may undertake additional gainful employment while on extended sick leave, provided all of the following conditions are met:

1. The employee can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that the employee has been working for not less than one hundred twenty (120) days prior to the beginning of any period of extended sick leave.
2. The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of the provisions regarding gainful employment may require the employee to return to the School Board all compensation paid during any week of extended sick leave in which the employee worked more than twenty (20) hours and to reimburse the School Board all related employment costs attributable to such period as calculated by the School Board, without any restoration of leave days.

Application Process

On every occasion that a *teacher* uses extended sick leave, a statement from a licensed physician certifying that it is for personal illness relating to pregnancy, illness of an infant, or for required medical visits related to infant or maternal health, or that it is a medical necessity, shall be presented prior to extended sick leave being taken.

On every occasion that a *bus operator* or *school employee* uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity for the *bus operator* or *school employee* to be absent for at least ten (10) consecutive work days shall be presented prior to extended sick leave being taken.

The required physician's statement may be presented along with the request for extended sick leave subsequent to the *teacher's* or *school employee's* return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested, provided the request and required documentation is presented within three (3) days after the *teacher* or *school employee* returns to service. However, the School Board or the Superintendent reserves the right to question the validity of the medical certification after the three day period.

If the period an employee is on extended sick leave is anticipated to carry over from one school year to the start of the next school year, another application and physician's statement shall be submitted prior to the start of the next school year in order to be eligible for continued extended sick leave.

SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay, and without reduction in accrued sick leave days while disabled as a result of such assault and battery. A *teacher* shall be required to provide a certificate from a physician certifying the disability. A *bus operator* or *school employee* shall be required

to present certification of the disability from a physician if the bus operator or school employee is absent for six (6) or more consecutive days as a result of the disability.

Disability, for purposes of this policy, shall mean the inability to perform the essential functions of the job.

The sick leave authorized shall be in addition to all other sick leave authorized herein, shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement, or compensated for in any manner except as set forth above.

The School Board shall not reduce the pay or accrued sick leave of any employee who is absent from his/her duties to seek medical attention or treatment as a result of an injury from assault or battery.

If the employee's physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the employee's leave shall be granted or continued as provided by statute.

If any *teacher* or *school employee*, but **not** a *bus operator* is receiving sick leave as a result of assault or battery as provided in this section and begins receiving retirement benefits, the sick leave provided herein shall cease.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

Any *teacher* who is disabled while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student, shall receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while disabled as a result of rendering such assistance. Any *school employee*, but not a *bus operator*, disabled in a similar manner shall receive up to ninety (90) days of such sick leave. The *teacher* or *school employee* shall be required to present a certificate from a physician certifying the disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

The School Board shall not reduce the pay or accrued sick leave of any *teacher* or *school employee* who is absent from his/her duties to seek medical attention or treatment as a result of an injury from physical contact with a student.

If the *teacher's* or *school employee's* physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the *teacher's* or *school employee's* leave shall be granted or continued as provided by statute.

VALIDITY OF PHYSICIAN'S CERTIFICATION

If at any time during the period of certified disability the School Board questions the validity or accuracy of the physician's certification for any type of sick leave request made by a *teacher*, or for extended leave or leave requested as a result of physical assault or battery made by a *bus operator* or *school employee*, the School Board may require the employee to be examined by a licensed physician selected by the School Board.

Any further review of medical certification shall proceed as follows:

1. Upon review of the physician's certification submitted, if the School Board or Superintendent questions

the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. If the physician finds medical necessity or certifies a disability, the leave shall be granted.

2. If the selected physician disagrees with the original medical certification from the physician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a *third* licensed physician, whose name appears next in the rotation of physicians on a list established by the local medical society and maintained by the School Board or Superintendent. The final determination of medical necessity or certification of a disability shall be based on the opinion of the third physician.
3. In the determination of the validity of a physician's certification, the opinion of *all* physicians consulted shall be submitted to the School Board or Superintendent in the form of a **sworn statement**. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

The School Board shall pay all costs of any examinations and tests determined to be necessary.

SICK LEAVE/WORKERS' COMPENSATION

Should any *teacher* become injured or disabled while acting in his/her official capacity, other than by assault, the *teacher* shall be entitled to appropriate worker's compensation benefits and/or sick leave benefits, at the *teacher's* option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the *teacher* was receiving at the time of injury or disability. The *teacher* shall be required to present a certificate from a physician certifying such injury or incapacitation.

VESTING OF SICK LEAVE

All sick leave accumulated by a *teacher* or *school employee*, but *not a bus operator*, shall be vested in the *teacher* or *school employee* by whom such leave has been accumulated. In the event of the transfer of a *teacher* or *school employee* from one school system to another in Louisiana, or upon the return of such *teacher* or *school employee* to the same school system within five (5) years or such longer period that may be approved by the School Board to which the *teacher* or *school employee* returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the *teacher* or *school employee*, such vested leave which remains unused or for which the *teacher* or *school employee* has not been compensated directly or transferred such days for retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of *teacher* or *school employee*.

PAYMENT UPON RETIREMENT OR DEATH

Upon the retirement of any employee, or upon the employee entering or upon the employee's death prior to retirement, the School Board shall pay the employee or his/her heirs or assigns, for any unused sick leave, not to exceed twenty-five (25) days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the Calcasieu Parish School Board who participates in the *Deferred Retirement Option Program*

(DROP) shall be eligible for and may elect to receive on a one-time basis severance pay (accrued sick leave up to a maximum of twenty-five (25) days) upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued sick leave shall be paid only upon final retirement of the employee.

Revised: December, 1991

Revised: January, 2010

Revised: December, 1995

Revised: July, 2010

Revised: June, 1999

Revised: September, 2012

Revised: August, 1999

Revised: September 9, 2014

Revised: September, 1999

Revised: November, 2017

Revised: August, 2001

Revised: September, 2001

Revised: June, 2003

Revised: September, 2004

Revised: September, 2008

Ref: La. Rev. Stat. Ann. "14:125, 17:425, 17:425.1, 17:500, 17:500.1, 17:500.2, 17:1200, 17:1201, 17:1202, 17:1205, 17:1206, 17:1206.1, 17:1206.2; Board minutes, 3-17-92, 6-5-01, 3-11-03, 12-7-04, 10-7-08, 1-12-10, 7-13-10, 10-2-12, 9-9-14.

IDCJ – Supplemental Educational Services

Once required by NCLB for eligible students in schools rated academically unacceptable, the federal stature authorizing supplemental educational services has been repealed by ESSA – Every Student Succeeds Act.

RECOMMENDED FOR DELETION

FILE: IDCJ

Cf: JBCE

SUPPLEMENTAL EDUCATIONAL SERVICES

The Calcasieu Parish School Board may offer parents of eligible children in schools identified in school improvement, opportunities for higher academic achievement through supplemental educational services (SES).

Supplemental educational services (SES) are additional academic instruction in reading, language arts/English, and/or mathematics that are designed to increase the academic achievement of students in schools in need of improvement. These services may include academic assistance such as tutoring, remediation and other educational interventions that are consistent with the content and instruction used by the Calcasieu Parish School Board, and which are aligned with the State of Louisiana's academic content standards. In keeping with provisions of the *No Child Left Behind Act of 2001(NCLB)*, all supplemental educational services shall be provided outside of the regular school day, before or after school, on weekends, or in the summer, and shall be of high quality, research-based, and specifically designed to increase student academic achievement.

School Boards with schools rated as *Academically Unacceptable* may offer supplemental educational services as part of their school improvement efforts. If utilized, the School Board shall notify parents about SES and explain the process and the scope of services. If SES is to be utilized in a school rated F, the SES provider shall be selected by the School Board from a state-approved list of providers published by the Louisiana Department of Education.

Supplemental educational services shall be offered until the school in question is no longer identified for school improvement according to the requirements of NCLB.

New policy: June, 2008

Revised: December 8, 2015

Ref: 20 USC 6316 (*No Child Left Behind Act of 2001*, Section 1116); Board minutes, 8-5-08, 12-8-15.

English Learner Program

This policy has been renamed as English Learner Program. The policy now reflects that School Boards shall have a plan for this program.

FILE: IDDH

Cf: JQL

~~LIMITED~~ ENGLISH PROFICIENCY LEARNER PROGRAM

The Calcasieu Parish School Board recognizes that the inability to speak and understand the English language limits the student's effective participation in the educational programs of the school district. Students whose primary

languages are languages other than English shall be provided special assistance, in conformity with applicable Federal and State statutes and regulations, until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

The School Board shall maintain a plan to serve English Learners (EL) to ensure that immediately upon enrollment, students have access to any specialized language instructional program. The plan shall also provide resources to support the specialized language instructional program and student's academic achievement. In the plan, the School Board shall outline how it will:

- identify English Learners;
- design an effective program reflective of English Learners' needs;
- employ appropriate English-as-a-second-language or bilingual personnel (or both);
- align the instruction of English Learners to state and local content standards; and
- provide ongoing authentic assessments to ascertain student's growth in English proficiency and in the comprehension of academic content.

Parents shall be notified of their children's eligibility for the ~~limited~~ English ~~Learner~~ ~~proficiency~~ program no later than thirty (30) days after the start of school. Notification shall include their child's level of proficiency and how it was assessed, program components and expectations, parental rights, and any other information required by ~~the No Child Left Behind Act of 2001~~ Federal statutes and regulations. All written communications to parents shall be in a uniform format that is comprehensible to families and in a language the parents can understand.

Revised: December, 2017

Ref: ~~20 U.S.C. 6801 et seq., 20 U.S.C. 7401 et seq.~~ 20 USC 1703 (Denial of Equal Educational Opportunity Prohibited); 20 USC 6801 et seq. (Language Instruction for Limited English Proficient and Immigrant Students), 42 USC 2000d et seq. (Civil Rights-Federally Assisted Programs); Lau v. Nichols, 414 US 563 (1974); Board minutes, 6-3-03.

FILE: IDDH
Cf: JQL

ENGLISH LEARNER PROGRAM

The Calcasieu Parish School Board recognizes that the inability to speak and understand the English language limits the student's effective participation in the educational programs of the school district. Students whose primary languages are languages other than English shall be provided special assistance, in conformity with applicable Federal and State statutes and regulations, until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

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- align the instruction of English Learners to state and local content standards; and
- provide ongoing authentic assessments to ascertain student's growth in English proficiency and in the comprehension of academic content.

Parents shall be notified of their children's eligibility for the English Learner program no later thirty (30) days after the start of school. Notification shall include their child's level of proficiency and how it was assessed, program components and expectations, parental rights, and any other information required by Federal statutes and regulations. All written communications to parents shall be in a uniform format that is comprehensible to families and in a language the parents can understand.

Revised: December, 2017

Ref: 20 USC 1703 (*Denial of Equal Educational Opportunity Prohibited*); 20 USC 6801 et seq. (*Language Instruction for Limited English Proficient and Immigrant Students*), 42 USC 2000d et seq. (*Civil Rights-Federally Assisted Programs*); *Lau v. Nichols*, 414 US 563 (1974).; Board minutes, 6-3-03.

Parent and Family Engagement

This policy has been renamed as well. Changes to the policy include new ESSA provisions permitting more flexibility by the School Board in order to enhance involvement opportunities of parents.

FILE: IFD
Cf: IDDG, IFDA, KA

~~PARENTAL INVOLVEMENT IN EDUCATION~~ PARENT AND FAMILY ENGAGEMENT

The Calcasieu Parish School Board recognizes that ~~parental involvement~~ parent and family engagement must be a priority of the School Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the School Board throughout their children's elementary and secondary school careers. The term *parent* shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of ~~parental involvement~~ parent and family engagement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in Calcasieu Parish, in meaningful collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the School Board, in accordance with applicable state and federal laws and regulations. As part of the ~~parental involvement~~ parent and family engagement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents and family members in the joint development and amendment of the school district's plan, which includes components of the district's ~~parental involvement~~ parent and family engagement program, to be submitted to the Louisiana Department of Education. ~~Such involvement shall involve, but not be limited to, the following:~~
 - a) ~~appointing to, and interacting with, each school's School Improvement Team, which is actively involved with assessing needs and addressing these needs in the school;~~
 - b) ~~conducting open public workshops on major issues;~~
 - c) ~~holding regular School Board meetings, with opportunities for the Board to receive public input and comments;~~
 - d) ~~requiring each school to conduct an annual open house meeting;~~
 - e) ~~encouraging school based parental organizations, such as PTA, PTO, TEAM, etc.~~
2. Provide coordination of various programs which involve parents, technical assistance, and other support

necessary to assist every public school in Calcasieu Parish in planning and implementing effective ~~parental~~ parent and family involvement programs and strategies activities to improve student academic achievement.

3. Coordinate and integrate ~~parental involvement~~ parent and family engagement strategies with other relevant programs that promote parental involvement.
4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of components and strategies of the School Board's ~~parental involvement~~ parent and family engagement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the School Board, including identifying barriers to greater participation by parents in educational and ~~parental involvement~~ parent and family engagement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental and family involvement, and to revise, if necessary, the ~~parental involvement~~ parent and family engagement policies and procedures.
5. Distribute to parents and families, in a language the parents can understand, information about the Calcasieu Parish School Board's ~~parental involvement~~ parent and family engagement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. ~~Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.~~
- ~~6. Submit with the No Child Left Behind (NCLB) Consolidated Application plan to the Louisiana Department of Education comments of parents of participating children who are not satisfied with components of the parental involvement program.~~
- ~~7. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.~~

SCHOOL LEVEL RESPONSIBILITIES

As part of the ~~parental involvement~~ parent and family engagement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Calcasieu Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of engagement meetings at convenient times ~~services, and/or activities, on or off school campuses, at various times of the day~~ to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.

3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of ~~parental involvement~~ parent and family engagement programs, including the planning, development, review, and improvement of the school ~~parental involvement~~ parent and family engagement policy and the joint development of the school-wide ~~parental involvement~~ parent and family engagement program plan.
4. Provide parents, especially those of participating children ~~in NCLB programs:~~
 - A. timely information about educational and ~~parental involvement~~ parent and family programs;
 - B. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the ~~proficiency-level students are expected to meet~~ achievement levels of state academic standards;
 - C. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and,
 - D. the School Board's written Parent and Family Engagement policy.
5. If the school-wide ~~parental involvement~~ parent and family engagement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

SHARED RESPONSIBILITIES

As part of the ~~parental involvement~~ parent and family engagement program, to build a capacity for involvement, the School Board *and* each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or School Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, ~~the components of the Board's parental involvement program,~~ and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public pre-school and other programs, and conduct other activities, such as parent resource centers, that encourage and support

parents in more fully participating in the education of their children.

5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May provide necessary literacy training from federal and state funds received if the School Board has exhausted all other reasonably available sources of funding for such training.
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, ~~appropriate refreshments~~, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
11. May adopt and implement model approaches to improving parental involvement.
- ~~12. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.~~
12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.
13. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.
14. Shall provide such other reasonable support for parental involvement activities as parents may request.
15. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

PARENTS' RESPONSIBILITIES

~~The School Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:~~

- ~~1. Make sure children attend school regularly and arrive at school on time.~~

2. ~~Supervise completion of all homework assignments.~~
3. ~~Assure proper hygiene and daily cleanliness of their children.~~
4. ~~Make sure children are dressed properly, in accordance with the uniform or dress code.~~
5. ~~Make sure that children get adequate amounts of sleep nightly.~~
6. ~~Visit and discuss their child's academic progress regularly with teachers.~~
7. ~~Discuss academic progress and school events regularly with their child.~~
8. ~~Instill proper respect for parents, teachers, and other adults.~~
9. ~~Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.~~
10. ~~When feasible, attend school-sponsored programs in which their child may participate.~~
11. ~~When feasible, join and be active in parent/teacher organizations.~~

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*, in accordance with state law. 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.

SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, ~~the entire~~ school staff, and students will share the responsibility for improved student academic achievement ~~and the means by which the school and parents will build~~ and develop a partnership to help children achieve the State's ~~high~~ standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

- A. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
- B. frequent reports to parents on their children's progress;
- C. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
- D. parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

In conjunction with the district services rendered under the School Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Calcasieu Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the Calcasieu Parish public schools.

Revised: December, 2017

Ref: 20 USC 6312 (*Strengthening and Improvement of Elementary and Secondary Schools*), 20 USC 6318 (*Parent and Family Engagement*); La. Rev. Stat. Ann. §17:235.2; Board minutes, 6-3-03.

FILE:IFD
Cf: IDDG, IFDA, KA

PARENT AND FAMILY ENGAGEMENT

The Calcasieu Parish School Board recognizes that parent and family engagement must be a priority of the School Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the School Board throughout their children's elementary and secondary school careers. The term *parent* shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of parent and family engagement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in Calcasieu Parish, in meaningful collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers

that reflect the needs of students, parents, and families served by the School Board, in accordance with applicable state and federal laws and regulations. As part of the parent and family engagement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents and family members in the joint development and amendment of the school district's plan, which includes components of the district's parent and family engagement program, to be submitted to the Louisiana Department of Education.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Calcasieu Parish in planning and implementing effective parent and family involvement activities to improve student academic achievement.
3. Coordinate and integrate parent and family engagement strategies with other relevant programs that promote parent involvement.
4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of components and strategies of the School Board's parent and family engagement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the School Board, including identifying barriers to greater participation by parents in educational and parent and family engagement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental and family involvement, and to revise, if necessary, the parent and family engagement policies and procedures.
5. Distribute to parents and families, in a language the parents can understand, information about the Calcasieu Parish School Board's parent and family engagement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law.

SCHOOL LEVEL RESPONSIBILITIES

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2. Offer a flexible number of engagement meetings at convenient times to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.

3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parent and family engagement programs, including the planning, development, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide parent and family engagement program plan.
4. Provide parents, especially those of participating children:
 - A. timely information about educational and parent and family programs;
 - B. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the - achievement levels of state academic standards;
 - C. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and,
 - D. the School Board's written *Parent and Family Engagement* policy.
5. If the school-wide parent and family engagement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

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2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public pre-school and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
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10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
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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*, in accordance with state law. 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.

SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the State's standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - A. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - B. frequent reports to parents on their children's progress;
 - C. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
 - D. parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

In conjunction with the district services rendered under the School Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Calcasieu Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the Calcasieu Parish public schools.

Revised: December, 2017

Ref: 20 USC 6312 (*Strengthening and Improvement of Elementary and Secondary Schools*), 20 USC 6318 (*Parent and Family Engagement*); La. Rev. Stat. Ann. §17:235.2; Board minutes, 6-3-03.

IFDA – Parental Rights/Student Rights of Privacy

Changes to this policy reflect changes to the notifications required by law to the parents of all students, and those required for students in schools which receive Title 1 funds.

FILE: IFDA
Cf: IDDH, IFD
Cf: JBCBB, JR

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

The Calcasieu Parish School Board recognizes the rights of parental access to certain information regarding their children and the importance of notifying parents of children enrolled in the district's schools of these rights.

At least annually at the beginning of each school year, parents of each child enrolled in the public schools of Calcasieu Parish shall be notified of:

- Their right to view any instructional material used in the curriculum for the student within a reasonable period of time after the request is received.
- Their right to view any 3rd party surveys (including evaluations) before they are administered to their child, and to opt out of participation for surveys that delve into sensitive subjects identified by the *Protection of Children's Rights* of the ~~No Child Left Behind Act of 2001 (NCLB)~~ Family Educational Rights and Privacy Act (FERPA).
- The collection or use of any personal information for the purpose of marketing the information or for selling that information, including arrangements to protect student privacy that are provided by the School Board in the event of collection, disclosure, or use, ~~(except for the development of educational products or services)~~ and their right to opt their child out of participation.
- The administration of any non-emergency, invasive physical examination or screening ~~otherwise not permitted or required by state law, including those without parental notification,~~ that is:
required as a condition of attendance;
administered by the school and scheduled by the school in advance; and

not necessary to protect the immediate health and safety of the student, or of other students;

and their right to opt out of participation.

- Their rights under ~~the Family Educational Rights and Privacy Act of 1974 (FERPA), including the right to refuse to allow the School Board to designate any or all of the types of information about their child as directory information thus prohibiting its release to the public~~ giving notice to the parent of the categories of information which the School Board has designated as directory information with respect to students, and allowing a reasonable period of time after such notice for the parent to inform the School Board that any or all of the information so designated should not be released without the parent's prior consent.

In addition, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Calcasieu Parish School Board to notify parents:

- Annually, of their right to request from the School ~~district~~ Board information regarding the professional qualifications of the student's classroom teachers, including the following:
 - Whether their child's teacher has met state licensing criteria for the grade level and subject taught.
 - Whether their child's teacher is teaching under emergency or provisional status whereby state licensing criteria have been waived.
 - ~~— The undergraduate degree major of their child's teacher and any graduation certification or degree and field of discipline.~~
 - ~~— Qualifications of any paraprofessional providing services to their child~~
 - Whether the child's teacher is teaching in the field of certification of the teacher.
 - Whether the child is provided services by a paraprofessional and, if so, their qualifications.
- ~~• Annually, of the availability of services for students in schools failing to make Adequate Yearly Progress (AYP)~~
- ~~• Whenever their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by the NCLB~~
- The achievement level and academic growth of their child on each of the state academic assessments.
- ~~• The identification of their child's school as needing improvement, corrective action, or restructuring~~
- ~~• Contents of programs such as safe and drug-free schools funded by federal funds~~
- Timely notice that a student has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet state certification requirements at the grade level and subject area in which the teacher has been assigned.

~~The School Board shall also follow NCLB guidelines regarding rights of parents of homeless students and children identified as Limited English Proficiency.~~

Ref: ~~20 USC 1221 et seq. (General Education Provisions Act); 20 USC 1232 (h); 20 USC 1232 (g-i) (Family Educational Rights and Privacy Act); 20 USC 1232 (h) (Protection of Pupil Rights); 20 USC 6312(e) (Parents Right-to-Know);~~ Board minutes, 6-3-03.

FILE: IFDA
Cf: IDDH, IFD
Cf: JBCBB, JR

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

The Calcasieu Parish School Board recognizes the rights of parental access to certain information regarding their children and the importance of notifying parents of children enrolled in the district's schools of these rights.

At least annually at the beginning of each school year, parents of each child enrolled in the public schools of Calcasieu Parish shall be notified of:

- Their right to view any instructional material used in the curriculum for the student of time after the request is received.
- Their right to view any 3rd party surveys (including evaluations) before they are administered to their child, and to opt out of participation for surveys that delve into sensitive subjects identified by the *Protection of Children's Rights of the Family Educational Rights and Privacy Act* (FERPA).
- The collection or use of any personal information for the purpose of marketing the information or for selling that information, including arrangements to protect student privacy that are provided by the School Board in the event of collection, disclosure, or use and their right to opt their child out of participation.
- The administration of any non-emergency, invasive physical examination or screening that is:

required as a condition of attendance;

administered by the school and scheduled by the school in advance; and

not necessary to protect the immediate health and safety of the student, or of other students;

and their right to opt out of participation.

- Their rights under FERPA, including giving notice to the parent of the categories of information which the School Board has designated as *directory information* with respect to students, and allowing a reasonable period of time after such notice for the parent to inform the School Board that any or all of the information so designated should not be released without the parent's prior consent.

In addition, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Calcasieu Parish School Board to notify parents:

- Annually, of their right to request from the School Board information regarding the professional qualifications of the student's classroom teachers, including the following:
 - Whether their child's teacher has met state licensing criteria for the grade level and subject taught.
 - Whether their child's teacher is teaching under emergency or provisional status whereby state licensing criteria have been waived.
 - Whether the child's teacher is teaching in the field of certification of the teacher.
 - Whether the child is provided services by a paraprofessional and, if so, their qualifications.
- The achievement level and academic growth of their child on each of the state academic assessments.
- Timely notice that a student has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet state certification requirements at the grade level and subject area in which the teacher has been assigned.

Revised: December, 2017

Ref: 20 USC 1232 (h) (*Protection of Pupil Rights*); 20 USC 6312(e) (*Parents Right-to-Know*); Board minutes, 6-3-03.

JR – Student Records

A minor change was made to this policy to remove the reference to the NCLB, which has been replaced with more general language referencing federal statutory provisions.

FILE: JR
Cf: IFDA

STUDENT RECORDS

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the right to inspect and review their respective student records. Limited access to student records may also be granted certain school officials and others as outlined in this policy. Any access to, or disclosure and release of student information shall be in accordance with federal and state law and regulations.

DEFINITIONS

1. *Aggregate data* shall be defined as, for purposes of this policy, statistics and other information that relate to broad classes, groups, or categories from which it is not possible to distinguish the identities of individuals.
2. *Disclosure* shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
3. *Educational records* shall be defined as records which are directly related to a student and are maintained by the School Board or school by a person acting for the School Board or school. Excluded from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute.
4. *Legitimate educational interest* shall be defined as the interest that requires access to educational records and personally identifiable information for purposes of adding or modifying material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the wellbeing of the student in mind for purposes of continuing, improving or changing the educational program, instruction, training, or safety of the student; the need to access and otherwise deal with educational records and personally identifiable information in order to perform or carry out a person's responsibilities with regard to the Calcasieu Parish School System.
5. *Parent or legal guardian* shall mean a student's parent, legal guardian, or other person or entity responsible for the student.

6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
 - A. Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records.
 - B. Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.
 - C. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.
7. *School official* shall be defined as an administrator, supervisor, principal, teacher, support staff, or any person employed by or under contract to the School Board, or authorized volunteer, to perform a function or service on behalf of the School Board.

ANNUAL NOTIFICATION

All parents/guardians shall be notified annually of their rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA) and applicable state law. Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by students, by mail, or publication in the official journal or in such manner as deemed appropriate by the Calcasieu Parish School Board.

ACCESS TO RECORDS

In addition to the parent, legal guardian, or student (under legally permitted circumstances or if the student is eighteen (18) years of age or over) access to student records may only be provided with proper authorization in accordance with the following:

1. A person employed in a public school or other person authorized by the Superintendent may be provided or have access to a student's records in accordance with Calcasieu Parish School Board policy JR-AP.
2. Except for disclosures permitted by state or federal law or regulation, or by policy of the Calcasieu Parish School Board, or by authorization of the parent or of a student who is eighteen years of age or older, any person who is authorized by state law or the Superintendent to access a student's records on a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access. Failure to maintain the confidentiality of such information shall be punishable as provided in La. Rev. Stat. Ann. §17:3914.
3. Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of the School Board shall authorize access to such a computer system to any person or public or private entity except as authorized below.
 - A. The following persons may access a public school computer system on which student information for students at a particular school is stored:

- (1) A student who has reached the age of eighteen (18) or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. Such access shall be limited to information about the student. A student who has reached the age of eighteen (18) or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
- (2) A teacher of record. Such access shall be limited to information about his/her current students.
- (3) The school principal and school registrar.
- (4) A School Board employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.
- (5) A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the School Board would otherwise provide.
- (6) A person authorized by the state to audit student records.

B. The following persons may access a computer system of the School Board on which student information for students from throughout the system is stored:

- (1) The Superintendent.
- (2) A School Board employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
- (3) A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
- (4) A person authorized by the state to audit student records.
- (5) A public or private entity with whom the School Board has contracted for student and other educational services. Pursuant to such a contract, student information, including personally identifiable information and cumulative records, may be transferred to computers operated and maintained by the entity for such purpose. Such a contract shall be in accordance with the requirements of La. Rev. Stat. Ann. §17:3914.

4. Except as allowed by this policy or by State or federal law or regulations, persons permitted access to a student's records shall only have access to those education records in which they have a *legitimate educational interest*. Proper administrative regulations and procedures shall be maintained to ensure compliance with this provision.
5. The School Board shall maintain a record of each request for access to, and each disclosure from, records of each student in accordance with federal regulations. The School Board shall maintain such a record with the education records of the student for as long as the records are maintained.

DISCLOSURE OF STUDENT INFORMATION

Except as permitted by this policy or by State or federal law or regulations, no official or employee of the School Board shall provide personally identifiable student information to any member of the School Board or to any other person or public or private entity, except such an official or employee may, in accordance with applicable state and federal law:

1. Provide a student's identification number and aggregate data to the School Board, the Louisiana Department of Education, or the Louisiana Board of Elementary and Secondary Education (BESE) solely for the purpose of satisfying state and federal reporting requirements.
2. Provide to the Louisiana Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student.
3. Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Except as permitted by said authorization, any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided in La. Rev. Stat Ann. §17:3914.
4. Provide for the transfer of student information pursuant to the provisions of La. Rev. Stat Ann. §17:112.

With limited exception as allowed by state or federal law or regulation, by policy of the Calcasieu Parish School Board authorized by state or federal law or regulation, or by authorization of the parent or student who is eighteen years of age or older, any redisclosure and/or release of personally identifiable information shall require a *legitimate educational interest* of the recipient.

Release of Student Information

1. In accordance with ~~the No Child Left Behind Act of 2001~~ federal statutory provisions, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to such recruiters.
2. In accordance with La. Rev. Stat. Ann. §17:112, the principal of a public elementary or secondary school shall provide for the transfer of the education records, including special education records, if applicable, of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or an educational facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records, whether by mail or otherwise, shall occur no later than ten (10) business days from the date of receipt of a written request.

3. Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.
4. Once the parent, guardian, or student of majority age has granted permission for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914 K, such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid.
5. The School Board may disclose personally identifiable information from student records to appropriate parties, including the parents of a student 18 years old or older, in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
6. The School Board and employees may disclose education records or information from education records, *without the consent* of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:
 - A. Disclosure of education records or information from education records shall *only* be made to state or local law enforcement officials or to other officials within the juvenile justice system. Verification of the official's position may need to be made before the disclosure of records or information.
 - B. The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.
 - C. The officials to whom the records or the information are disclosed shall certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.
 - D. Any other provisions necessary to comply with federal law or rules.

A record of all authorizations for release of information shall be maintained by the School Board and all such authorizations shall be included in the student's records.
7. Access to and disclosure of educational records and personally identifiable student information may be authorized by the Superintendent in accordance with the provisions of Calcasieu Parish School Board Policy JR-AP.

REVIEW OF STUDENT RECORDS BY THE PARENT

1. Schools shall provide for the review of student records by parents or guardians, or any student eighteen (18) years of age or older. Parents and students shall be given notification of their right to review the student records.

Access to school records shall not be denied to a parent solely because he/she is not the child's custodial or domiciliary parent.

2. The parent or legal guardian of a student shall be provided access to student records upon written request to the principal maintaining those records within the school system no more than forty-five (45) days after the date of receipt of the request.

The parent, legal guardian or student, if the student is eighteen (18) or over, shall, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the parent, legal guardian, or student if 18 or older, may request a hearing.

3. If, as a result of the hearing, the School Board decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:

- A. Amend the record accordingly; and
- B. Inform the parent or eligible student in writing.

If, as a result of the hearing, the School Board decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School Board or both.

4. The hearing shall be held within a reasonable time after receipt of the request for the hearing from the parent or eligible student.

The hearing shall be conducted by the Superintendent or his designee. At the hearing the parent or student eighteen (18) or over shall be given a full and fair opportunity to present evidence relevant to issues raised. The parent or student may, at his/her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

The Superintendent or his designee shall make his/her decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision shall be communicated to the school and parent in writing within ten (10) working days following the date of the hearing.

5. The School Board is not required to provide to a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

If the record involves answers to a standardized test, the School Board will not provide a parent a copy of standardized test questions.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the District maintains, their location, and their custodians.

<u>TYPES</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Cumulative School Records	School	School principal
Cumulative School Records (former students)	School	School principal
Health Records	School	School principal
Speech Therapy Records	Office of Education for the Handicapped Speech	Supervisor of
Psychological Records	Office of Education for the Handicapped Pupil Appraisal	Supervisor of
School Transportation Records	Transportation Office	Director of Transportation
Special Test Records	School/District Administrative Office	School principal/ District Administrative Office

* Occasional Records School School principal

* Student education records not identified above, such as those in Superintendent's Office, in the school attorney's office, or in the possession of teachers.

Nothing herein is intended to supersede the provisions of the Family Educational Rights and Privacy Act, and to the extent any provisions of this policy conflict with FERPA or federal regulations issued pursuant thereto, the provision of FERPA or its regulations which limit or prohibit disclosure of educational records shall prevail.

Revised: July, 1992

Revised: July 16, 2013

Revised: October, 1993

Revised: January, 2014

Revised: October, 2001

Revised: July, 2015

Revised: February, 2003

Revised: August 11, 2015

Revised: December, 2009

Revised: November, 2017

Ref: 20 USC 1232 (g-i) (*Family Educational Rights and Privacy Act*), 20 USC 7908 (*Armed Forces Recruiter Access to Student Information*), 34 CFR 99.1-99.67 (*Family Educational Rights and Privacy – Federal Regulations*); La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4, 44:4.1, 44:31, 44:32; La. Civil Code, Art. 131, 134, 250; Board minutes, 6-2-92, 10-5-93, 5-7-02, 6-3-03, 3-16-10, 7-16-13, 8-11-15.

FILE: JR
Cf: IFDA

STUDENT RECORDS

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the right to inspect and review their respective student records. Limited access to student records may also be granted certain school officials and others as outlined in this policy. Any access to, or disclosure and release of student information shall be in accordance with federal and state law and regulations.

DEFINITIONS

1. *Aggregate data* shall be defined as, for purposes of this policy, statistics and other information that relate to broad classes, groups, or categories from which it is not possible to distinguish the identities of individuals.
2. *Disclosure* shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
3. *Educational records* shall be defined as records which are directly related to a student and are maintained by the School Board or school by a person acting for the School Board or school. Excluded from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute.
4. *Legitimate educational interest* shall be defined as the interest that requires access to educational records and personally identifiable information for purposes of adding or modifying material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the wellbeing of the student in mind for purposes of continuing, improving or changing the educational program, instruction, training, or safety of the student; the need to access and otherwise deal with educational records and personally identifiable information in order to perform or carry out a person's responsibilities with regard to the Calcasieu Parish School System.

5. *Parent or legal guardian* shall mean a student's parent, legal guardian, or other person or entity responsible for the student.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
 - A. Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records.
 - B. Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.
 - C. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.
7. *School official* shall be defined as an administrator, supervisor, principal, teacher, support staff, or any person employed by or under contract to the School Board, or authorized volunteer, to perform a function or service on behalf of the School Board.

ANNUAL NOTIFICATION

All parents/guardians shall be notified annually of their rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA) and applicable state law. Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by students, by mail, or publication in the official journal or in such manner as deemed appropriate by the Calcasieu Parish School Board.

ACCESS TO RECORDS

In addition to the parent, legal guardian, or student (under legally permitted circumstances or if the student is eighteen (18) years of age or over) access to student records may only be provided with proper authorization in accordance with the following:

1. A person employed in a public school or other person authorized by the Superintendent may be provided or have access to a student's records in accordance with Calcasieu Parish School Board policy JR-AP.
2. Except for disclosures permitted by state or federal law or regulation, or by policy of the Calcasieu Parish School Board, or by authorization of the parent or of a student who is eighteen years of age or older, any person who is authorized by state law or the Superintendent to access a student's records on a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access. Failure to maintain the confidentiality of such information shall be punishable as provided in La. Rev. Stat. Ann. §17:3914.
3. Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of the School Board shall authorize access to such a computer system to any person or public or private entity except as authorized below.

A. The following persons may access a public school computer system on which student information for students at a particular school is stored:

- (1) A student who has reached the age of eighteen (18) or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. Such access shall be limited to information about the student. A student who has reached the age of eighteen (18) or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
- (2) A teacher of record. Such access shall be limited to information about his/her current students.
- (3) The school principal and school registrar.
- (4) A School Board employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.
- (5) A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the School Board would otherwise provide.
- (6) A person authorized by the state to audit student records.

B. The following persons may access a computer system of the School Board on which student information for students from throughout the system is stored:

- (1) The Superintendent.
- (2) A School Board employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
- (3) A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
- (4) A person authorized by the state to audit student records.
- (5) A public or private entity with whom the School Board has contracted for student and other educational services. Pursuant to such a contract, student information, including personally identifiable information and cumulative records, may be transferred to computers operated and maintained by the entity for such purpose. Such a contract shall be in accordance with the requirements of La. Rev. Stat. Ann. §17:3914.

4. Except as allowed by this policy or by State or federal law or regulations, persons permitted access to a student's records shall only have access to those education records in which they have a *legitimate educational interest*. Proper administrative regulations and procedures shall be maintained to ensure compliance with this provision.

5. The School Board shall maintain a record of each request for access to, and each disclosure from, records of each student in accordance with federal regulations. The School Board shall maintain such a record with the education records of the student for as long as the records are maintained.

DISCLOSURE OF STUDENT INFORMATION

Except as permitted by this policy or by State or federal law or regulations, no official or employee of the School Board shall provide personally identifiable student information to any member of the School Board or to any other person or public or private entity, except such an official or employee may, in accordance with applicable state and federal law:

1. Provide a student's identification number and aggregate data to the School Board, the Louisiana Department of Education, or the Louisiana Board of Elementary and Secondary Education (BESE) solely for the purpose of satisfying state and federal reporting requirements.
2. Provide to the Louisiana Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student.
3. Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Except as permitted by said authorization, any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided in La. Rev. Stat Ann. §17:3914.
4. Provide for the transfer of student information pursuant to the provisions of La. Rev. Stat Ann. §17:112.

With limited exception as allowed by state or federal law or regulation, by policy of the Calcasieu Parish School Board authorized by state or federal law or regulation, or by authorization of the parent or student who is eighteen years of age or older, any redisclosure and/or release of personally identifiable information shall require a *legitimate educational interest* of the recipient.

Release of Student Information

1. In accordance with federal statutory provisions, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to such recruiters.
2. In accordance with La. Rev. Stat. Ann. §17:112, the principal of a public elementary or secondary school shall provide for the transfer of the education records, including special education records, if applicable, of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or an educational facility operated within any

correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records, whether by mail or otherwise, shall occur no later than ten (10) business days from the date of receipt of a written request.

3. Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.
4. Once the parent, guardian, or student of majority age has granted permission for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914 K, such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid.
5. The School Board may disclose personally identifiable information from student records to appropriate parties, including the parents of a student 18 years old or older, in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
6. The School Board and employees may disclose education records or information from education records, *without the consent* of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:
 - A. Disclosure of education records or information from education records shall *only* be made to state or local law enforcement officials or to other officials within the juvenile justice system. Verification of the official's position may need to be made before the disclosure of records or information.
 - B. The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.
 - C. The officials to whom the records or the information are disclosed shall certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.
 - D. Any other provisions necessary to comply with federal law or rules.

A record of all authorizations for release of information shall be maintained by the School Board and all such authorizations shall be included in the student's records.

7. Access to and disclosure of educational records and personally identifiable student information may be authorized by the Superintendent in accordance with the provisions of Calcasieu Parish School Board Policy JR-AP.

REVIEW OF STUDENT RECORDS BY THE PARENT

1. Schools shall provide for the review of student records by parents or guardians, or any student eighteen (18) years of age or older. Parents and students shall be given notification of their right to review the student records.

Access to school records shall not be denied to a parent solely because he/she is not the child's custodial or domiciliary parent.

2. The parent or legal guardian of a student shall be provided access to student records upon written request to the principal maintaining those records within the school system no more than forty-five (45) days after the date of receipt of the request.

The parent, legal guardian or student, if the student is eighteen (18) or over, shall, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the parent, legal guardian, or student if 18 or older, may request a hearing.

3. If, as a result of the hearing, the School Board decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:

- A. Amend the record accordingly; and
- B. Inform the parent or eligible student in writing.

If, as a result of the hearing, the School Board decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School Board or both.

4. The hearing shall be held within a reasonable time after receipt of the request for the hearing from the parent or eligible student.

The hearing shall be conducted by the Superintendent or his designee. At the hearing the parent or student eighteen (18) or over shall be given a full and fair opportunity to present evidence relevant to issues raised. The parent or student may, at his/her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

The Superintendent or his designee shall make his/her decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision shall be communicated to the school and parent in writing within ten (10) working days following the date of the hearing.

5. The School Board is not required to provide to a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

If the record involves answers to a standardized test, the School Board will not provide a parent a copy of standardized test questions.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the District maintains, their location, and their custodians.

<u>TYPES</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Cumulative School Records	School	School principal
Cumulative School Records (former students)	School	School principal
Health Records	School	School principal
Speech Therapy Records	Office of Education for the Handicapped Speech	Supervisor of
Psychological Records	Office of Education for the Handicapped	Supervisor of Pupil Appraisal
School Transportation Records	Transportation Office	Director of Transportation
Special Test Records	School/District Administrative Office	School principal/ District Administrative Office
* Occasional Records	School	School principal

* Student education records not identified above, such as those in Superintendent's Office, in the school attorney's office, or in the possession of teachers.

Nothing herein is intended to supersede the provisions of the Family Educational Rights and Privacy Act, and to the extent any provisions of this policy conflict with FERPA or federal regulations issued pursuant thereto, the provision of FERPA or its regulations which limit or prohibit disclosure of educational records shall prevail.

Revised: July, 1992

Revised: July 16, 2013

Revised: October, 1993

Revised: January, 2014

Revised: October, 2001

Revised: July, 2015

Revised: February, 2003

Revised: August 11, 2015

Revised: December, 2009

Revised: December, 2017

Ref: 20 USC 1232 (g-i) (*Family Educational Rights and Privacy Act*), 20 USC 7908 (*Armed Forces Recruit Access to Student Information*), 34 CFR 99.1-99.67 (*Family Educational Rights and Privacy – Federal Regulations*); La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4, 44:4.1, 44:31, 44:32; L Civil Code, Art. 131, 134, 250; Board minutes, 6-2-92, 10-5-93, 5-7-02, 6-3-03, 3-16-10, 7-16-13, 8-11-15.

DFAA – Industrial Tax Exemptions

This new policy was drafted for School Boards' consideration reflecting the Governor's Executive Order that authorizes the school board to evaluate applications for tax exemptions it may receive and to determine appropriate standards, criteria, and conditions under which an industrial tax exemption may be granted.

NEW POLICY

FILE: DFAA

Cf: DFA

INDUSTRIAL TAX EXEMPTIONS

The Calcasieu Parish School Board derives revenue from ad valorem taxation that provides for educational needs students served by the School Board. The School Board has authority to consider for approval applications submitted to it by corporations/businesses requesting exemption from all or part of any local ad valorem tax.

Before any exemption shall be considered by the School Board, the School Board shall establish minimum standards and criteria under which exemptions may be considered and/or granted, including, but not limited to, incentives for

job creation or retention of existing jobs. In addition, the School Board reserves the right to examine each application and stipulate other more specific criteria when deemed desirable on a case-by-case basis.

Once an application has been received, evaluated, and minimum criteria established, the School Board may adopt resolution stipulating the conditions under which the exemptions are approved. If adopted, the resolution shall be forwarded to the Governor and the Louisiana State Board of Commerce and Industry.

New policy: February, 2018

Ref: Constitution of Louisiana, Art. VII, Sec. 21(F); Governor's Executive Order JBE-2016-73.

FILE: DFAA

Cf: DFA

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New policy: February, 2018

Ref: Constitution of Louisiana, Art. VII, Sec. 21(F); Governor's Executive Order JBE-2016-73.

DATE, TIME, PLACE OF MEETING

The Calcasieu Parish School Board Long Range Planning Committee meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on February 27, 2018, at 6:50 p.m.

The meeting was called to order by Russell Castille, Committee Chair.

ROLL CALL

The roll was called by Superintendent Bruchhaus and the following committee members were present: Chad Guidry, Aaron Natali, Alvin Smith, John Duhon, Russell Castille, Dean Roberts, Ron Hayes, Mack Dellafosse, Eric Tarver, Damon Hardesty, and Wayne Williams.

Absent: Glenda Gay, Annette Ballard, Fred Hardy, and Billy Breaux

TAKE APPROPRIATE ACTION

Mr. Castille read all items:

A. Consideration of Minimum Unassigned General Fund Reserve Level

1. Current policy and definitions
2. History of Reserves
3. General Fund Activity Analysis 2013-2017
4. Recommendation on minimum General Fund Reserve Level

Mr. Tarver offered a motion to maintain 9% of current budgeted expenditures, but not less than \$30,000,000 for unassigned General Fund reserves. Mr. Hayes seconded the motion. On a vote, the motion carried unanimously.

B. Consideration of General Fund Capital Outlay Plan

1. Scenarios for possible General Fund Capital Outlay

Mr. Tarver, with a second by Mr. Hardesty, offered a motion to take Scenario 1:

Spending would include \$50,000,000 assigned for capital outlay with \$30,000,000 from General Fund unassigned reserves and \$20,000,000 in debt through 10-year excess revenue certificates with debt payments made from the General Fund.

February 27, 2018

Capital outlay funds would be allocated by bonding district on a per-pupil basis and \$20,000,000 will be committed from the 2015 ½ cent sales tax to be set aside as a buffer for future salary and benefit support in the event of a reduction in state or local funding because of a reduction in MFP or other revenues. The motion carried unanimously.

Blue card to address the Board:

Joey Jarreau

C. Prior and Future Long Range Planning Topics

Past long range topics considered by the Board were presented for information only.

ADJOURN MEETING

On a motion to adjourn by Dellafosse and a second by Mr. Hayes, the meeting was adjourned at 7:36 p.m.

Total Revenues/Other Sources-Uses

	2013-2014	2014-2015	2015-2016	2016-2017	Change 2014-2017
\$	297,562,620	\$ 306,692,356	\$ 351,305,488	\$ 360,615,205	\$ 63,052,585
Ad Valorem Taxes	\$ 32,716,472	\$ 34,533,006	\$ 35,936,073	\$ 37,049,603	\$ 4,333,131
Sales Taxes	\$ 94,775,224	\$ 107,822,992	\$ 150,135,429	\$ 164,461,953	\$ 69,686,729
Other Local	\$ 4,584,093	\$ 5,844,832	\$ 6,057,478	\$ 5,181,724	\$ 597,631
MFP	\$ 149,066,034	\$ 153,808,051	\$ 153,008,068	\$ 147,113,673	\$ (1,952,361)
Other State	\$ 8,026,572	\$ 5,167,303	\$ 4,439,275	\$ 5,734,251	\$ (2,292,321)
Federal	\$ 132,216	\$ 134,129	\$ 124,356	\$ 330,076	\$ 197,860
Sources/Uses	\$ 8,262,009	\$ (617,957)	\$ 1,604,809	\$ 743,925	\$ (7,518,084)

Total Expenditures

\$	293,520,948	\$ 303,285,659	\$ 334,525,697	\$ 340,472,159	\$ 46,951,211
Salaries	\$ 168,279,779	\$ 170,020,557	\$ 187,810,178	\$ 194,063,512	\$ 25,783,733
Health Insurance	\$ 26,029,986	\$ 27,504,184	\$ 29,058,238	\$ 33,460,368	\$ 7,430,382
Retirement	\$ 44,193,175	\$ 45,887,630	\$ 47,161,754	\$ 46,943,977	\$ 2,750,802
Medicare	\$ 2,107,540	\$ 2,158,927	\$ 2,421,737	\$ 2,489,199	\$ 381,659
Other Benefits	\$ 3,840,847	\$ 3,817,579	\$ 4,104,759	\$ 3,538,111	\$ (302,736)
All Other	\$ 9,080,575	\$ 12,311,839	\$ 11,652,185	\$ 10,038,991	\$ 958,416
Maintenance Costs	\$ 22,226,599	\$ 21,109,491	\$ 22,834,448	\$ 24,084,403	\$ 1,857,804
Transportation Costs	\$ 2,750,988	\$ 1,860,515	\$ 6,313,944	\$ 3,745,128	\$ 994,140
Other Supplies, Equipment, Textbooks	\$ 7,527,497	\$ 9,542,103	\$ 12,856,954	\$ 9,351,506	\$ 1,824,009
Charter Transfers	\$ 7,483,962	\$ 9,073,234	\$ 10,211,287	\$ 12,756,964	\$ 5,273,002

Surplus Deficit

\$	4,041,672	\$ 3,406,697	\$ 16,779,791	\$ 20,143,046
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Fund Balance

\$	50,528,962	\$ 54,682,089	\$ 71,461,880	\$ 92,152,153	\$ 41,623,191
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Change In Listed Expenditures & Fund Balance

#Employees

4850	4766	4823	4891
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W/Out Salaries/Benefits

Calcasieu Parish School Board

Current policy is 8% of budgeted revenues

	Revision #1 Revenues	8% \$	Revision #2 Estimated Revenues	8% \$
	\$ 330,166,556	\$ 26,413,324	\$ 368,000,000	\$ 29,440,000
<u>General Fund Reserves</u>	<u>6/30/2017</u>	<u>%</u>	<u>Estimated Net Additions 2017-2018</u>	<u>Estimated Balance 6/30/2018</u>
Unassigned	\$ 55,434,701	16.79%	\$ 11,238,000	\$ 66,672,701
Restricted for Sales Tax #1 - 1995	\$ 13,506,395		\$ 54,000	\$ 13,560,395
Restricted for Sales Tax #2 - 2015	\$ 17,491,507		\$ 15,850,000	\$ 33,341,507
Subtotal	\$ 86,432,603		\$ 27,142,000	\$ 113,574,603
Other Items	\$			
Grants	\$ 942,761			
Inventory/Prepaid Items	\$ 1,371,798			
Encumbrances	\$ 1,404,991			
E-Rate	\$ 1,000,000			
Insurance Deductibles	\$ 1,000,000			
Grand Total	\$ 92,152,153			

Staff Recommendation For Reserves:

Maintain 9% of Current Budgeted Expenditures But Not Less Than \$30,000,000

Scenarios For Possible General Fund Capital Outlay

Assign For Capital <u>Outlay</u>	Amount From Unassigned <u>Reserves</u>	Amount To <u>Borrow</u>	Average (10 Year) Estimated		Assign To Pay <u>Future Debt</u>	Left In Unassigned <u>Reserves</u>
			Yearly Payment On <u>Debt</u>			
\$ 50,000,000	\$ 30,000,000	\$ 20,000,000	\$	2,436,000	\$ 6,672,701	\$ 30,000,000
\$ 40,000,000	\$ 20,000,000	\$ 20,000,000	\$	2,436,000	\$ 6,672,701	\$ 30,000,000
\$ 30,000,000	\$ 15,000,000	\$ 15,000,000	\$	1,827,000	\$ 11,672,701	\$ 30,000,000

Since all scenarios reduce unassigned reserves:

Assign \$20,000,000 of reserves from 2015 1/2cent sales to future salary support in the event of reduction in state or local funding. (MFP reduction predicted)

This would leave an estimated \$13,341,507 in restricted balance from 2015 1/2 cent sales tax.

MINUTES
EMPLOYEE BENEFITS COMMITTEE
MARCH 6, 2018

The Calcasieu Parish School Board Employee Benefits Committee met in the Board Room at 3310 Broad Street, Lake Charles, Louisiana, on Tuesday, March 6, 2018, at 5:00 p.m. The meeting was called to order by Ron Hayes, Vice Chairman. Ron Hayes gave the invocation and Mike Hill led the Pledge of Allegiance.

The roll was called with a quorum being present. The following committee members were in attendance; Ron Hayes, Vice Chairman; Glenda Gay, Mary Margaret David, Wayne Foster, Mike Hill, Sue Hinchee, Carolyn Touns, Hattie White, Kimberly Tyree and Suzanne Heath.

Ms. Skylar Giardina introduced Ms. Kathy Sonnier, with Insurance Resource Group, for presentation of the group health insurance and dental renewal for the policy year May 1, 2018 - April 30, 2019.

Summary of Ms. Sonnier's presentation:

- The rate adjustment for the 2018-2019 plan year is there is No increase.
- Medical Payments were (\$2,574,895)
- Rx Payments increased \$446,523
- Ineligible claims (Prior Year) \$381,032
- Net claims paid (\$2,509,404)
- Specific Insurance Reimbursement (\$1,368,024)
- Net claims against aggregate insurance limit (\$1,141,380)
- Average per contract per month (\$30.76) -4%.

This has resulted in:

- 0% increase in premiums for 2018/2019 renewal and designate \$2,550,000 of the reserve in the fund balance for health claims above our established limits. A motion was made by Mary Margaret David, seconded by Mike Hill and passed unanimously.

Ms. Skylar Giardina advised the committee due to high claims the renewal with Trustmark Life Insurance came in needing a ~10% increase on the basic and optional life insurance for May 1, 2018 - April 30, 2019 policy year. A motion was made by Suzanne Heath, seconded by Wayne Foster and passed unanimously.

Ms. Skylar Giardina explained that the dental coverage renewing May 1, 2018 - April 30, 2019 would change from Met Life Dental to Humana with no increase and a 3 year rate guarantee. A motion was made by Mike Hill, seconded by Suzanne Heath and passed unanimously.

There being no further business, a motion to adjourn was made by Mary Margaret David and seconded by Mike Hill and passed unanimously at 5:35 p.m.

Skylar Giardina
Secretary



Sales and Use Tax Department

PO Drawer 2050; 2439 6th Street Lake Charles, LA 70602-2050

Calcasieu Parish School Board

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Karl Bruchhaus, Superintendent

TO: Wilfred Bourne, CFO

FROM: Kimberly Tyree, Director of Sales Tax *KJ*

DATE: March 5, 2018

SUBJECT: Request outside counsel approval

Our office was recently served with a Board of Tax Appeals Petition by Marton Roofing Industries, Ltd. In the past, taxpayer's remedies were either to file suit or have their case heard by an arbitration panel. In July 2014, the legislature passed Act 640 which abolished the arbitration panel and gave taxpayers the right to file a petition for a redetermination of Assessment with the Board of tax Appeals in lieu of filing suit.

The taxpayer filed the petition as a result of an audit. The taxpayer is not in agreement with the audit findings and has elected the option to file a petition. Rusty Stutes has been used by our office in the past as our legal representation, and we would like him to represent us in this matter.

It is customary for us to seek board approval for outside counsel to be engaged in tax office litigation. Therefore, it is requested that such approval be placed upon the next board meeting agenda.

SW

C: Legal File

REPRESENTING

Calcasieu Parish School Board, STX Districts 2 & 3, Calcasieu Parish Police Jury, STX Districts 1 & 4A
Calcasieu Parish Law Enforcement District, City of DeQuincy, Town of Iowa, City of Lake Charles
City of Sulphur, Town of Vinton, City of Westlake, SWLa Convention & Visitors Bureau

RESOLUTION

WHEREAS, the Calcasieu Parish School Board administers and collects within the Parish of Calcasieu, sales and use tax both individually and as agent for various political subdivisions;

WHEREAS, a dispute and protest has arisen in connection with an assessment of taxes due by Marton Roofing Industries, Ltd.;

WHEREAS, Marton Roofing Industries, Ltd. has filed a petition with the Board of Tax Appeals in lieu of filing suit;

WHEREAS, there exists a real necessity involving the public interest for the Calcasieu Parish School Board to be represented by special counsel in the appeals petition proceedings and any subsequent litigation; and

WHEREAS, the Calcasieu Parish School Board desires to retain Stutes & Lavergne Law Firm as special counsel for the Calcasieu Parish School Board in connection with the appeals petition proceedings and any subsequent litigation.

NOW, THEREFORE, BE IT RESOLVED, that Stutes & Lavergne Law Firm is hereby retained as special counsel for the Calcasieu Parish School Board in connection with the above appeals petition proceedings and any subsequent litigation, subject to the Attorney General Fee Schedule.

Mack Dellafosse, President
Calcasieu Parish School Board

Attest:

Karl Bruchhaus, Secretary

The President stated that one purpose of the meeting was the opening of a sealed negotiated proposal for the purchase of \$____,000,000 of General Obligation Public School Improvement Bonds of School District No. 31 of Calcasieu Parish, Louisiana, Series 2018 (the "Bonds"). The President presented the proposal of Stifel, Nicolaus & Company, Incorporated, of Baton Rouge, Louisiana, to the members of the Board and the general public in attendance at the meeting. The proposal as approved and was ordered filed with the minutes of said meeting.

Upon examination the negotiated proposal of Stifel, Nicholas & Company, Incorporated, as presented by the President for purchase of the Bonds of School District No. 31 of Calcasieu Parish, Louisiana (the "Issuer") was found to be as follows:

	<u>NAME OF PROPOSER:</u>
Stifel, Nicolaus & Company	<u>INTEREST RATE</u>
Incorporated, Baton Rouge, Louisiana	_____ %

A complete copy of the negotiated proposal is annexed hereto as "**Exhibit A**".

Upon verification, it was determined that the proposal of Stifel, Nicolaus & Company, Incorporated, of Baton Rouge, Louisiana, was the most favorable proposal and in the best interests of the Issuer for purchase of the Bonds, whereupon the following resolution was introduced and, pursuant to motion made by _____ and seconded by _____, was adopted by the following vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

RESOLUTION

A RESOLUTION PROVIDING FOR ISSUANCE OF \$____,000,000 GENERAL OBLIGATION PUBLIC SCHOOL IMPROVEMENT BONDS OF SCHOOL DISTRICT NO. 31 OF CALCASIEU PARISH, LOUISIANA, SERIES 2018; CONFIRMING THE SALE THEREOF; AND PROVIDING FOR THE LEVY OF TAXES FOR THE PAYMENT OF PRINCIPAL THEREOF AND INTEREST THEREON.

WHEREAS, pursuant to a resolution adopted by the Calcasieu Parish School Board, governing authority of the Issuer on August 15, 2017, and in conformity with notice duly published in compliance with law, there was held in School District No. 31 of Calcasieu Parish, Louisiana, on November 18, 2017, a special election at which there was submitted to the qualified electors of said district the following proposition:

BOND PROPOSITION

Shall School District No. 31 of Calcasieu Parish, Louisiana (the "District") incur debt and issue bonds in an amount not exceeding Forty-Six Million (\$46,000,000) Dollars, in one or more series, for a period not to exceed twenty (20) years from the date thereof, with interest at a rate not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities and necessary equipment and furnishings therefor, title to which shall be in the public, which bonds shall be general obligations of the District and will be retired with, paid from and secured by ad valorem taxes estimated to be 27.60 mills for the first year, on all taxable property within the District sufficient in rate and amount to pay said bonds in principal and interest, as provided for by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

WHEREAS, pursuant to said resolution calling said special election, and the notice of said election, the Calcasieu Parish School Board as the governing authority (the "Governing Authority") of School District No. 31 of the Issuer, did on December 12, 2017, meet

in open session and canvass the returns of said election and did declare said election to have resulted in favor of said proposition;

WHEREAS, the Governing Authority now deems it in the public interest to authorize issuance and delivery of \$____,000,000 General Obligation Public School Improvement Bonds of School District No. 31 of Calcasieu Parish, Louisiana, Series 2018;

WHEREAS, the Governing Authority deems it to be in the public interest that it accept the proposal for purchase of the Bonds reflected above;

WHEREAS, on September 21, 2017, the Louisiana State Bond Commission unanimously approved the election to be held within the Issuer on November 18, 2017, and in the event the election carries to issue the Bonds so authorized, to be retired with, paid from and secured by ad valorem taxes on all taxable property within the limits of the Issuer, sufficient in rate and amount to pay said Bonds in principal and interest as they respectively mature;

WHEREAS, the Issuer under the provisions of Article VI, Section 33 of the Constitution of 1974 of the State of Louisiana, and Subpart A of Part III of Chapter II of title 39, and Section 1426(D) of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, may negotiate the sale of general obligation bonds;

WHEREAS, the Governing Authority deems it to be in the public interest that it accept the negotiated proposal received for purchase of the Bonds reflected above, from Stifel, Nicholas & Company, Incorporated;

WHEREAS, pursuant to negotiations among the Issuer, through its Governing Authority, and Stifel, Nicholas & Company, Incorporated, the Bonds shall be sold to Stifel, Nicholas & Company, Incorporated, of Baton Rouge, Louisiana, at the price of not less than par and accrued interest to date of delivery, the proposal of said purchaser being in full as follows:

MILLION AND NO/100 (\$,000,000) DOLLARS General Obligation Public School Improvement Bonds of School District No. 31 of Calcasieu Parish, Louisiana, Series 2018, in the initial denominations of one Bond for each maturity, with transfers in multiples of \$5,000.00, bearing interest payable semi-annually on March 1 and September 1 of each year, beginning March 1, 2019, maturing serially, WITH OPTION OF PRIOR PAYMENT, all in accordance with the Notice of Bond Sale and Official Statement, all the terms and conditions of which by reference are made a part hereof, and bearing interest at rates as follows, viz:

MATURITY DATE (Mar 1)	PRINCIPAL AMOUNT	INTEREST RATE PER ANNUM	MATURITY DATE (Mar 1)	PRINCIPAL AMOUNT	INTEREST RATE PER ANNUM
2019	<u> </u> ,000.00	<u> </u> %	2029	<u> </u> ,000.00	<u> </u> %
2020	<u> </u> ,000.00	<u> </u> %	2030	<u> </u> ,000.00	<u> </u> %
2021	<u> </u> ,000.00	<u> </u> %	2031	<u> </u> ,000.00	<u> </u> %
2022	<u> </u> ,000.00	<u> </u> %	2032	<u> </u> ,000.00	<u> </u> %
2023	<u> </u> ,000.00	<u> </u> %	2033	<u> </u> ,000.00	<u> </u> %
2024	<u> </u> ,000.00	<u> </u> %	2034	<u> </u> ,000.00	<u> </u> %
2025	<u> </u> ,000.00	<u> </u> %	2035	<u> </u> ,000.00	<u> </u> %
2026	<u> </u> ,000.00	<u> </u> %	2036	<u> </u> ,000.00	<u> </u> %
2027	<u> </u> ,000.00	<u> </u> %	2037	<u> </u> ,000.00	<u> </u> %
2028	<u> </u> ,000.00	<u> </u> %	2038	<u> </u> ,000.00	<u> </u> %

We will pay the principal sum of MILLION AND NO/100 (\$,000,000) DOLLARS, together with accrued interest from the date of the Bonds to the date of delivery, plus a premium in the amount of \$.

For your information, we calculate the lowest effective interest rate to the Issuer to be %, said rate to be determined in accordance with the "True" or "Canadian" interest cost method of calculation by doubling the semiannual interest rate (compounded semiannually) necessary to discount the debt service payments from the payment dates to the date of the Bonds and to the price bid, excluding the accrued interest from the date of the Bonds to the date of their delivery.

Bonds bid for herein will be delivered and shall be paid for on or about April 19, 2018 at such place in Louisiana, and on such business day and at such hour, as the Issuer shall fix on five business days' notice to the successful bidder, or at such other place and time as may be agreed upon with the successful bidder, it being understood that the Issuer will furnish to us, free of charge, at the time of delivery of the Bonds, the qualified approving legal opinion of Joseph A. Delafield, A Professional Corporation, of Lake Charles, Louisiana, and a certified transcript of this proceeding.

NOW THEREFORE, BE IT RESOLVED by the Calcasieu Parish School Board, governing authority of School District No. 31 of Calcasieu Parish, Louisiana, as follows:

SECTION 1. Definitions. As used herein the following terms shall have the following meanings, unless the context otherwise requires:

“Agreement” means the agreement to be entered into between the Issuer and the Paying Agent pursuant to this Resolution.

“Bond” means any Series 2018 Bonds of the Issuer authorized to be issued by this Resolution, whether initially delivered or issued in exchange for, upon transfer of, or in lieu of any bond previously issued.

“Bond Register” means the record kept by the Paying Agent at its principal corporate office in which registration of the Bonds and transfers of the Bonds shall be made as provided herein.

“Business Day” means a day of the year other than a day on which banks in the city in which the Paying Agent is located are required or authorized to remain closed or the New York Stock Exchange is closed.

“Code” means the Internal Revenue Code of 1986, as amended.

“Debt Service Fund” shall have the meaning ascribed to such term in Section 10 hereof.

“Defeasance Obligations” shall mean (a) cash, or (b) non-callable Government Securities.

“Executive Officers” means, collectively, the President and Secretary of the Governing Authority.

“Governing Authority” means the Calcasieu Parish School Board.

“Government Securities” means direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America, which are non-callable prior to their maturity, and may be United States Treasury obligations such as the State and Local Government Series and may be in book-entry form.

“Interest Payment Dates” means March 1 and September 1 of each year beginning March 1, 2019.

“Issuer” means School District No. 31 of Calcasieu Parish, Louisiana.

“Outstanding” when used with respect to the Bonds means, as of the date of determination, all Bonds theretofore issued and delivered under this Resolution, except:

1. Bonds theretofore cancelled by the Paying Agent or delivered to the Paying Agent for cancellation.

2. Bonds for which payment or redemption sufficient funds have been theretofore deposited in trust for the Owners of such Bonds, provided that, if such Bonds are to

be redeemed, irrevocable notice of such redemption has been duly given or provided for pursuant to this Resolution or waived.

3. Bonds in exchange for or in lieu of which other bonds have been registered and delivered pursuant to this Resolution.

4. Bonds alleged to have been mutilated, destroyed, lost, or stolen, which have been paid as provided in this Resolution or by law.

5. Bonds for the payment of principal (or redemption price, if any) of and interest on which money or Government Securities or both are held in trust with the effect specified in this Resolution.

“Owner” or “Owners” or “Registered Owner” when used with respect to any Bond means the Person in whose name such Bond is registered in the Bond Register, as herein provided.

“Paying Agent” means Whitney Bank, in Baton Rouge, Louisiana, until a successor Paying Agent shall have been appointed pursuant to the applicable provisions of this Resolution, and thereafter “Paying Agent” shall mean such successor Paying Agent.

“Person” means any individual, corporation, partnership, joint venture, association, joint-stock company, trust, unincorporated organization, or government or any agency or political subdivision thereof.

“Purchaser” means the original purchaser or purchasers of the Bonds.

“Record Date” for interest payable on any Interest Payment Date means the 15th day of the month preceding a month in which interest is payable on the Series 2018 Bonds, whether or not such day is a Business Day.

“Resolution” means this Resolution authorizing issuance of the Bonds.

“Series 2018 Bonds” means the General Obligation Public School Improvement Bonds, Series 2018 of the Issuer, authorized by this Resolution, in the total aggregate principal amount of _____ Million and No/100 Dollars (\$____,000,000).

SECTION 2. Authorization of Bonds; Maturities. In compliance with and under the authority of the provisions of Article VI, Section 33 and Article VII, Section 26(E) of the Constitution of the State of Louisiana of 1974, as amended, and those portions of Part II of Article 7 of the Constitution of 1974 of the State of Louisiana not repealed by the 1977 Louisiana Legislature, and Sub-Part A, Part III, Chapter 4, Sub-Title II of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and constitutional and statutory authority supplemental thereto, and pursuant to proceedings regularly and legally taken by the Issuer, and a special election held within the Issuer on November 18, 2017, there is hereby authorized the incurring of an indebtedness of _____ Million and No/100 Dollars (\$____000,000) for, and on behalf of and in the name of the Issuer, for the purpose of acquiring and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities and necessary equipment and furnishings therefor, which are works of public improvement, title to which school improvements shall be in the public, and to pay the costs of issuance of the Bonds including the premium for a bond insurance policy, and to represent said indebtedness this Governing Authority does hereby authorize issuance of _____ Million and No/100 Dollars (\$____,000,000) of General Obligation Public School Improvement Bonds, Series 2018, of the Issuer. The Bonds shall be in fully registered form, shall be dated April 19, 2018, shall be issued in the denomination of Five Thousand Dollars (\$5,000) each, or any integral multiple thereof within a single maturity, and shall be numbered consecutively from R-1 upward and shall mature in the years and in the principal amounts set out in the following schedule. The unpaid principal of the Bonds shall bear interest from date thereof or from the most recent Interest Payment Date to which interest has been paid or duly provided for, payable on each Interest Payment Date, commencing March 1, 2019, at

rates of interest of not to exceed 8% per annum, as determined by receipt of sealed bids pursuant to advertisement, and maturing in the principal amounts as set out in the following schedule:

MATURITY DATE (Mar 1)	PRINCIPAL AMOUNT	INTEREST RATE PER ANNUM	MATURITY DATE (Mar 1)	PRINCIPAL AMOUNT	INTEREST RATE PER ANNUM
2019	____,000.00	____%	2029	____,000.00	____%
2020	____,000.00	____%	2030	____,000.00	____%
2021	____,000.00	____%	2031	____,000.00	____%
2022	____,000.00	____%	2032	____,000.00	____%
2023	____,000.00	____%	2033	____,000.00	____%
2024	____,000.00	____%	2034	____,000.00	____%
2025	____,000.00	____%	2035	____,000.00	____%
2026	____,000.00	____%	2036	____,000.00	____%
2027	____,000.00	____%	2037	____,000.00	____%
2028	____,000.00	____%	2038	____,000.00	____%

The principal of the Bonds, upon maturity or redemption, shall be payable at the principal corporate trust office of the Paying Agent, upon presentation and surrender thereof, and interest on the Bonds shall be payable by check mailed by the Paying Agent to the Registered Owner at the address shown on the Bond Register. The person in whose name any Bond is registered at the close of business on the Record Date with respect to an Interest Payment Date (unless such Bond has been called for redemption on a redemption date which is prior to such Interest Payment Date) shall be entitled to receive the interest payable with respect to such Interest Payment Date notwithstanding the cancellation of such Bond upon any registration of transfer or exchange thereof subsequent to such Record Date and prior to such Interest Payment Date. Each Bond delivered under this Resolution upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond, and each such Bond will bear interest (as herein set forth) so that neither gain nor loss interest shall result from such transfer, exchange or substitution.

No Bond will be entitled to any right or benefit under this Resolution, or be valid or obligatory for any purpose, unless there appears on such Bond a certificate of registration,

substantially in the form provided in this Resolution, executed by the Paying Agent by manual signature.

SECTION 3. Redemption Provisions. (A) *Mandatory Redemption.*

The Bonds maturing on March 1, 20____, shall be subject to mandatory sinking fund redemption on March 1 in the years and in the principal amounts set forth below at a redemption price equal to 100% of the principal amount thereof, plus accrued interest to the date fixed for redemption:

Redemption Date	Principal
<u>(March 1)</u>	<u>Amount</u>

*Final Maturity.

The Bonds maturing on March 1, 20____, shall be subject to mandatory sinking fund redemption on March 1 in the years and in the principal amounts set forth below at a redemption price equal to 100% of the principal amount thereof, plus accrued interest to the date fixed for redemption:

Redemption Date	Principal
<u>(March 1)</u>	<u>Amount</u>

*Final Maturity.

(B) *Optional Redemption.* The Bonds maturing March 1, 20____ and thereafter will be callable for redemption at the option of the Issuer in whole or in part at any time on or after March 1, 20____, and if less than a full maturity, then by lot within such maturity, at the redemption price equal to the principal amount of the Bonds to be redeemed plus accrued interest to the redemption date.

(C) *Partial Redemption.* In the event a Bond to be redeemed is of a denomination larger than Five Thousand Dollars (\$5,000), a portion of such Bond (\$5,000 or any

multiple thereof) may be redeemed. If less than all of the Bonds of a particular maturity are called for redemption, the Bonds within such maturity to be redeemed will be selected by DTC or any successor security depository pursuant to its rules or procedures or, if the book entry system is discontinued, will be selected by the Paying Agent by lot in such manner as the Paying Agent in its discretion may determine. Any Bond which is to be redeemed only in part shall be surrendered at the principal corporate office of the Paying Agent; and there shall be delivered to the Owner of such Bond a new Bond or Bonds of the same maturity and of any authorized denomination or denominations as requested by such Owner in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered. Official notice of such call of any of the Bonds for redemption shall be given by the Paying agent by means of first class mail, postage prepaid, by notice deposited in the United States mail not less than thirty (30) days prior to the redemption date addressed to the Owner of each Bond to be redeemed at his address as shown on the Bond Register.

If on any occasion less than all of the Bonds then outstanding shall be redeemed pursuant to the optional or scheduled mandatory redemption provisions described above, then the principal amount of the Bonds so redeemed shall be considered to have satisfied a portion of the mandatory sinking fund redemptions required by the table above. The principal amounts required by the table above shall be adjusted downward in the amount of principal redeemed in chronological order beginning on the mandatory sinking fund redemption date immediately succeeding the date of such optional or mandatory redemption.

(D) *Notice of Redemption.* Notice of redemption shall be given by the Paying Agent by mailing a copy of the redemption notice by first class mail, postage prepaid, not less than thirty (30) days prior to the date fixed for redemption, to the Owner of each Bond to be redeemed in whole or in part at the address shown on the Bond Register.

SECTION 4. Exchange of Bonds; Persons Treated as Owners. The Issuer shall cause books for registration and for transfer of the Bonds (the "Bond Register"), as provided in this Resolution to be kept at the principal office of the Paying Agent, and the Paying

Agent is hereby constituted and appointed the Registrar for the Bonds. The Bonds may be transferred, registered and assigned, at the expense of the Issuer, only upon the Bond Register upon surrender thereof at the principal office of the Paying Agent and by execution of the assignment form on the Bonds or by other instrument of transfer and assignment in such form as shall be satisfactory to the Paying Agent. A new Bond or Bonds will be delivered by the Paying Agent to the last assignee (the new registered owner) in exchange for such transferred and assigned Bonds within three (3) business days after receipt of the Bonds to be transferred in proper form. Such new Bond or Bonds must be in the principal amount denomination of \$5,000 or any integral multiple thereof within a single maturity. Neither the Issuer nor the Paying Agent will be required to issue, register the transfer of or exchange any Bond during a period beginning (i) at the opening of business on the Record Date, or (ii) with respect to any Bond called for redemption prior to maturity during a period beginning at the opening of business fifteen (15) days before the date of mailing of a notice of redemption of such Bond and ending on the date of such redemption. The execution by the Issuer of any fully registered Bond shall constitute full and due authorization of such Bond and the Paying Agent shall thereby be authorized to authenticate, date and deliver such Bond; provided, however, that the principal amount of outstanding Bonds of each maturity authenticated by the Paying Agent shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements, subject to the provisions of Section 18 hereof. The Issuer is authorized to prepare, and the Paying Agent shall keep custody of, multiple Bond blanks executed by the Issuer for use in the transfer and exchange of Bonds.

SECTION 5. Registered Owner. As to any Bond, the Person in whose name the same shall be registered as shown on the Bond Register required by Section 4, shall be deemed and regarded as the absolute Owner thereof for all purposes, and payment of or on account of the principal of and premium, if any, and interest on any such Bond shall be made only to or upon the order of the Registered Owner thereof or his legal representative, and the Issuer and the Paying Agent shall not be affected by any notice to the contrary. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond, including the interest thereon, to the extent of the sum or sums so paid.

SECTION 6. Form of Bonds. The Bonds and the endorsements to appear thereon will be in substantially the following form, to-wit:

(FACE OF BOND)

Unless this Bond is presented by an authorized representative of The Depository Trust Company, a New York corporation ("DTC") to the Issuer or its agent for registration of transfer, exchange, or payment, and any Bond issued is registered in the name of Cede & Co. Or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL, inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

As provided in the Bond Resolution referred to herein, until the termination of the system of book entry only transfers through The Depository Trust Company, New York, New York, and notwithstanding any other provision of the Bond Resolution to the contrary, this Bond may be transferred in whole but not in part, only to a nominee of DTC, or by a nominee of DTC to DTC or a nominee of DTC, or by DTC or a nominee of DTC to any successor securities depository or any nominee thereof.

UNITED STATES OF AMERICA

STATE OF LOUISIANA

PARISH OF CALCASIEU

REGISTERED

REGISTERED

NO. R-_____

\$_____

**GENERAL OBLIGATION PUBLIC SCHOOL IMPROVEMENT BOND OF
SCHOOL DISTRICT NO. 31 OF
CALCASIEU PARISH, LOUISIANA
SERIES 2018**

DATED DATE

INTEREST RATE:

MATURITY DATE:

CUSIP:

April 19, 2018

School District No. 31 of Calcasieu Parish, Louisiana (herein called the "Issuer"), for value received, hereby acknowledges itself indebted and promises to pay to

REGISTERED OWNER:

PRINCIPAL AMOUNT

**PAYING AGENT/REGISTRAR'S
CERTIFICATE OF REGISTRATION**

This Bond is one of the Bonds referred
to in the within mentioned Bond Resolution.

Whitney Bank
in the City of Baton Rouge, Louisiana,
as Paying Agent/Registrar

By: _____
Date of Authentication:

(Lower Right)

or registered assigns, on the maturity date set forth above, the principal amount set forth above, together with interest thereon from the date hereof, said interest payable semi-annually on March 1 and September 1 in each year, beginning March 1, 2019, at the interest rate per annum set forth above until said principal sum is paid, unless this Bond has been previously called for redemption and payment shall have been duly made or provided for. The principal of this Bond upon maturity or redemption is payable in lawful money of the United States of America at the principal corporate trust office of Whitney Bank, located in the City of Baton Rouge, Louisiana (the Paying Agent/Registrar), or successor thereto, upon presentation and surrender hereof. Interest on this Bond is payable by check mailed on each interest payment date by the Paying Agent/Registrar to the registered owner (determined as of the first calendar day of the month in which an Interest Payment is due) at the address, as shown on the books of the Paying Agent/Registrar.

REFERENCE IS MADE TO THE FURTHER PROVISIONS OF THIS BOND SET FORTH ON THE REVERSE HEREOF WHICH SHALL FOR ALL PURPOSES HAVE THE SAME EFFECT AS THOUGH FULLY SET FORTH HEREIN.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution defined hereinafter until the Certificate of Registration hereon shall have been signed by the Paying Agent/Registrar.

IN WITNESS WHEREOF, the Calcasieu Parish School Board, acting as the governing authority of School District No. 31 of Calcasieu Parish, Louisiana, has caused this Bond to be executed in its name by the facsimile signatures of its President and Secretary and the impress or imprint hereon of the seal of said School Board, and this Bond to be dated April 19, 2018.

CALCASIEU PARISH SCHOOL BOARD

/s/ [facsimile] _____

SECRETARY

/s/ [facsimile] _____

PRESIDENT

(REVERSE OF BOND)

ADDITIONAL PROVISIONS

This Bond is one of an issue, the Bonds of which are all of like date, tenor and effect, except as to the number, maturity and rate of interest, aggregating in principal the sum of _____ MILLION AND NO/100 (\$____, 000,000) DOLLARS; said Bonds to mature annually, authorized at an election held within the Issuer on November 18, 2017, and issued pursuant to a resolution adopted on March 13, 2018, by the Issuer (the "Bond Resolution"), under and by virtue of Article VI, Section 33 and Article 7, Section 26(E) of the Constitution of 1974 of the State of Louisiana, and those portions of Part II of Article VII of the Constitution of 1974 of the State of Louisiana not repealed by the 1977 Louisiana Legislature, and Subpart A of Part III of Chapter 4 of Sub-Title II of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and all other laws on the same subject matter, and pursuant to proceedings regularly and legally taken

by the Issuer, for the purpose of acquiring and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities and necessary equipment and furnishings therefor, which are works of public improvement, and acquiring the necessary equipment and furnishings therefor, and other school related facilities within and for the District.

This Bond and the issue of which it forms a part are payable out of the receipt of unlimited ad valorem taxes levied on all properties subject to taxation within School District No. 31 of Calcasieu Parish, Louisiana.

The Paying Agent/Registrar for this issue is Whitney Bank, Baton Rouge, Louisiana. This Bond shall pass by delivery on the books of the Issuer to be kept for that purpose at the principal corporate trust office of the Registrar and such registration is noted hereon. After such registration no transfer shall be valid unless made on said books at said office by the registered owner in person or by his duly authorized attorney and similarly noted hereon. This Bond may not be discharged from registration by like transfer to bearer. The Issuer and the Registrar may treat the registered owner as the absolute owner hereof for all purposes, whether or not this Bond shall be overdue and shall not be bound by any notice to the contrary.

(A) *Mandatory Redemption.* The Bonds maturing on March 1, 20____, shall be subject to mandatory sinking fund redemption on March 1 in the years and in the principal amounts set forth below at a redemption price equal to 100% of the principal amount thereof, plus accrued interest to the date fixed for redemption:

Redemption Date	Principal
(March 1)	Amount

*Final Maturity.

The Bonds maturing on March 1, 20____, shall be subject to mandatory sinking fund redemption on March 1 in the years and in the principal amounts set forth below at a redemption price equal to 100% of the principal amount thereof, plus accrued interest to the date fixed for redemption:

Redemption Date	Principal
(March 1)	Amount

*Final Maturity.

(B) *Optional Redemption.* The Bonds maturing March 1, 20____ and thereafter will be callable for redemption at the option of the Issuer in whole or in part at any time on or after March 1, 20____, and if less than a full maturity, then by lot within such maturity, at the redemption price equal to the principal amount of the Bonds to be redeemed plus accrued interest to the redemption date.

(C) *Partial Redemption.* In the event a Bond to be redeemed is of a denomination larger than Five Thousand Dollars (\$5,000), a portion of such Bond (\$5,000 or any multiple thereof) may be redeemed. If less than all of the Bonds of a particular maturity are called for redemption, the Bonds within such maturity to be redeemed will be selected by DTC or any successor security depository pursuant to its rules or procedures or, if the book entry system is discontinued, will be selected by the Paying Agent by lot in such manner as the Paying Agent in its discretion may determine. Any Bond which is to be redeemed only in part shall be surrendered at the principal corporate office of the Paying Agent; and there shall be delivered to the Owner of such Bond a new Bond or Bonds of the same maturity and of any authorized denomination or denominations as requested by such Owner in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered. Official notice of such call of any of the Bonds for redemption shall be given by the Paying agent by means of first class mail, postage prepaid, by notice deposited in the United States mail not less than thirty (30) days prior to the redemption date addressed to the Owner of each Bond to be redeemed at his address as shown on the Bond Register.

If on any occasion less than all of the Bonds then outstanding shall be redeemed pursuant to the optional or scheduled mandatory redemption provisions described above, then the principal amount of the Bonds so redeemed shall be considered to have satisfied a portion of the mandatory sinking fund redemptions required by the table above. The principal amounts required by the table above shall be adjusted downward in the amount of principal redeemed in chronological order beginning on the mandatory sinking fund redemption date immediately succeeding the date of such optional or mandatory redemption.

(D) *Notice of Redemption.* Notice of redemption shall be given by the Paying Agent by mailing a copy of the redemption notice by first class mail, postage prepaid, not less than thirty (30) days prior to the date fixed for redemption, to the Owner of each Bond to be redeemed in whole or in part at the address shown on the Bond Register.

It is certified that this Bond is authorized by and is issued in conformity with the requirements of the Constitution and statutes of the State of Louisiana. It is further certified, recited and declared that all acts, conditions and things required to exist, to happen and to be performed precedent to and in the issuance of this Bond necessary to constitute the same as a legal, binding and valid obligation of the Issuer, have existed, have happened and have been performed in due time, form and manner as required by law, and that the indebtedness of the Issuer, including this Bond, does not exceed any limitation prescribed by the Constitution and statutes of the State of Louisiana.

ASSIGNMENT

FOR VALUE RECEIVED, _____, the undersigned, hereby sells, assigns and transfers unto the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints attorney or agent to transfer the within Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

NOTICE: The signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(FORM OF LEGAL OPINION CERTIFICATE -
TO BE PRINTED ON ALL BONDS)

I, the undersigned Secretary of the Calcasieu Parish School Board, governing authority of School District No. 31 of Calcasieu Parish, Louisiana, do hereby certify that the above and foregoing is a true copy of the complete legal opinion of Joseph A. Delafield, A Professional Corporation, Lake Charles, Louisiana, Bond Counsel, the original of which was manually executed, dated and issued as of the date of payment for and delivery of the Bonds of the issue described therein and was delivered to the Original Purchasers thereof. I further certify that an executed copy of the above-referenced legal opinion is on file in my office and that an executed copy thereof has been furnished to the Paying Agent/Registrar for this Bond.

Secretary

SECTION 7. Execution of Bonds. The Bonds shall be signed by the Executive Officers of the Issuer for, on behalf of, in the name of and under the corporate seal of the Issuer, and the Legal Opinion Certificate shall be signed by the Secretary of the Governing Authority, which signatures and corporate seal may be either manual or facsimile and the delivery of any Bond so executed at any time thereafter shall be valid although, before the date of delivery, the persons signing the Bonds cease to hold office.

SECTION 8. Reserved.

SECTION 9. Pledge of Full Faith and Credit; Tax Levy. The Bonds shall constitute general obligations of the Issuer, and the full faith and credit of the Issuer is hereby pledged to the punctual payment of the Bonds in accordance with the authority of Article VI, Section 33 of the Constitution of the State of Louisiana of 1974, as amended, Sub-Part A, Part III, Chapter 4, Title 39 of the Louisiana Revised Statutes of 1950, as amended, and constitutional and statutory authority supplemental thereto. The Issuer obligates itself and is bound under the

terms and provisions of law and the election authorizing the Bonds to impose and collect annually in excess of all other taxes an ad valorem tax on all property subject to taxation within the territorial limits of the Issuer sufficient to pay principal of and interest on the Bonds falling due in each year, said tax to be levied and collected by the same officers, in the same manner and at the same time as other taxes are levied and collected within the territorial limits of the Issuer. The proceeds of such tax shall be devoted and applied to the payment of said interest and principal as such shall become due, and without further action on the part of the Governing Authority, the proper officer or officers are hereby authorized and directed, for the year 2018 and each year thereafter, to include in the annual levy of taxes upon, and to extend upon the assessment rolls against, all taxable property situated within the territorial limits of the Issuer, a sum sufficient to pay the principal of, premium, if any, and interest on the Bonds becoming due the ensuing year. The Issuer shall deposit the avails of said tax in the "Debt Service Fund" herein provided for. Principal or interest falling due at any time when the proceeds of said tax levy may not be available shall be paid from other funds of the Governing Authority, and such funds shall be reimbursed from the proceeds of said taxes when said taxes shall have been collected. The Issuer covenants and agrees with the Purchaser and the Owner of the Bonds that so long as any of the Bonds remain outstanding, the Issuer will take no action or fail to take any action which in any way would adversely affect the ability of the Issuer to levy and collect the foregoing tax levy, and the Issuer and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the Debt Service Fund established in Section 10 to pay the principal of and interest on the Bonds.

SECTION 10. Debt Service Fund. For the payment of the principal of and the interest on the Bonds, the Issuer will establish a special fund, to be held by the regularly designated fiscal agent of the Issuer (the "Debt Service Fund"), into which the Issuer will deposit the proceeds of the aforesaid special tax and accrued interest on the Bonds. The depository for the Debt Service Fund shall transfer from the Debt Service Fund to the Paying Agent at least three (3) business days in advance of each Interest Payment Date, funds fully sufficient to pay promptly the principal and interest falling due on such date.

All moneys deposited with the regularly designated fiscal agent bank or banks of the Issuer or the Paying Agent under the terms of this Resolution shall constitute secured funds for the benefit of the Owners of the Bonds, and shall be secured by said fiduciaries at all times to the full extent thereof in the manner required by law for the securing of deposits of public funds.

At the written request of the Issuer, all or any part of the moneys in the Debt Service Fund shall be invested in accordance with the provisions of the laws of the State of Louisiana, in which event all income derived from such investments shall be added only to the Debt Service Fund.

Immediately upon issuance of the Bonds, moneys paid to the Issuer by the Purchaser as accrued interest, if any, shall be deposited by the Issuer into the Debt Service Fund and utilized to pay interest on the Bonds on the Interest Payment Date next due.

SECTION 11. Application of Proceeds; 2018 Project Fund. The Executive Officers are hereby empowered, authorized and directed to do any and all things necessary and incidental to carry out all of the provisions of this Resolution. The proceeds derived from the sale of the Bonds, shall be deposited into a fund separate and apart from the general funds of the Governing Authority, namely, the "School District No. 31 Project Fund" (the "2018 Project Fund") hereby created, and disbursements shall be made from the 2018 Project Fund solely and only for the purposes for which the Bonds are being issued and for which the principal proceeds are hereby appropriated.

Earnings, if any, upon the invested proceeds of the Bonds within the 2018 Project Fund shall be maintained within the 2018 Project Fund and utilized solely and only for (i) the purposes for which the Bonds are being issued and/or (ii) payment of any required rebate of excess arbitrage profits to the United States Treasury.

SECTION 12. Bonds Legal Obligations. The Bonds shall constitute legal, binding and valid obligations of the Issuer, and shall be the only representations of the indebtedness as herein authorized and created.

SECTION 13. Resolution a Contract. The provisions of this Resolution and the Bonds shall constitute a contract between the Issuer, or its successor, and the Owner or Owners from time to time of the Bonds and any such Owner or Owners may at law or in equity, by suit, action, mandamus or other proceedings, enforce and compel the performance of all duties required to be performed by this Governing Authority or the Issuer as a result of issuing the Bonds.

No material modification or amendment of this Resolution, or of any resolution amendatory hereof or supplemental hereto, may be made without the consent in writing of the Owners of two-thirds (2/3) of the aggregate principal amount of the Bonds then outstanding; provided, however, that no modification or amendment shall permit a change in the maturity or redemption provisions of the Bonds, or a reduction in the rate of interest thereon, or in the amount of the principal obligation thereof, or affecting the obligation of the Issuer to pay the principal of and the interest on the Bonds as the same shall come due from the taxes pledged and dedicated to the payment thereof by this Resolution or reduce the percentage of the Owners required to consent to any material modification or amendment of this Resolution, without the consent of all of the Owners of the Bonds then outstanding.

SECTION 14. Recital of Regularity. This Governing Authority having investigated the regularity of the proceedings had in connection with issuance of the Bonds herein authorized and having determined the same to be regular, the Bonds shall contain the following recital, to-wit:

“It is certified that this Bond is authorized by and is issued in conformity with the requirements of the Constitution and statutes of the State of Louisiana.”

SECTION 15. Effect of Registration. The Issuer, the Paying Agent, and any agent of either of them may treat the Owner in whose name any Bond is registered as the Owner of such Bond for the purpose of receiving payment of the principal (and redemption price) of and interest on such Bond and for all other purposes whatsoever, and to the extent permitted by law,

neither the Issuer, the Paying Agent, nor any agent of either of them shall be affected by notice to the contrary.

SECTION 16. Notices to Owners. Wherever this Resolution provides for notice to Owners of Bonds of any event, such notice shall be sufficiently given (unless otherwise herein expressly provided) if in writing and mailed, first class postage prepaid, to each Owner of such Bonds, at the address of such Owner as it appears in the Bond Register. In any case where notice to Owners of Bonds is given by mail, neither the failure to mail such notice to any particular Owner of Bonds, nor any defect in any notice so mailed, shall affect the sufficiency of such notice with respect to all other Bonds. Where this Resolution provides for notice in any manner, such notice may be waived in writing by the Owner or Owners entitled to receive such notice, either before or after the event, and such waiver shall be the equivalent of such notice. Waivers of notice by Owners shall be filed with the Paying Agent, but such filing shall not be a condition precedent to the validity of any action taken in reliance upon such waiver.

SECTION 17. Cancellation of Bonds. All Bonds surrendered for payment, redemption, transfer, exchange or replacement, if surrendered to the Paying Agent, shall be promptly cancelled by it and, if surrendered to the Issuer, shall be delivered to the Paying Agent and, if not already cancelled, shall be promptly cancelled by the Paying Agent. The Issuer may at any time deliver to the Paying Agent for cancellation any Bonds previously registered and delivered which the Issuer may have acquired in any manner whatsoever, and all Bonds so delivered shall be promptly cancelled by the Paying Agent. All cancelled Bonds held by the Paying Agent shall be disposed of as directed in writing by the Issuer.

SECTION 18. Mutilated, Destroyed, Lost or Stolen Bonds. If (1) any mutilated Bond is surrendered to the Paying Agent, or the Issuer and the Paying Agent receives evidence to its satisfaction of the destruction, loss or theft of any Bond, and (2) there is delivered to the Issuer and the Paying Agent such security or indemnity as may be required by them to save each of them harmless, then, in the absence of notice to the Issuer or the Paying Agent that such Bond has been acquired by a bona fide purchaser, the Issuer shall, under the authority of Part XI of Chapter 4 of Title 39 of the Louisiana Revised Statutes of 1950, as amended, execute,

and upon its request the Paying Agent shall register and deliver, in exchange for or in lieu of any such mutilated, destroyed, lost or stolen Bond, a new Bond of the same maturity and of like tenor, interest rate and principal amount, bearing a number not contemporaneously outstanding. In case any such mutilated, destroyed, lost or stolen Bond has become or is about to become due and payable, the Issuer in its discretion may, instead of issuing a new Bond, pay such Bond. Upon issuance of any new Bond under this Section, the Issuer may require the payment by the Owner of a sum sufficient to cover any tax or other governmental charge that may be imposed in relation thereto and any other expenses (including the fees and expenses of the Paying Agent) connected therewith. Every new Bond issued pursuant to this Section in lieu of any mutilated, destroyed, lost or stolen Bond shall constitute a replacement of the prior obligation of the Issuer, whether or not the mutilated, destroyed, lost or stolen Bond shall be at any time enforceable by anyone and shall be entitled to all the benefits of this Resolution equally and ratably with all other outstanding Bonds. Any additional procedures set forth in this Resolution, shall also be available with respect to mutilated, destroyed, lost or stolen Bonds. The provisions of this Section are exclusive and shall preclude (to the extent lawful) all other rights and remedies with respect to the replacement and payment of mutilated, destroyed, lost or stolen Bonds.

SECTION 19. Discharge of Resolution; Defeasance. If the Issuer shall pay or cause to be paid, or there shall otherwise be paid to the Owners, the principal of and interest on the Bonds, at the times and in the manner stipulated in this Resolution, then the pledge of the money, securities, and funds pledged under this Resolution and all covenants, agreements, and other obligations of the Issuer to the Owners of the Bonds shall thereupon cease, terminate, and become void and be discharged and satisfied, and the Paying Agent shall pay over or deliver all money held by it under this Resolution to the Issuer.

Principal or interest installments for the payment of which money shall have been set aside and shall be held in trust (through deposit by the Issuer of funds for such payment or otherwise) at the maturity date thereof shall be deemed to have been paid within the meaning and with the effect expressed above in this Section. Bonds shall be deemed to have been paid, prior to their maturity, within the meaning and with the effect expressed above in this Section if they

have been defeased pursuant to Chapter 14 of Title 39 of the Louisiana Revised Statutes of 1950, as amended, or any successor provisions thereto.

SECTION 20. Paying Agent; Paying Agent Agreement. The Issuer will at all times maintain a Paying Agent meeting the qualifications hereinafter described for the performance of the duties hereunder for the Bonds. The designation of the initial Paying Agent in this Resolution is hereby confirmed and approved. The Issuer reserves the right to appoint a successor Paying Agent by (a) filing with the Person then performing such function a certified copy of a resolution or Resolution giving notice of the termination of the Agreement and appointing a successor and (b) causing notice to be given to each Owner. Every Paying Agent appointed hereunder shall at all times be a bank organized and doing business under the laws of the United States of America or of any state, authorized under such laws to serve as Paying Agent, and subject to supervision or examination by Federal or State authority. The Executive Officers are hereby authorized and directed to execute an appropriate Agreement with the Paying Agent for and on behalf of the Issuer in such form as may be satisfactory to said officers, the signatures of such officers on such Agreement to be conclusive evidence of the due exercise of the authority granted hereunder.

SECTION 21. Non-Arbitrage Representations, Warranties and Covenants. The Governing Authority of the Issuer certifies and covenants that so long as the Bonds remain outstanding, moneys on deposit in any fund in connection with the Bonds, whether or not such moneys were derived from the proceeds of the sale of the Bonds or from any other sources, will not be used in a manner which will cause such Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or ruling or regulations promulgated thereunder.

The Governing Authority hereby authorizes the Executive Officers of the Issuer to be responsible for issuing the Bonds to make such further covenants and certifications as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be excludable from gross income for purposes of federal income taxation. In connection therewith, the Issuer and the Governing Authority further agree:

(a) through the Executive Officers to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by the Executive Officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the Issuer in such compliance.

SECTION 22. Printing and Delivery of Bonds. The Executive Officers of the Issuer are hereby empowered, authorized and directed to cause the necessary Bonds to be printed or lithographed, and they are hereby further empowered, authorized and directed to sign, execute and seal all of the Bonds as herein provided and cause the same to be registered with the Secretary of State, all in accordance with the provisions of law and this Resolution.

SECTION 23. Preliminary Official Statement. The dissemination and distribution of and the disclosure material in the Preliminary Official Statement and the Official Statement in connection with the sale of the Bonds are hereby ratified and confirmed in all respects by this Governing Authority, and the Issuer and the Governing Authority hereby certify that such disclosure material is deemed final by the Issuer and Governing Authority as of its date for purposes of Rule 15c2-12 of the Securities Exchange Act of 1934. The Issuer further authorizes, directs, and ratifies the execution by the Executive Officers and delivery of such final Official Statement to Stifel, Nicolaus & Company, Incorporated, as Underwriter.

SECTION 24. Execution of Documents. The Executive Officers of the Issuer are hereby authorized and directed to accept, receive, execute, seal, attest and deliver the Preliminary Official Statement, the Official Statement, the Tax Agreement, the Agreement, the Continuing Disclosure Certificate, the Bond Purchase Agreement with the Underwriter, and any and all such documents, certificates, and other instruments as are required in connection with the authorization, issuance, and delivery of the Bonds, in such forms as are acceptable to Bond

Counsel, or to take such further action as may be appropriate or required by law in connection with the authorization, issuance, and delivery of the Bonds. The acceptance, receipt, execution, seal, attestation, and deliverance of the Bond Purchase Agreement by the Executive Officers of the Issuer is hereby ratified in all respects.

SECTION 25. Publication. A copy of this Resolution shall be published immediately after its adoption in one (1) issue of the *American Press*, the official journal of the Issuer. For a period of thirty (30) days from the date of such publication, any person in interest shall have the right to contest the legality of this Resolution and of the Bonds to be issued pursuant hereto and the provisions hereof securing the Bonds. After the expiration of said thirty (30) days, no one shall have any right of action to contest the validity of the Bonds or the provisions of this Resolution, and the Bonds shall be conclusively presumed to be legal and no court shall thereafter have authority to inquire into such matters.

SECTION 26. Savings Clause. In case any one or more of the provisions of this Resolution or of the Bonds issued hereunder shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Resolution or of the Bonds, but the Resolution and the Bonds shall be construed and enforced as if such illegal or invalid provisions had not been contained therein. Any constitutional or statutory provision enacted after the date or dates of this Resolution and of the Bonds which validates or makes legal any provision of this Resolution or the Bonds which would not otherwise be valid or legal, shall be decreed to apply to this Resolution and to the Bonds.

SECTION 27. Reserved.

SECTION 28. Additional Parity Bonds. The Issuer hereby expressly reserves the right to issue from time to time additional bonds payable from and secured by ad valorem taxation on a parity with the Bonds.

SECTION 29. Continuing Disclosure Certificate. The Issuer has authorized the execution and delivery of a Continuing Disclosure Certificate pursuant to Section (d)(2) of the Securities and Exchange Commission Rule 15c2-12 (the "Continuing Disclosure Certificate"). The Continuing Disclosure Certificate executed and delivered by the President and Secretary of the Governing Authority as heretofore authorized by resolution providing for the sale and delivery of the Bonds to the Purchaser is ratified, approved and confirmed. The Issuer, acting through the Governing Authority, hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the Issuer or the Governing Authority to comply with the Continuing Disclosure Certificate shall not be considered a default hereunder. However, any Participating Underwriter, as defined in the Continuing Disclosure Certificate, or any Bond Owner may take such actions under Louisiana law as may be necessary and appropriate, including seeking a mandatory injunction, writ of mandamus or other order or judgment for specific performance by court order to cause the Issuer and/or the Governing Authority to comply with its obligations under the Continuing Disclosure Certificate and this Section and the provisions of this Resolution heretofore adopted authorizing the Continuing Disclosure Certificate.

SECTION 30. Further Acts. All acts and doings of the Executive Officers of the Issuer which are in conformity with the purposes and intent of this Resolution are hereby in all respects ratified, approved and confirmed.

SECTION 31. Administration of Bond Proceeds. In accordance with and pursuant to the provisions of Subpart A of Part III of Chapter 4 of Sub-Title II of Title 39 of the Louisiana Revised Statutes of 1950, as amended, the Governing Authority of the Issuer is hereby confirmed as administrator of the funds of the Issuer, and is further charged with the responsibilities of investing the proceeds of the Bonds in accordance with the terms of this Resolution and the Letter of Investment Instructions which is annexed hereto as **Exhibit B**. The Superintendent of Public Schools for the Parish of Calcasieu, Louisiana, and Ex-officio Secretary of the Governing Authority shall signify his acceptance of the responsibilities set forth herein

and within the Letter of Investment Instructions by his execution of the Letter of Investment Instructions.

SECTION 32. Beneficiaries of the Resolution. The provisions of this Resolution are for the sole benefit of the Owners of the Bonds and beneficial owners of the Bonds, and nothing contained herein, express or implied, shall give any benefit or any legal or equitable right, remedy, or claim hereunder to any other person. The Issuer undertakes to provide only the financial information, operating data, financial statements, and notices which it has expressly agreed to provide pursuant to this Resolution, and does not hereby undertake to provide any other information that may be relevant or material to a complete presentation of the Issuer's financial results, condition, or prospects or hereby undertake to update any information provided in accordance with this Resolution or otherwise, except as expressly provided herein. The Issuer does not make any representation or warranty concerning such information or its usefulness to a decision to invest in or sell the Bonds at any future date.

UNDER NO CIRCUMSTANCES SHALL THE ISSUER BE LIABLE TO OWNERS OF THE BONDS OR BENEFICIAL OWNERS OF ANY BOND OR ANY OTHER PERSON, IN CONTRACT OR TORT, FOR DAMAGES RESULTING IN WHOLE OR IN PART FROM ANY BREACH BY THE ISSUER, WHETHER NEGLIGENT OR WITHOUT FAULT ON ITS PART, OF ANY COVENANT SPECIFIED IN THIS RESOLUTION, BUT EVERY RIGHT AND REMEDY OF ANY SUCH PERSON, IN CONTRACT OR TORT, FOR OR ON ACCOUNT OF ANY SUCH BREACH SHALL BE LIMITED TO AN ACTION FOR MANDAMUS OR SPECIFIC PERFORMANCE.

No default by the Issuer in observing or performing its obligations under Sections 28 and 26 hereof shall constitute a breach of or default under this Resolution.

SECTION 33. Section Headings. The headings of the various sections hereof are inserted for convenience of reference only and shall not control or affect the meaning or construction of any of the provisions hereof.

SECTION 34. Repealer. All resolutions or Resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and this Resolution shall be in effect from and after its passage.

SECTION 35. Effective Date of Resolution. This Resolution shall become effective immediately upon its adoption.

[remainder of page intentionally left blank]

APPROVED AND ADOPTED this 13th day of March, 2018.

/s/ Mack Dellafosse
MACK DELLAFOSSE, President

ATTEST:

/s/ Karl Bruchhaus
KARL BRUCHHAUS, Secretary

(Other business not pertinent to the above appears in the minutes of the meeting.)

Pursuant to motion duly made and carried, the meeting was adjourned.

/s/ Mack Dellafosse
MACK DELLAFOSSE, President

ATTEST:

/s/ Karl Bruchhaus
KARL BRUCHHAUS, Secretary

To: Karl Bruchhaus, Superintendent
 From: Margaret Goode, Grants Supervisor
 CC: Tommy Campbell, CAO
 Subject: Board Approval for Grant Proposals

March 13, 2018

I am requesting Board approval on March 13, 2018, for the following Grant Proposal:

Grant Title: Redesign 2 for Eligible Persistently Struggling Schools

Funding Authority: Louisiana Department of Education

Person Applying for Grant: Margaret Goode, Grants Supervisor

Grant Amount: \$693,690 for SY 1 (2018-2019); \$1,976,717 for 3 years

Grant Period: July 1, 2018 – June 30, 2019 to be renewed each year through 2021

Three Schools to Be Added to the Renewing, Reforming, Rebuilding: Calcasieu Parish R³ Zone

The Redesign 1 award approved by BESE in January 2018 provided funds for the establishment of the Zone Leader, the TAP Executive Master Teacher, and NIET/TAP for the Washington Marion High School group (Brentwood Elementary, Clifton Elementary, Combre Fondel Elementary, Johnson Elementary, Pearl Watson Elementary, Ralph Wilson Elementary, Molo Middle, and Washington Marion High Schools). Funds for LaGrange and Oak Park Middle have been committed through the Redesign 1 award; however, funding was not sufficient for TAP implementation at these schools.

Redesign 2 provides for the addition of three LDOE identified persistently struggling elementary schools in the LaGrange High School feeder group: College Oaks, Fairview, and Watkins. These schools will be added to the Transformation Zone, the **Calcasieu Parish R³ Zone**, which will target Calcasieu's thirteen most persistently struggling schools in building a collective school turnaround plan. The CPSB will utilize proven solutions for school improvement, including LDOE approved contracted professional development focused on Tier 1 curriculum to support the teachers in developing effective practices based on content knowledge, assessment, and current school data, as well as provision for additional resources to the struggling schools. The Redesign grants will provide funding for onsite lead teachers and mentor teachers for each school and an Executive Lead Teacher who will work with the Zone Leader to be responsible for the development of the onsite lead and mentor teachers at the LaGrange feeder schools (College Oaks Elementary, Fairview Elementary, Watkins Elementary, Oak Park Middle, and LaGrange High).

As these schools have been struggling for several years, improving student achievement is the highest priority of the CPSB Redesign Plan for transformation in the eligible schools. All aspects of the transformation school improvement plan and all related decisions must contribute to the goal of making substantial, *measurable* academic gains for students and elevating school performance to higher achievement scores on an accelerated timeline to show *significant* progress by the end of school year 2021. We believe that improving our workforce talent *significantly* through *focused, intensive, and aligned* support *specifically designed* for the Zone schools will increase teacher effectiveness which, in turn, will increase student performance and the graduation rate.

March 13, 2018

To:	Karl Bruchhaus, Superintendent Mack Dellafosse, School Board President
From:	Michelle L. Joubert, Early Childhood Director
Subject:	Approval of grant award

Grant Title: Calcasieu Parish School Board (CPSB) Head Start Program

Grant Source: Federal

Grant Amount: \$3,801,305.00

Schools: DeQuincy Primary, J. D. Clifton Elementary, Jake Drost, Brenda H. Hunter, and J. I. Watson

Person Applying: Michelle L. Joubert – Early Childhood Director

Purpose: The Head Start Program provides an integrated approach of early childhood care and education that includes comprehensive services to four hundred fifty (450) children ages 3 and 4. It is designed to focus on providing early literacy and mathematical skills necessary for children to become kindergarten ready. The program promotes school readiness by enhancing social and cognitive development of children by providing health, nutritional, social and other services. CPSB School Readiness Goals are aligned with the Head Start Childhood Development and Early Learning Framework and the Louisiana Birth to 5 Early Learning and Development Standards. Research-based assessment methods are being used to support teacher-child interactions and children's progress towards the school readiness goals. Head Start program also includes engaging parents, families and communities in their child's learning.

DRAFT



YORK®

PROPOSAL FOR



Calcasieu Parish
Public Schools

April 1, 2018 – March 31, 2020

SUBMITTED BY

Cara Lee
Senior Account Executive

985.624.6757 | Office
cara.lee@yorkrsg.com

1625 West Causeway Approach
Mandeville, LA 70471

March 1, 2018

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York's Fee Proposal for Calcasieu Parish School System

March 1, 2018

Claims Services

York will provide claims handling at the following rates:

ANNUAL FEE FOR WORKERS' COMPENSATION AND LIABILITY CLAIMS	
YEAR	FLAT FEE
Year 1 4.1.2018 – 3.31.2019	\$144,893.00
Year 2 4.1.2019 – 3.31.2020	\$147,790.00

Definitions:

Annual Fee: York's Annual Fee quotation is a guaranteed flat annual fee and applies to claims administration services provided during the 12 month contract term. Any additional administration beyond the initial 12 month contract term will be subject to an additional negotiated flat annual fee or other mutually agreed upon rate structure. If there is a significant increase in claims volume, York may propose additional charges. If client agrees to such additional charges, the fees will be adjusted accordingly. If client does not agree to such charges, York will have the right to terminate services on 60 days' notice.

Standard Monthly Reporting is provided at no additional charge.

Services of the Account Manager, along with telephonic claim reviews, are provided at no additional charge.

Claim Reporting is provided at no additional charge.

Managed Care Fees:

DETAIL	FEE
MEDICAL BILL REVIEW	
Fee Per Bill	\$1.45 per line with a 3 line minimum and a 1 line header
State EDI Reporting	Add \$1.45 per Bill



Enhanced Audit Savings	30% of Savings
PPO Network & Out of Network Savings	30% of Savings
CASE MANAGEMENT	
Telephonic Case Management	\$98.00 per Hour
Field Case Management	\$98.00 per Hour, Plus Mileage (IRS Reimbursement Rate & Expenses)
Life Care Plan	\$150.00 per Hour
CareWorks Nurse Hotline (24/7 Nurse Triage)	\$95.00 per Incident
Alternative RTW (MDOS)	\$695.00 per placement plus FCM hourly rate for initial visit
UTILIZATION REVIEW / CERTIFICATION	
Nurse Review	\$95.00 per Review
Physician Review (additional fee when applicable)	\$195.00 per Review
Appeal Reviews	\$275.00 per Review
PEER REVIEW	
Peer Review	\$195.00 - \$400.00 per Hour Depending on Specialty
Physician Intervention Review (Pharmacy Review w/P2P)	\$275.00 per Hour
Rush Fee	\$100.00
MEDICARE SECONDARY PAYER SERVICES (MSA)	
Mandatory CMS MMSEA Reporting	\$8.75 per claim
Standard MSA	\$2,950.00 per Referral
Complex/Catastrophic MSA	\$3,500.00 per Referral
Rush MSA Additional	\$500.00 per Referral
MSA CMS Submission	\$500.00 per Referral
Medical Cost Projections	\$1,750.00 per Referral
Conditional Payment Request	\$150.00 per Inquiry
Conditional Payment Dispute Resolution	\$125.00 per Hour
Final Settlement Document Submission	\$125.00 per Referral
Medicare / Medicaid Investigation	\$50.00 per Inquiry
Medical Cost Projection to MSA Conversion	\$1,200.00 per Referral



ANCILLARY & OTHER MANAGED CARE SERVICES	
Diagnostic Network Services	Varies By State & Procedure
Durable Medical Equipment Network Services	Varies By State & Equipment
Home Health Network Services	Varies By State & Services
Translation & Transportation Network Services	Varies By State & Services
Physical Therapy Network Services	Varies By State & Procedure
IME Network Services	Varies By State & Specialty
PPO Network Panels (Required States)	No Charge
PPO Network Panels (Non-Required States)	\$9.00 Per Panel
PHARMACY BENEFIT MANAGEMENT PROGRAM *	
Retail Rates	
Brand	AWP-12%+\$4.25
Generic	AWP-24%+\$4.25
Mail Order	
Brand	AWP-14%+\$2.75
Generic	AWP-28%+\$2.75
<i>*Subject to change</i>	

York's medical management services include a complete suite of all ancillary medical services, using multiple networks that address our clients' needs – including, but not limited to, pharmacy benefit management, diagnostics, durable medical equipment, transportation and translation, home health, physical therapy, and independent medical exams. These services are subject to the bill review rates as quoted above, plus the applicable percentage of network savings achieved below the fee schedule or usual & customary charges.

General Fees, Services, Terms and Conditions

- Outside Activity/Field Investigations will be billed at time and expense.
- Index / OFAC \$9.00 per submission.
- During the term of a multi-year contract, except for items for which pricing for each year is explicitly listed above, pricing for each year after the first full year will increase by the greater of 2% or the percentage increase as reported by the U.S. Department of Labor - Bureau of Labor Statistics (<http://www.bls.gov/cpi/home.htm>) for the Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average, All Items, covering the prior twelve month period, valued as of the month ending two months prior (to allow time for reports to be published) to the anniversary date of the contract. For all contracts, pricing at the end of the contract term and each year thereafter will increase by such amount, provided that (i) both parties agree and enter into a renewal contract, or (ii) the parties continue with the existing contract on a month-to-month basis.



- Billing: York will issue an electronic invoice monthly, via e-mail. Payments shall be due and payable no later than thirty days from the invoice date.
- Unless specifically identified, York's General Liability fixed fees are limited to Standard Commercial General Liability Coverage Form coverages A&C. Claims presented to York but excluded from the standard form coverages will be administered on a time & expense basis or on such other basis as agreed to between York and Calcasieu Parish School Board.
- This proposal contemplates that York will be entering into a direct contract with Calcasieu Parish School Board. Should York be required to contract with any other party, different terms may apply.
- Pricing has been developed based on provided loss data. In the event that the loss data is erroneous or otherwise incorrect both parties agree to discuss an equitable adjustment of service fees.
- Calcasieu Parish School Board may request that the services York performs be rendered in a particular or different way or additional services be provided, and York will make all reasonable efforts to comply. If such request increases York's cost of providing the services, York shall be entitled to an equitable adjustment in its compensation.
- For WC Subrogation: York's fee per feature pricing includes placing parties that it deems responsible on notice. Pursuit of subrogation beyond this point can be performed at 25% of recovery** (exclusive of attorney fees and expenses related to litigation as well as expenses, such as locate searches, skip traces, cost and origin reports, copy service, etc. or any agreed upon contingency fees). ** York uses an external business partner to pursue third party WC claim recoveries.
- For all other LOB: Subrogation: York's fee per feature pricing includes placing parties that it deems responsible on notice. Pursuit of subrogation beyond this point can be performed at 20% of recovery, plus costs, such as locate searches, skip traces, collection counsel fees and expenses, etc.
- Claims and Allocated Loss Adjustment Expenses (ALAE) may be handled in two ways:
 - ✓ Calcasieu Parish School Board may elect to fund an account established and maintained by York. In this case, Calcasieu Parish School Board will maintain and provide timely replenishment of funds to pay all Claims and ALAE and to avoid penalties and late payments. York will electronically provide a monthly recap of all deposits as well as Claims and ALAE payments. Calcasieu Parish School Board will be responsible for bank fees with respect to the account.
 - ✓ Calcasieu Parish School Board may elect to maintain and fund a client-owned account from which York will issue all Claim and ALAE payments. In this case, Calcasieu Parish School Board will provide York with the facsimile signature of an officer, director, partner or employee of Calcasieu Parish School Board to print digitally on the checks. Calcasieu Parish School Board will be responsible for bank fees with respect to the account.
- York's proposed fees will remain in effect for 90 days from the date of this proposal.
- This proposal contemplates that York will be entering into a direct contract with Calcasieu Parish School Board. Should York be required to contract with any other party, different terms may apply.



Allocated Loss Adjustment Expenses

York will arrange for various services and other costs as agent for Calcasieu Parish School Board. These costs are referred to as Allocated Loss Adjustment Expenses (ALAE). A list of these expenses follows. Payment of ALAE is the responsibility of Calcasieu Parish School Board. York's fees do not cover ALAE, and York is under no obligation to pay ALAE with its own funds.

- Fees of outside counsel for claims in suit, coverage opinions and litigation and for representation at hearings or pretrial conferences
- Fees of court reporters
- All court costs, court fees and court expenses
- Fees for service of process
- Costs of undercover operatives and detectives
- Costs for employing experts for the preparation of maps, professional photographs, accounting, chemical or physical analysis, diagrams
- Costs for employing experts for the advice, opinions or testimony concerning claims under investigation or in litigation or for which a declaratory judgment is sought
- Costs for independent medical examination or evaluation for rehabilitation
- Costs of legal transcripts of testimony taken at coroner's inquests, criminal or civil proceeding
- Costs for copies of any public records or medical records
- Costs of depositions and court reported or recorded statements
- Costs and expenses of subrogation
- Costs of engineers, handwriting experts or any other type of expert used in the preparation of litigation or used on a one-time basis to resolve disputes
- Witness fees and travel expenses
- Costs of photographers and photocopy services
- Costs of appraisal fees and expenses (not included in flat fee or performed by others)
- Costs of indexing claimants
- Services performed outside York's normal geographical regions
- Costs of outside investigation, signed or recorded statements
- Out of the ordinary expenses incurred in connection with an individual claim or requiring meeting with Calcasieu Parish School Board
- Any other extraordinary services performed by York at Calcasieu Parish School Board's request
- Investigation of possible fraud including SIU services and related expenses
- Any other similar cost, fee or expense reasonably chargeable to the investigation, negotiation, settlement or defense of a claim or loss or to the protection or perfection of the subrogation rights of Calcasieu Parish School Board.

York may, but need not, elect to utilize its own staff or affiliated entities to perform any of these services. Associated fees and costs will be charged as ALAE.



IT/RMIS Fees:

SERVICE	DESCRIPTION	FEES
FOCUS (RMIS)	RMIS Licensing (Includes loading of 10 years of closed claims history, if requested, and all open claims, regardless of age, into FOCUS)	\$750 per License per Year 3 Licenses Included Additional Licenses @ \$750 per License per Year



**Calcasieu Parish School Board
Lake Charles, Louisiana**

**Resolution
Teacher Shortage**

Whereas, the Calcasieu Parish School System strives to recruit and hire certified teachers for the students of the parish; and

Whereas, the Calcasieu Parish School System believes the State of Louisiana, the State Board of Elementary and Secondary Education, Local Education Agencies, Post-Secondary Institutions, and all affiliated groups and organizations should increasingly collaborate to ensure a quality teacher workforce for all children; and

Whereas, the Calcasieu Parish School System, after several years of extensive recruiting, recognizes a decline in certified teacher applicants, especially in the areas of mathematics, science, and special education; and

Whereas, the Calcasieu Parish School System has proactively sought to overcome employment challenges by maintaining strong school leaders, positive work environments, and competitive compensation schedules; and

Whereas, the Calcasieu Parish School System has respect for the Louisiana Association of School Personnel Administrators (LSASPA), including Calcasieu Parish Chief Operating Officer, Dr. Shannon LaFargue, and

Whereas, The Calcasieu Parish School System recognizes this as a concern among districts across the state of Louisiana; and

Whereas, the Calcasieu Parish School System supports the creation of the Louisiana Task Force on Teacher Shortage as recommended by the LSASPA; and

Therefore, Be It Duly Resolved, by the Calcasieu Parish School System in regular session duly convened that it does hereby support the creation of the Louisiana Task Force on Teacher Shortage, as recommended by LSASPA, to overcome the challenge and secure a stronger certified educator workforce.

Signed and executed on this 13th day of March, 2018, by:

Mack Dellafosse, President
Calcasieu Parish School Board

Karl Bruchhuas, Superintendent
Calcasieu Parish School Board

**RESOLUTION OF THE CALCASIEU PARISH SCHOOL BOARD
APPROVING HEARING DATE AND NOTICE OF CHARGES
AGAINST DUSTIN CRADEUR**

WHEREAS, La. R.S. 17:493 and School Board policy GBN provide that tenured (permanent) school bus operators may only be removed from office upon written and signed charges; and

WHEREAS, Superintendent Bruchhaus has prepared and signed a statement of written charges against Dustin Cradeur, who is a tenured bus operator employed by the School Board; and

WHEREAS, the School Board has reviewed the statement of written charges against Dustin Cradeur and determined that it is appropriate to proceed with a hearing upon the charges; and

WHEREAS, it is necessary that Dustin Cradeur be notified in writing at least twenty (20) days prior to a hearing of the charges brought against him.

NOW THEREFORE BE IT RESOLVED that beginning on the ____ day of _____, 2018 at ____ p.m. at 3310 Broad Street, Lake Charles, Louisiana and continuing thereafter, if necessary, Calcasieu Parish School Board will meet to determine whether Dustin Cradeur should be removed from his position as bus operator, or be otherwise disciplined, based upon the written and signed charges submitted by the Superintendent and which are attached hereto;

BE IT FURTHER RESOLVED that the Calcasieu Parish School Board hereby grants its approval to the Superintendent to furnish Dustin Cradeur with a copy of the written and signed statement of charges attached hereto and with a copy of this notice that the School Board will on the date and at the time aforesaid, at the School Board's offices at 3310 Broad Street, Lake Charles, Louisiana, conduct a hearing on the attached charges which assert that Dustin Cradeur has been guilty of incompetence and willful neglect of duty for the reasons therein stated, and determine whether or not Dustin Cradeur shall be dismissed from employment or otherwise disciplined.

BE IT FURTHER RESOLVED that the Superintendent shall further notify Dustin Cradeur that the hearing shall be private or public, at his option, that he may be represented by counsel and present witnesses and other competent evidence on his behalf, all in accordance with La. R.S. 17:493.

BE IT FURTHER RESOLVED that Superintendent Bruchhaus is authorized to continue the hearing provided for herein and reschedule the hearing, upon consent of Dustin Cradeur and if no consent, then to be set on a date selected by the School Board.

Upon motion by _____ seconded by _____
the vote on the aforesaid Resolution was as follows:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

PASSED AND ADOPTED by the Calcasieu Parish School Board, convened in regular session on this ____ date of _____ 2018.

MACK DELLAFOSSE, President

KARL BRUCHHAUS, Secretary

**STATEMENT OF WRITTEN AND SIGNED CHARGES
OF INCOMPETENCE AND WILLFUL NEGLECT OF DUTY AND
NOTICE OF HEARING**

As Superintendent of the Calcasieu Parish School Board I hereby charge Dustin Cradeur with incompetence and willful neglect of duty and recommend that he be terminated from employment by Calcasieu Parish School Board as a permanent school bus operator for the reasons set forth in the Statement of Written and Signed Charges of Incompetence and Willful Neglect of Duty and Notice of Hearing to be distributed to Calcasieu Parish School Board members on March 13, 2018.

DATE: _____

KARL BRUCHHAUS
Superintendent



Memorandum

Date: 03-06-2018
 To: CPSB
 From: Dr. Sheryl Abshire
 Re: Bid Approval for E-Rate Yr. 21(18-19)

Technology Department is requesting for approval for E-Rate Yr. 21 (18-19) on the following bids:

321-NS, AP	Network Switches & Access Points	Proposals were received from Dell, SHI, and First Communications	Bid awarded to Dell for lowest price meeting specifications
320-Data Wiring & Equipment Installation	Data Wiring & Equipment Installation	Proposals were received from LA Radio and National Networks	Bid awarded to National Networks for lowest price meeting specifications

BID REPORT

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

DATE: February 23, 2018

DESCRIPTION:

Limestone Stacking Drive At A. A. Nelson Elementary School

FUNDS: General Funds

BID NUMBER: 2018-11PC

DESIGNER: Champeaux, Evans, Hotard

CONTRACTOR	BASE BID	ALT. # 1	ALT. # 2
D & G Construction LLC	\$719,750.00	\$7,000.00	\$35,400.00
HD Truck & Tractor LLC	\$653,162.00	\$14,665.00	\$66,828.00
Keiland Construction LLC	\$689,000.00	\$38,000.00	\$93,000.00
Merrick LLC	\$634,357.00	\$21,342.00	\$50,269.00
Miller & Associates Dev. Co., Inc.	\$643,000.00	\$33,000.00	\$79,000.00
Pat Williams Construction	\$689,000.00	\$21,000.00	\$87,000.00
Patriot Construction & Ind. LLC	\$820,000.00	\$36,000.00	\$98,000.00
R.D. Spell, Inc.	\$817,000.00	\$56,000.00	\$24,000.00
Williams Equip. Services, LLC	\$745,624.38	\$28,690.26	\$97,829.63

The Committee recommends award of the contract to:

Merrick LLC

BASE BID AND ALTERNATE NO. 1 & 2 IN THE AMOUNT OF: Seven Hundred Five Thousand Nine Hundred Sixty Eight Dollars and no/10

Seven Hundred Five Thousand Nine Hundred Sixty Eight Dollars and no/100

as the lowest qualified bidder meeting specifications.

DESCRIPTION OF ALTERNATES:

ALTERNATE #1: Infill Approximately 130 lin. ft of existing open ditch, drainage, catch basin site work

ALTERNATE #2: Limestone parking area , adjunct to the new drop-off /pick-up canopy

BID REPORT

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

DATE: February 23, 2018

DESCRIPTION:

New Drop Off-Pick-Up Canopy At A.A.Nelson Elementary School

FUNDS: General Funds

BID NUMBER: 2018-11PC

DESIGNER: Champeaux | Evans | Hotard - Architects

CONTRACTOR	BASE BID
Alfred Palma, L L C	\$276,689.00
Gunter Construction, Inc.	\$219,500.00
John D. Myers & Associates, Inc.	\$220,750.00
Keiland Construction LLC	\$235,000.00
Pat Williams Construction LLC	\$221,500.00
Trahan Construction, LLC	\$259,600.00
Central Auction House	No Bid

The Committee recommends award of the contract to:

Gunter Construction, Inc.

(Base Bid) in the amount of:

Two Hundred Nineteen Thousand Five Hundred Dollars no/100

as the lowest qualified bidder meeting specifications



Karl Bruchhaus, Superintendent

TO: WILFRED BOURNE
PEGGY CARLILE
SHANNON LAFARGUE
DENNIS BENT

FROM: JENNIFER HAGAN, PURCHASING SUPERVISOR

RE: BIDS FOR MARCH 2018

PERMISSION TO ADVERTISE
NONE

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

BID 2019-04 – PRE-PACKAGED SCHOOL SUPPLIES was opened on February 21, 2018 @ 11:00AM (McKinney-Vento Homeless Student Act Program)

BIDS WERE SENT TO THE FOLLOWING:

Educational Products Inc
Positive Promotions
School Aids
Schoolkidz
Teachers Pet

BID RESULTS AS FOLLOWS:

Pre-K thru 2 nd	Educational Products, Inc.	\$34.68/pkg
Grades 3 rd thru 5 th	Educational Products, Inc.	\$29.70/pkg
Middle & High	Educational Products, Inc.	\$21.27/pkg
Backpacks	Teachers Pet	\$24.00/ea
Kinder Mats	Teachers Pet	\$ 7.90/ea

The staff recommends awarding as indicated above as the lowest responsible responsive bidders.

Building Foundations for the Future

MARCH 2018

Page 2

BID 2019-05 – SCHOOL UNIFORMS was opened on February 21, 2018 @ 10:00AM
(McKinney-Vento Homeless Student Act Program)

BIDS WERE SENT TO THE FOLLOWING:

BSN Sports LLC
Dolly Koonce
Educational Products, Inc.
Positive Promotions
School Uniform Sales

The staff recommends awarding to Educational Products, Inc. Just Print It, and Wholesale School Wear as the lowest responsible responsive bidders.

BID 2019-12 – SECURITY GUARD SERVICES was opened on February 27, 2018
@ 10AM, General Funds

BIDS WERE SENT TO THE FOLLOWING:

Guardians of SWLA
Lofton Security
Phase 4 Security Services
Vets Securing America
Vinson Guard Services
Weiser Security

BID RESULTS AS FOLLOWS:

Hourly Billing Rate

Guardians of SWLA	\$25.00
Lofton Security	\$12.00 (incumbent)
North Atlantic Security	\$12.68
Vets Securing America	\$14.92
Vinson Guard Services	\$13.50

The staff recommends awarding Lofton Security as the lowest responsible, responsive bidder.

RENEWALS FOR 2018-2019 SCHOOL YEAR:

THE FOLLOWING BIDS ARE UP FOR RENEWAL FOR THE 2018-2019 SCHOOL YEAR:

MAGAZINES FOR LIBRARIES RNL-1 TO DISCOUNT MAGAZINE IN THE ESTIMATED AMOUNT
OF \$26,870.60 (GENERAL FUNDS)

SPRINKLER SYSTEM INSPECTIONS RNL-1 TO HAGEMEYER/VALLEN IN THE AMOUNT OF
\$12,500.00 (GENERAL FUNDS)

PLUMBING CONTRACT SERVICES RNL-1 TO VARIOUS CONTRACTORS (GENERAL FUNDS)

ELECTRICAL CONTRACT SERVICES RNL-1 TO VARIOUS CONTRACTORS (GENERAL FUNDS)

GENERAL REPAIR CONTRACT SERVICES RNL-1 TO VARIOUS CONTRACTORS (GENERAL
FUNDS)



REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description:

Ralph Wilson Elementary - Interior & Exterior Improvements

Funds: School District # 31 Bond Funds

Designer:

Griggs, Mitchell & Assoc. Architecture LLC

Advertise: to be determined

Karl Bruchhaus, Secretary
Calcasieu Parish School Board

Cc: Bourne, Brown, Heath, Trahan, Grigg

Building Foundations for the Future



REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description:

DeQuincy High School Auditorium Roof Replacement

Funds: General Funds

Designer:

Champeaux, Evans, Hotard

Advertise: to be determined

Karl Bruchhaus, Secretary
Calcasieu Parish School Board

Cc: Bourne, Brown, Heath, Trahan, Grigg

Building Foundations for the Future



Karl Bruchhaus, Superintendent

REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description: Washington Marion High School Phase 1- Exterior Upgrades

Funds: School District 31 Bond Funds

Designer: Ellender Architects & Associates, LLC

Advertise: Dates to be Determined

Karl Bruchhaus , Secretary
Calcasieu Parish School Board

Cc: Bourne, Brown, Heath, Trahan, Grigg

Building Foundations for the Future



REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description: R.D. Molo Middle School
Phase 1 - Exterior Upgrades

Funds: School District 31 Bond Funds

Designer: Ellender Architects & Associates, LLC

Advertise: Dates to be Determined

Karl Bruchhaus , Secretary
Calcasieu Parish School Board

Cc: Bourne, Brown, Heath, Trahan, Grigg

Building Foundations for the Future



REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description: Clifton Elementary Phase 1 - Exterior Upgrades

Funds: School District 31 Bond Funds

Designer: Ellender Architects & Associates, LLC

Advertise: Dates to be Determined

Karl Bruchhaus , Secretary
Calcasieu Parish School Board

Cc: Bourne, Brown, Heath, Trahan, Grigg

Building Foundations for the Future



REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description:

JJ Johnson Elementary - Interior & Exterior Improvements

Funds: School District # 31 Bond Funds

Designer:

Griggs, Mitchell & Assoc. Architecture LLC

Advertise: to be determined

Karl Bruchhaus, Secretary
Calcasieu Parish School Board

Cc: Bourne, Brown, Heath, Trahan, Grigg

Building Foundations for the Future



REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description:

Pearl Watson Elementary - Interior & Exterior Improvements

Funds: School District # 31 Bond Funds

Designer:

Griggs, Mitchell & Assoc. Architecture LLC

Advertise: to be determined

Karl Bruchhaus, Secretary
Calcasieu Parish School Board

Cc: Bourne, Brown, Heath, Trahan, Grigg

Building Foundations for the Future

CHANGE ORDER

Change Order No: TwoDate: February 15, 2018

Project: Gillis Elementary
Drainage Improvements
Sales Tax District #3 Funds, Bid No. 2018-04PC

Project No: MA1705To: Calcasieu Parish School Board

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

The Original Contract Sum \$284,750.00Net Change by Previous Change Orders (\$19,488.86)Contract Sum Prior to this Change Order \$265,261.14Contract Sum will be unchanged by this change order: \$0.00New Contract Sum including this Change Order \$265,261.14Contract Time will be increased by this change order: 9 DaysRevised Contract Completion Date March 22, 2018

RECOMMENDED

Moss Architects, Inc.
(Designer)3221 Ryan Street, Ste B
Lake Charles, LA 70601By: Date: 2/15/18

ACCEPTED

Keiland Construction
(Contractor)600 Bayou Pines Dr East, Ste G
Lake Charles, LA 70601By: Date: 2-19-18

APPROVED

Calcasieu Parish School Board
(Owner)3310 Broad St.
Lake Charles, LA 70615

By: _____

Date: _____

PROPOSED CHANGE ORDER ITEMS

Date: February 15, 2018

Project: Gillis Elementary
Sales Tax District #3 Funds, Bid No. 2018-04PC

Project #: MA1705

Change Order #: Two

- 1) Increase in Contract Time due to adverse weather conditions.

Add Days: 9

Total Amount Added This Change Order: \$0.00

Total Days Added This Change Order: 9

NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
RESIGNATION				
Clarence Kennedy	Teacher	LaGrange High	05/25/18	Personal reasons
Jules Sullen	Teacher/Coach	LaGrange High	02/28/18	Accepted employment in another district
Martha Smith	Paraprofessional	Boys Village	02/07/18	Personal reasons
Tracy Doucet	Paraprofessional	College Oaks Elementary	02/16/18	Accepted other employment
Paul Griffin	Custodian	Brentwood Elementary	02/19/18	Personal reasons
Joseph Brown	Bus Driver	St. John Elementary	02/23/18	Accepted other employment
Jason Thibodeaux	Teacher	Starks High	02/28/18	Accepted employment in another district
Valeece Davis	Teacher	LaGrange High	03/14/18	Accepted employment in another district
Clint Antoine	Custodian	J.D. Clifton Elementary	01/31/18	Personal reasons
Orlando Parr, Sr.	Custodian	S.P. Arnett Middle	03/06/18	Personal reasons
Paulette Szymanski	Teacher	Cypress Cove Elementary	01/04/18	Personal reasons
RETIREMENT				
Wayne Richard	Supervisor	Payroll Department	11/30/2018	
Paula Mayo	Teacher	Washington Marion High	05/25/18	
Carla Amy	Program Facilitator	Special Services	06/15/18	
Linda Doucet	Cafeteria Manager	Kennedy Elementary	05/25/18	
Selene Landry	Teacher	Sam Houston High	05/25/18	
Chad Grissom	Teacher	Barbe High	05/25/18	
Helen Curol	Library Consultant	Curriculum & Instruction	06/16/18	
Julie Guthrie	Teacher	Moss Bluff Middle	05/25/18	
Andrea Harmon	Bus Aide	Pearl Watson Elementary	03/06/18	
Kathy VanWinkle	Teacher	DeQuincy Middle	03/14/18	Waive Act 715
MATERNITY LEAVE				Due Date:

Stacy Doucet	Teacher	Washington Marion High	1/5/18 - 3/29/18	2/2/18 [B]
Julianne Killian	Teacher	R.W. Vincent Elementary	4/16/18 - 5/28/18	4/23/18 [B]
Erica Sellers	Teacher	Prien Lake Elementary	3/5/18 - 5/14/18	3/3/18 [A]
Tessi Jo Fontenot	Teacher	Oak Park Elementary	3/26/18 - 5/25/18	3/26/18 [B]
Quintavia Williams	Paraprofessional	Oak Park Middle	3/23/18 - 5/26/18	4/19/18 [B]
Karli Trahan	Clerk	Advanced Studies Department	6/8/18 - 8/1/18	6/8/18 [B]
Mary Ellen Burton	Teacher	Cypress Cove Elementary	1/26/18 - 3/12/18	1/26/18 [B]
LEAVE WITHOUT PAY				
Theresa Hardy	Literacy Specialist	Early Childhood	2/16/18 - 5/25/18	
April Pritchett	Clerk	Transportation Department	3/2/18 - 6/22/18	
Mary Thomas	Cafeteria Manager	J.I. Watson Elementary	2/8/18 - 3/11/18	
Shelly Kingrey	Paraprofessional	DeQuincy High	3/1/18 - 5/25/18	
Molly Johnson	Teacher	Henry Heights Elementary	3/21/18 - 5/25/18	
MEDICAL SABBATICAL				
Kayla Fournarat	Teacher	Westwood Elementary	Spring 2017-2018	
Joshua Arceneaux	Teacher	Combre/Fondel Elementary	Spring 2017-2018	Beginning 1/24/18
Sheila Chisholm	Teacher	Moss Bluff Elementary	Spring 2017-2018	

APPROVED - March 5, 2018

