

**AGENDA
CALCASIEU PARISH SCHOOL BOARD
3310 BROAD STREET
LAKE CHARLES, LOUISIANA
Thursday, January 18, 2018**

(Due to weather, postponed from January 16, 2018)

- 1. Prayer** – Dean Roberts
- 2. Pledge of Allegiance** – Cecile Girard/Barbe High School
- 3. Roll Call**
- 4. Approval of Minutes**
 - A. December 12, 2017
- 5. Presentations**
 - A. Recognition of Taylor Trahan, Washington-Marion High School, Ethyn Evans, Sulphur High School, Dy’Jah Doucett, Jakylyn Bowers, and Mila’Bradley, LaGrange High School, students chosen to perform at Carnegie Hall
 - B. Recognition of Librarians of the Year/Tommy Campbell, CAO
- 6. Superintendent’s Report**
- 7. Executive Session**
 - A. Consideration of accident settlement #6028512/Attorney Michael Williamson
- 8. Committee Reports**
(None)
- 9. Take Appropriate Action**
 - A. Approval of Pupil Progression Plan 2017-2018
 - B. Approval of Resolution cancelling special election in Sales Tax District #3
 - C. Approval of Resolution to retain outside special counsel regarding tax appeal by Aspect Energy, LLC
 - D. Approval of Head Start ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Policy
 - E. Approval of Head Start Annual Report for 2016-2017

10. Bid Reports
(None)

11. Permission to Advertise

- A. Janitorial Supplies for 2018-2019/Central Warehouse/General Funds
- B. Library Books for 2018-2019/Library Services/General Funds
- C. Pre-packaged School Supplies for 2018-2019/Title X, McKenney-Vento Homeless Student Act/Federal Programs
- D. School Uniforms and PE Suits for 2018-2019/Title X, McKenney-Vento Homeless Student Act/Federal Programs
- E. Grass Cutting Services for 2018-2019/Maintenance Department/General Funds
- F. Food, Paper Goods, Etc., for 2018-2019/School Food Service Department/School Food Service Funds
- G. Waste Disposal Services for 2018-2019/Maintenance Department/General Funds
- H. Fire Alarm Inspections for 2018-2019/Maintenance Department/General Funds
- I. Hood System Inspections for 2018-2019/Maintenance Department/General Funds
- J. Security Guard Services for 2018-2019/General Funds
- K. Batteries for 2018-2019/Transportation Department/General Funds
- L. Sewer Plant Monitoring, Testing for 2018-2019/Maintenance Department/General Funds
- M. Bulk Oil for 2018-2019/Transportation Department/General Funds
- N. Fuel Card Services for 2018-2019/Transportation Department/General Funds
- O. Snacks for Head Start for 2018-2019/Early Childhood Department/Federal Funds
- P. Cafeteria Equipment for 2018-2019/School Food Service Department/2017 National School Lunch Program Equipment Assistance Grant

12. Correspondence

- A. Change Order Number One (1) for the Project, "Gillis Elementary, Drainage Improvements," Sales Tax District #3 Funds; Bid #2018-04PC; Sales Tax District #3; *Decrease* of \$19,488.86; Moss Architects, Inc., Designer; Keiland Construction, Contractor.
- B. Change Order Number One (1) for the Project, "Sam Houston High School Demolition of Gym and Associated Spaces," Project #2018-05PC; Sales Tax District #3; Champeaux, Evans, Hotard, APAC, Architect; Keiland Construction, LLC, Contractor; *Increase* of \$1,679.95.
- C. Change Order Number Eight (8) for the Project, "CPSB Classroom Pods, Phase X," Project #1715; Champeaux, Evans, Hotard, APAC, Architect; Miller & Associates Dev. Co., Inc., Contractor; *Increase* of \$29,650.24 (\$10,957.67 Sales Tax District #3 and \$18,692.57 Riverboat Funds) and *Increase* of Twenty (20) days.

13. Condolences/Recognitions

14. Schedule Committees

C&I Committee.....January 23, 2018
Budget Committee (to follow).....January 23, 2018

15. Adjourn Meeting

December 12, 2017

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 December 12, 2017, at 5:00 p.m.

The meeting was called to order by Ron Hayes, President. The prayer was led by Ron Hayes. The Pledge of Allegiance was led by Madison Spears, a student at Westlake High School.

ROLL CALL

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

Mr. Breaux was absent.

Mr. Hayes asked for a motion to move agenda items 8.D – 8. G to follow the roll call, so that Attorney Jay Delafield could read the results before leaving for another meeting. On a motion to approve by Mr. Tarver and a second by Mr. Dellafosse, the motion carried unanimously. All items were taken on one motion, made by Mr. Tarver and seconded by Mr. Dellafosse. The vote was unanimous.

D. Approval of Resolution promulgating the results of November 18, 2017 election in District 23

Lake Charles, Louisiana
December 12, 2017

The Parish School Board of Calcasieu Parish, Louisiana, governing authority of School District No. 23 of Calcasieu Parish, Louisiana, met in regular session at 5:00 o'clock p.m. on Tuesday, December 12, 2017, at the regular meeting place of said Board in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of written notice given to each and every member thereof and duly posted in the manner required by law.

President, Ron Hayes, called the meeting to order and on roll call, the following

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members were present: Aaron Natali, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy, Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad Guidry, Russell Castille, and Wayne Williams

ABSENT: Billy Breaux

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

The President of the Board stated that one purpose of the meeting was for canvassing and tabulating the returns of an election held in School District No. 23 of Calcasieu Parish, Louisiana on November 18, 2017, on question of authorizing the incurring of debt and issuance of bonds of said District for the purpose of acquiring, and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said School District, and acquiring the necessary equipment and furnishings therefor, and thereupon presented the following proces verbal, which was adopted by the following vote:

YEAS:14

NAYS: 0

NOT VOTING:0

PROCES VERBAL

BE IT KNOWN AND REMEMBERED that on this 12th day of December, 2017, at 5:00 o'clock p.m., in accordance with a resolution of the Calcasieu Parish School Board (the "Board"), adopted on August 15, 2017, and recorded in the records of said Board, notice of which meeting was issued and published according to law, the undersigned members of the Board, being a quorum thereof, met at the regular meeting place of the Board, and according to law examined the tabulation blanks, certificates and statements which were received from the Commissioners

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and Commissioners-in-Charge of the election held in School District No. 23 of Calcasieu Parish, Louisiana on November 18, 2017, in accordance with said resolution, together with the transcription of the totals made by the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines in and for Calcasieu Parish to determine the following proposition:

BOND PROPOSITION

Shall School District No. 23 of Calcasieu Parish, Louisiana ("District"), incur debt and issue bonds in an amount not exceeding Fifty-Six Million, Three Hundred Thousand (\$56,300,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other 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 9.10 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 by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

The results of said election proved to be as follows:

PRECINCT	NUMBER OF VOTES IN FAVOR OF PROPOSITION	NUMBER OF VOTES AGAINST PROPOSITION
405	78	134
408 (Part)	26	36
440	66	75
441	56	63
461 (Part)	17	7
463	87	79
464	88	69
467 (Part)	0	1
Absentees	<u>137</u>	<u>124</u>
TOTALS	555	588

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We therefore ascertained that the majority of qualified electors of School District No. 23 of Calcasieu Parish, Louisiana qualified to vote under the Constitution and laws of the State of Louisiana voting in said election voted against the Bond Proposition.

At the same time and place, we did examine and canvass the returns as evidenced by said tabulation blanks, certificates, and statements received from the election Commissioners and Commissioners-in-Charge, the correctness of which were sworn to by the election Commissioners-in-Charge and Commissioners according to law, and our finding was that the returns indicated a majority voted against the Bond Proposition.

Therefore, we declare that the result of said election is against the Bond Proposition as stated above.

In accordance with law, a resolution promulgating the aforesaid results was adopted, and the Secretary of the Board was ordered to have a copy of said resolution signed by the President and published in one issue of the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in School District No. 23 of Calcasieu Parish, Louisiana.

We did, likewise, order that one copy of this proces verbal be sent to the Secretary of State to be recorded in the archives of the State of Louisiana, and that one copy be sent to the Clerk of the District Court of Calcasieu Parish to be recorded in the mortgage records of said Parish and that one copy be filed in the archives of this Board.

RESOLUTION

A RESOLUTION PROMULGATING THE RESULTS OF A
SPECIAL BOND ELECTION HELD IN SCHOOL DISTRICT
NO. 23 OF CALCASIEU PARISH, LOUISIANA ON

December 12, 2017

NOVEMBER 18, 2017.

WHEREAS, on November 18, 2017, an election was held in School District No. 23 of Calcasieu Parish, Louisiana, to determine the proposition hereinafter set out;

WHEREAS, the returns of said election were canvassed by the Board according to law and notice duly given as provided by law, and the result of said election was declared to be against the Bond Proposition;

NOW, THEREFORE, BE IT RESOLVED by the Parish School Board, governing authority of School District No. 23 of Calcasieu Parish, Louisiana, as follows:

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SECTION 1. An election was held in School District No. 23 of Calcasieu Parish, Louisiana, on November 18, 2017, to determine the proposition hereinafter set out; that said election was duly and properly called by the Board by a resolution adopted on August 15, 2017, and recorded in the records of said Board, that notice of said election embracing all matters required by law to be contained therein was given by publication in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in Calcasieu Parish, Louisiana, on August 30, September 6, September 13, and September 20, 2017, the first of said publications being not less than 45 days nor more than 90 days prior to the date set for said election; that this Board did in said resolution designate the polling places for said election and did provide for the use of voting machines in the conduct of said election; that election officials were duly selected; that each election official received the certificate of instruction of the use of the voting machines and his duties in connection therewith as required by law; that the State Custodian of Voting Machines and the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines of Calcasieu Parish made available on the day of the election at the polling places designated for the conduct of said election the necessary voting machines and all necessary equipment and paraphernalia required by law in connection with the use of voting machines at elections; that the Registrar of Voters and the Clerk of Court of Calcasieu Parish furnished to the election Commissioners and Commissioners-in-Charge copies of the precinct registers for each precinct or ward entitled to vote at such polling places; that the Louisiana Secretary of State prepared and certified the ballot used in the voting machines as required by law; that the proposition voted on in said election and as it appeared in said voting machine was in due form provided by law and the resolution adopted by this Board on August 15, 2017, calling said special election; that the results of said election were written on a large sheet of paper at said polling places, which sheet of paper was signed by each of the election officials designated to conduct such election at said polling places and which sheet was thereupon posted in public view at the polling places in accordance with law; that only qualified electors under the Constitution and laws of the State of Louisiana voted at said election; that the officials who served at said election were duly and properly appointed; that the places of all absent election officials were properly filled in accordance with

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law; that before opening the polls all election officials were properly sworn in accordance with law; that the polls at the voting places were opened at 7:00 a.m. and remained open and until not later than 8:00 p.m.; that after the closing of the polls the votes for and against the proposition were properly counted and tallied and the necessary tabulation blanks, certificates and statements were made by the election officials in accordance with law and the voting machines delivered to the Clerk of Court and Ex-Officio Custodian of Voting Machines in and for Calcasieu Parish, Louisiana, and a copy of the results of said election delivered to the Clerk of the District Court of Calcasieu Parish as required by Louisiana Revised Statutes 18:1190 E; that on November 21, 2017, that being the third day after said election the Clerk of Court and Ex-Officio Custodian of Voting Machines, after breaking the seals and opening the voting machines used in said election did transcript the totals for the proposition voted upon at said election; and that all things whatsoever required by law to be done in connection with the holding of said election were properly and duly performed in manner and form as required by Part IV of Chapter 4 of Subtitle II of Title 39 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 39:701, *et seq.*), and the general election laws of the State of Louisiana.

SECTION 2. In said election the following proposition failed by a majority of the electors qualified to vote and voting in said election in School District No. 23 of Calcasieu Parish, Louisiana:

BOND PROPOSITION

Shall School District No. 23 of Calcasieu Parish, Louisiana ("District"), incur debt and issue bonds in an amount not exceeding Fifty-Six Million, Three Hundred Thousand (\$56,300,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other related facilities and necessary equipment and furnishings therefor, title to which shall be in the public, which bonds shall be general

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obligations of the District and will be retired with, paid from and secured by ad valorem taxes estimated to be 9.10 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 by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

SECTION 3. The results of said election shall be promulgated by publication of this resolution of promulgation one time in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, the official journal of the Board and of general circulation in School District No. 23 of Calcasieu Parish, Louisiana.

ADOPTED AND APPROVED this 12th day of December, 2017.

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

E. Approval of Resolution promulgating the results of November 18, 2017 election in District 31

Lake Charles, Louisiana
December 12, 2017

The Parish School Board of Calcasieu Parish, Louisiana, governing authority of School District No. 31 of Calcasieu Parish, Louisiana, met in regular session at 5:00 o'clock p.m. on Tuesday, December 12, 2017, at the regular meeting place of said Board in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of written notice given to each and every member thereof and duly posted in the manner required by law.

President, Ron Hayes, called the meeting to order and on roll call, the following members were present: Aaron Natali, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy,

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Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad Guidry, Russell Castille, and Wayne Williams.

ABSENT: Billy Breaux

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

The President of the Board stated that one purpose of the meeting was for canvassing and tabulating the returns of an election held in School District No. 31 of Calcasieu Parish, Louisiana on November 18, 2017, on question of authorizing the incurring of debt and issuance of bonds of said District for the purpose of acquiring, and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said School District, and acquiring the necessary equipment and furnishings therefor, and thereupon presented the following proces verbal, which was adopted by the following vote:

YEAS:14

NAYS: 0

NOT VOTING:0

PROCES VERBAL

BE IT KNOWN AND REMEMBERED that on this 12th day of December, 2017, at 5:00 o'clock p.m., in accordance with a resolution of the Calcasieu Parish School Board (the "Board"), adopted on August 15, 2017, and recorded in the records of said Board, notice of which meeting was issued and published according to law, the undersigned members of the Board, being a quorum thereof, met at the regular meeting place of the Board, and according to law examined

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the tabulation blanks, certificates and statements which were received from the Commissioners and Commissioners-in-Charge of the election held in School District No. 31 of Calcasieu Parish, Louisiana on November 18, 2017, in accordance with said resolution, together with the transcription of the totals made by the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines in and for Calcasieu Parish to determine the following proposition:

BOND PROPOSITION

Shall School District No. 31 of Calcasieu Parish, Louisiana ("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 exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other 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 by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

The results of said election proved to be as follows:

PRECINCT	NUMBER OF VOTES IN FAVOR OF PROPOSITION	NUMBER OF VOTES AGAINST PROPOSITION
300	47	58
301	51	60
302 (Part)	22	20
303	24	39
304	50	31
305	58	36
306 (Part)	51	36
307	25	19

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308	35	46
309 E	8	8
309W	45	39
310	36	39
311	24	24
312	67	69
313E (Part)	5	1
313W (Part)	7	10
314	55	60
315E	41	41
315W	40	35
360 (Part)	8	31
361	25	18
Absentees	<u>209</u>	<u>189</u>
TOTALS	933	909

We therefore ascertained that the majority of qualified electors of School District No. 31 of Calcasieu Parish, Louisiana qualified to vote under the Constitution and laws of the State of Louisiana voting in said election voted in favor of the Bond Proposition.

At the same time and place, we did examine and canvass the returns as evidenced by said tabulation blanks, certificates, and statements received from the election Commissioners and Commissioners-in-Charge, the correctness of which were sworn to by the election Commissioners-in-Charge and Commissioners according to law, and our finding was that the returns indicated a majority voted in favor of the Bond Proposition.

Therefore, we declare that the result of said election is in favor of the Bond Proposition as stated above.

In accordance with law, a resolution promulgating the aforesaid results was adopted, and the Secretary of the Board was ordered to have a copy of said resolution signed by the President and published in one issue of the *Lake Charles American Press*, a newspaper

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published in Lake Charles, Louisiana, and of general circulation in School District No. 31 of Calcasieu Parish, Louisiana.

We did, likewise, order that one copy of this proces verbal be sent to the Secretary of State to be recorded in the archives of the State of Louisiana, and that one copy be sent to the Clerk of the District Court of Calcasieu Parish to be recorded in the mortgage records of said Parish and that one copy be filed in the archives of this Board.

The following resolution was thereupon introduced, and pursuant to a motion made by Mr. Tarver and seconded by Mr. Dellafosse, was adopted by the following vote:

YEAS:14

NAYS:0

ABSENT: 1

NOT VOTING: 0

RESOLUTION

A RESOLUTION PROMULGATING THE RESULTS OF A SPECIAL BOND ELECTION HELD IN SCHOOL DISTRICT NO. 31 OF CALCASIEU PARISH, LOUISIANA ON NOVEMBER 18, 2017.

WHEREAS, on November 18, 2017, an election was held in School District No. 31 of Calcasieu Parish, Louisiana, to determine the proposition hereinafter set out;

WHEREAS, the returns of said election were canvassed by the Board according to law and notice duly given as provided by law, and the result of said election was declared to be in favor of the Bond Proposition;

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

December 12, 2017

SECTION 1. An election was held in School District No. 31 of Calcasieu Parish, Louisiana, on November 18, 2017, to determine the proposition hereinafter set out; that said election was duly and properly called by the Board by a resolution adopted on August 15, 2017, and recorded in the records of said Board, that notice of said election embracing all matters required by law to be contained therein was given by publication in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in Calcasieu Parish, Louisiana, on August 30, September 6, September 13, and September 20, 2017, the first of said publications being not less than 45 days nor more than 90 days prior to the date set for said election; that this Board did in said resolution designate the polling places for said election and did provide for the use of voting machines in the conduct of said election; that election officials were duly selected; that each election official received the certificate of instruction of the use of the voting machines and his duties in connection therewith as required by law; that the State Custodian of Voting Machines and the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines of Calcasieu Parish made available on the day of the election at the polling places designated for the conduct of said election the necessary voting machines and all necessary equipment and paraphernalia required by law in connection with the use of voting machines at elections; that the Registrar of Voters and the Clerk of Court of Calcasieu Parish furnished to the election Commissioners and Commissioners-in-Charge copies of the precinct registers for each precinct or ward entitled to vote at such polling places; that the Louisiana Secretary of State prepared and certified the ballot used in the voting machines as required by law; that the proposition voted on in said election and as it appeared in said voting machine was in due form provided by law and the resolution adopted by this Board on August 15, 2017, calling said special election; that the results of said election were written on a large sheet of paper at said polling places, which sheet of paper was signed by each of the election officials designated to conduct such election at said polling places and which sheet was thereupon posted in public view at the polling places in accordance with law; that only qualified electors under the Constitution and laws of the State of Louisiana voted at said election; that the officials who served at said election were duly and properly appointed; that the places of all absent election officials were properly filled in accordance with

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law; that before opening the polls all election officials were properly sworn in accordance with law; that the polls at the voting places were opened at 7:00 a.m. and remained open and until not later than 8:00 p.m.; that after the closing of the polls the votes for and against the proposition were properly counted and tallied and the necessary tabulation blanks, certificates and statements were made by the election officials in accordance with law and the voting machines delivered to the Clerk of Court and Ex-Officio Custodian of Voting Machines in and for Calcasieu Parish, Louisiana, and a copy of the results of said election delivered to the Clerk of the District Court of Calcasieu Parish as required by Louisiana Revised Statutes 18:1190 E; that on November 21, 2017, that being the third day after said election the Clerk of Court and Ex-Officio Custodian of Voting Machines, after breaking the seals and opening the voting machines used in said election did transcript the totals for the proposition voted upon at said election; and that all things whatsoever required by law to be done in connection with the holding of said election were properly and duly performed in manner and form as required by Part IV of Chapter 4 of Subtitle II of Title 39 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 39:701, *et seq.*), and the general election laws of the State of Louisiana.

SECTION 2. In said election the following proposition passed by a majority of the electors qualified to vote and voting in said election in School District No. 31 of Calcasieu Parish, Louisiana:

BOND PROPOSITION

Shall School District No. 31 of Calcasieu Parish, Louisiana ("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 exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other 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

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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 by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

SECTION 3. The results of said election shall be promulgated by publication of this resolution of promulgation one time in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, the official journal of the Board and of general circulation in School District No. 31 of Calcasieu Parish, Louisiana.

ADOPTED AND APPROVED this 12th day of December, 2017.

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

F. Approval of Resolution promulgating the results of November 18, 2017 election in District 33

Lake Charles, Louisiana
December 12, 2017

The Parish School Board of Calcasieu Parish, Louisiana, governing authority of School District No. 33 of Calcasieu Parish, Louisiana, met in regular session at 5:00 o'clock p.m. on Tuesday, December 12, 2017, at the regular meeting place of said Board in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of written notice given to each and every member thereof and duly posted in the manner required by law.

President, Ron Hayes, called the meeting to order and on roll call, the following members were present: Aaron Natali, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy, Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad

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Guidry, Russell Castille, and Wayne Williams.

ABSENT: Billy Breaux

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

The President of the Board stated that one purpose of the meeting was for canvassing and tabulating the returns of an election held in School District No. 33 of Calcasieu Parish, Louisiana on November 18, 2017, on question of authorizing the incurring of debt and issuance of bonds of said District for the purpose of acquiring, and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said School District, and acquiring the necessary equipment and furnishings therefor, and thereupon presented the following proces verbal, which was adopted by the following vote:

YEAS:14

NAYS: 0

NOT VOTING:0

PROCES VERBAL

BE IT KNOWN AND REMEMBERED that on this 12th day of December, 2017, at 5:00 o'clock p.m., in accordance with a resolution of the Calcasieu Parish School Board (the "Board"), adopted on August 15, 2017, and recorded in the records of said Board, notice of which meeting was issued and published according to law, the undersigned members of the Board, being a quorum thereof, met at the regular meeting place of the Board, and according to law examined the tabulation blanks, certificates and statements which were received from the Commissioners and Commissioners-in-Charge of the election held in School District No. 33 of Calcasieu Parish, Louisiana on November 18, 2017, in accordance with said resolution, together with the transcription of the totals made by the Clerk of Court and Ex-Officio Parish Custodian of Voting

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Machines in and for Calcasieu Parish to determine the following proposition:

BOND PROPOSITION

Shall School District No. 33 of Calcasieu Parish, Louisiana ("District"), incur debt and issue bonds in an amount not exceeding Fifty Million, Eight Hundred Thousand (\$50,800,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other 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 26.9 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 by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

The results of said election proved to be as follows:

PRECINCT	NUMBER OF VOTES IN FAVOR OF PROPOSITION	NUMBER OF VOTES AGAINST PROPOSITION
313E (Part)	0	0
313W (Part)	8	14
318	15	36
319N	9	9
319S	10	11
320E	25	25
320W	46	29
321	50	32
322	53	42
323	36	49
324	42	51
327	13	20
328	61	66
329	63	47

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330	35	23
332N	27	18
332S	32	28
338 (Part)	42	69
339 (Part)	0	0
364	54	68
365 (Part)	0	1
369 (Part)	26	19
370	38	93
371N	22	33
371S (Part)	40	61
Absentees	<u>171</u>	<u>175</u>
TOTALS	918	1,019

We therefore ascertained that the majority of qualified electors of School District No. 33 of Calcasieu Parish, Louisiana qualified to vote under the Constitution and laws of the State of Louisiana voting in said election voted against the Bond Proposition.

At the same time and place, we did examine and canvass the returns as evidenced by said tabulation blanks, certificates, and statements received from the election Commissioners and Commissioners-in-Charge, the correctness of which were sworn to by the election Commissioners-in-Charge and Commissioners according to law, and our finding was that the returns indicated a majority voted against the Bond Proposition.

Therefore, we declare that the result of said election is against the Bond Proposition as stated above.

In accordance with law, a resolution promulgating the aforesaid results was adopted, and the Secretary of the Board was ordered to have a copy of said resolution signed by the President and published in one issue of the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in School District No. 33 of

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Calcasieu Parish, Louisiana.

We did, likewise, order that one copy of this proces verbal be sent to the Secretary of State to be recorded in the archives of the State of Louisiana, and that one copy be sent to the Clerk of the District Court of Calcasieu Parish to be recorded in the mortgage records of said Parish and that one copy be filed in the archives of this Board.

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The following resolution was thereupon introduced, and pursuant to a motion made by Eric Tarver and seconded by Mack Dellafosse, was adopted by the following vote:

YEAS:14

NAYS: 0

ABSENT: 1

NOT VOTING: 0

RESOLUTION

A RESOLUTION PROMULGATING THE RESULTS OF A SPECIAL BOND ELECTION HELD IN SCHOOL DISTRICT NO. 33 OF CALCASIEU PARISH, LOUISIANA ON NOVEMBER 18, 2017.

WHEREAS, on November 18, 2017, an election was held in School District No. 33 of Calcasieu Parish, Louisiana, to determine the proposition hereinafter set out;

WHEREAS, the returns of said election were canvassed by the Board according to law and notice duly given as provided by law, and the result of said election was declared to be against the Bond Proposition;

NOW, THEREFORE, BE IT RESOLVED by the Parish School Board, governing authority of School District No. 33 of Calcasieu Parish, Louisiana, as follows:

SECTION 1. An election was held in School District No. 33 of Calcasieu Parish, Louisiana, on November 18, 2017, to determine the proposition hereinafter set out; that said election was duly and properly called by the Board by a resolution adopted on August 15, 2017,

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and recorded in the records of said Board, that notice of said election embracing all matters required by law to be contained therein was given by publication in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in Calcasieu Parish, Louisiana, on August 30, September 6, September 13, and September 20, 2017, the first of said publications being not less than 45 days nor more than 90 days prior to the date set for said election; that this Board did in said resolution designate the polling places for said election and did provide for the use of voting machines in the conduct of said election; that election officials were duly selected; that each election official received the certificate of instruction of the use of the voting machines and his duties in connection therewith as required by law; that the State Custodian of Voting Machines and the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines of Calcasieu Parish made available on the day of the election at the polling places designated for the conduct of said election the necessary voting machines and all necessary equipment and paraphernalia required by law in connection with the use of voting machines at elections; that the Registrar of Voters and the Clerk of Court of Calcasieu Parish furnished to the election Commissioners and Commissioners-in-Charge copies of the precinct registers for each precinct or ward entitled to vote at such polling places; that the Louisiana Secretary of State prepared and certified the ballot used in the voting machines as required by law; that the proposition voted on in said election and as it appeared in said voting machine was in due form provided by law and the resolution adopted by this Board on August 15, 2017, calling said special election; that the results of said election were written on a large sheet of paper at said polling places, which sheet of paper was signed by each of the election officials designated to conduct such election at said polling places and which sheet was thereupon posted in public view at the polling places in accordance with law; that only qualified electors under the Constitution and laws of the State of Louisiana voted at said election; that the officials who served at said election were duly and properly appointed; that the places of all absent election officials were properly filled in accordance with law; that before opening the polls all election officials were properly sworn in accordance with law; that the polls at the voting places were opened at 7:00 a.m. and remained open and until not later than 8:00 p.m.; that after the closing of the polls the votes for and against the proposition

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were properly counted and tallied and the necessary tabulation blanks, certificates and statements were made by the election officials in accordance with law and the voting machines delivered to the Clerk of Court and Ex-Officio Custodian of Voting Machines in and for Calcasieu Parish, Louisiana, and a copy of the results of said election delivered to the Clerk of the District Court of Calcasieu Parish as required by Louisiana Revised Statutes 18:1190 E; that on November 21, 2017, that being the third day after said election the Clerk of Court and Ex-Officio Custodian of Voting Machines, after breaking the seals and opening the voting machines used in said election did transcript the totals for the proposition voted upon at said election; and that all things whatsoever required by law to be done in connection with the holding of said election were properly and duly performed in manner and form as required by Part IV of Chapter 4 of Subtitle II of Title 39 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 39:701, *et seq.*), and the general election laws of the State of Louisiana.

SECTION 2. In said election the following proposition failed by a majority of the electors qualified to vote and voting in said election in School District No. 33 of Calcasieu Parish, Louisiana:

BOND PROPOSITION

Shall School District No. 33 of Calcasieu Parish, Louisiana ("District"), incur debt and issue bonds in an amount not exceeding Fifty Million, Eight Hundred Thousand (\$50,800,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other 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 26.9 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 by Article VI, Section 33 of the 1974 Louisiana Constitution, as

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amended, and statutory authority supplemental thereto?

SECTION 3. The results of said election shall be promulgated by publication of this resolution of promulgation one time in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, the official journal of the Board and of general circulation in School District No. 33 of Calcasieu Parish, Louisiana.

ADOPTED AND APPROVED this 12th day of December, 2017.

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

G. Approval of Resolution promulgating the results of November 18, 2017 election in District 34/Bond Proposition One and Bond Proposition Two

Lake Charles, Louisiana
December 12, 2017

The Parish School Board of Calcasieu Parish, Louisiana, governing authority of School District No. 34 of Calcasieu Parish, Louisiana, met in regular session at 5:00 o'clock p.m. on Tuesday, December 12, 2017, at the regular meeting place of said Board in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of written notice given to each and every member thereof and duly posted in the manner required by law.

President, Ron Hayes, called the meeting to order and on roll call, the following members were present: Aaron Natali, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy, Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad Guidry, Russell Castille, and Wayne Williams.

ABSENT: Billy Breaux

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

The President of the Board stated that one purpose of the meeting was for canvassing and tabulating the returns of an election held in School District No. 34 of Calcasieu Parish, Louisiana on November 18, 2017, on question of authorizing the incurring of debt and issuance of bonds of said District for the purpose of acquiring, and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said School District, and acquiring the necessary equipment and furnishings therefor, and thereupon presented the following proces verbal, which was adopted by the following vote:

YEAS:14

NAYS:0

NOT VOTING:9

PROCES VERBAL

BE IT KNOWN AND REMEMBERED that on this 12th day of December, 2017, at 5:00 o'clock p.m., in accordance with a resolution of the Calcasieu Parish School Board (the "Board"), adopted on August 15, 2017, and recorded in the records of said Board, notice of which meeting was issued and published according to law, the undersigned members of the Board, being a quorum thereof, met at the regular meeting place of the Board, and according to law examined the tabulation blanks, certificates and statements which were received from the Commissioners and Commissioners-in-Charge of the election held in School District No. 34 of Calcasieu Parish, Louisiana on November 18, 2017, in accordance with said resolution, together with the transcription of the totals made by the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines in and for Calcasieu Parish to determine the following propositions:

December 12, 2017

BOND PROPOSITION NO. 1

Shall School District No. 34 of Calcasieu Parish, Louisiana ("District"), incur debt and issue bonds in an amount not exceeding Forty-One Million, Eight Hundred Thousand (\$41,800,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other 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 7.45 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 by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

BOND PROPOSITION NO. 2

Shall School District No. 34 of Calcasieu Parish, Louisiana ("District"), incur debt and issue bonds in an amount not exceeding Twenty-Three Million, One Hundred Thousand (\$23,100,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from the date thereof, with interest at a rate not exceeding eight (8%) percent per annum, said bond authorized for the purpose of acquiring and/or improving lands for a Ninth (9th) Grade School Complex and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said District, and acquiring necessary equipment and furnishings therefor, title to which shall be in the public, which said bonds shall be retired with, paid from and secured by ad valorem taxes on all taxable property within the limits of the District, sufficient in rate and amount to pay said bonds in principal and interest, with the estimated millage rate to be 4.12 mills in the first year of issue?

The results of said election proved to be as follows:

NUMBER OF VOTES IN

NUMBER OF VOTES

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<u>PRECINCT</u>	<u>FAVOR OF PROP. NO. 1</u>	<u>AGAINST PROP. NO. 1</u>
302 (Part)	0	0
306 (Part)	30	57
316E	8	18
316W	10	10
317	28	16
325	104	117
326	81	103
331	52	46
333	180	149
334	61	90
335	56	55
336	123	96
337	60	82
338 (Part)	24	15
339 (Part)	139	124
340	62	47
362	75	113
363	181	176
365 (Part)	100	110
366	31	49
367	57	53
368	118	159
369 (Part)	63	51
371S (Part)	2	9
372	116	122
Absentees	<u>423</u>	<u>384</u>
TOTALS	2,184	2,251

<u>PRECINCT</u>	<u>NUMBER OF VOTES IN FAVOR OF PROP. NO. 2</u>	<u>NUMBER OF VOTES AGAINST PROP. NO. 2</u>
302 (Part)	0	0
306 (Part)	30	58
316E	10	15
316W	10	10
317	23	20
325	107	113
326	81	103
331	54	44

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333	190	140
334	60	89
335	56	54
336	118	101
337	58	80
338 (Part)	24	16
339 (Part)	139	125
340	67	43
362	75	112
363	179	178
365 (Part)	100	110
366	32	47
367	56	56
368	116	163
369 (Part)	64	51
371S (Part)	2	9
372	107	128
Absentees	<u>431</u>	<u>379</u>
TOTALS	2,189	2,244

We therefore ascertained that the majority of qualified electors of School District No. 34 of Calcasieu Parish, Louisiana qualified to vote under the Constitution and laws of the State of Louisiana voting in said election voted against the Bond Propositions.

At the same time and place, we did examine and canvass the returns as evidenced by said tabulation blanks, certificates, and statements received from the election Commissioners and Commissioners-in-Charge, the correctness of which were sworn to by the election Commissioners-in-Charge and Commissioners according to law, and our finding was that the returns indicated a majority voted against the Bond Propositions.

Therefore, we declare that the result of said election is against the Bond Propositions as stated above.

December 12, 2017

In accordance with law, a resolution promulgating the aforesaid results was adopted, and the Secretary of the Board was ordered to have a copy of said resolution signed by the President and published in one issue of the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in School District No. 34 of Calcasieu Parish, Louisiana.

We did, likewise, order that one copy of this proces verbal be sent to the Secretary of State to be recorded in the archives of the State of Louisiana, and that one copy be sent to the Clerk of the District Court of Calcasieu Parish to be recorded in the mortgage records of said Parish and that one copy be filed in the archives of this Board.

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

APPROVAL OF MINUTES

Mr. Dellafosse, with a second by Mr. Smith, offered a motion to approve the Minutes of November 14, 2017. The motion carried on a unanimous vote.

PRESENTATIONS

Presenting the certificates of excellence to the AP Scholars

Karen Williams, Administrative Coordinator of Advanced Studies

Nicole Fontenot, Consultant, Advanced Studies

AP Scholars -- Granted to students who receive grades of 3 or higher on three or more AP Exams

BARBE

- Alejandro Aristizabal
- Andrew M. Barras
- Ethan A. Bartolina
- Corey J. Breaux
- Ryan C. Byrne
- Grant L. Caldwell
- Emily T. Cormier
- Gabriel B. Courmier
- Evan Delafosse
- Logan B. Duhon

SAM HOUSTON

- Breanna L. Burkhead
- Mary E. Cagle
- Sarah M. Coker
- Darby N. Cook
- Christian F. Dougay
- Jake T. Fontenot
- Angelina Y. Gulla
- Tyler D. Hooper
- Ashley M. Marcantel

SULPHUR

- Shelby L. Bailey

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- Caitlyn A. Fontenot
- Jeremiah Fortune
- Zoe S. Glaspie
- Serena M. Greenlee
- Ryan M. Hebert
- Joseph A. Hughes
- Jared L. Johnson
- Tatum N. Johnson
- William G. Kemink
- Jerald R. Lewis
- Antonia M. Lubrano
- Samuel M. Marrero
- Hasan N. Mir
- Naomi M. Moreno
- Mariah Kaitlynn D. Mouton
- Caden C. Owens
- Noah J. Phenice
- Fernando J. Pimentel
- Griffin A. Rose
- Umar M. Shaikh
- Dhruv Sharma
- James N. Smith
- Jacob A. Stump
- Andrew K. Thibodeaux
- Charles G. Vanchiere
- Michael L. Vest
- Ashley N. Watts
- Nadia T. West
- Jillian E. Whitley
- Bethany A. Williams

- Ashlyn R. Beaty
- Jacob A. Broussard
- Krystian R. Burum
- Zachary R. Castille
- Kaitlyn Darby
- Emily L. Fitkin
- Duncan C. Fontenot
- Emily J. Fontenot
- Kallie A. Gatte
- Brianda R. Gill
- Hannah G. Gros
- Julia K. Hays
- Abigael K. Higginbotham
- Allison C. Hill
- Raylee J. Istre
- Lydia K. Kellar
- Blayden C. Levens
- Rylie N. McFarlain
- Michael A. Moreno
- Erin Moss
- Grace M. Nicholson
- Kaylee A. Porter
- Emma L. Scott
- Harleigh E. Smith
- Mikaela M. Spell
- Don D. Trahan
- Emily A. Trahan
- Mason W. Whatley

WESTLAKE

- Shekinah S. Jordan

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AP Scholar with Honor: Granted to students who receive an average grade of at least 3.25 on all AP Exams taken, **and** grades of 3 or higher on four or more of these exams

BARBE

- David P. Duhon
- Sahar Irfan
- Patrick G. Juneau
- Tyler J. Leblanc
- Carson H. McBroom
- Anelisa A. Mdleleni
- Paige M. Phillips
- Alexa N. Schleter
- Hanna M. Sims
- Ty N. Thibodeaux
- Catharine E. Walker
- Gabrielle K. Welling
- Austin R. Wolf

SAM HOUSTON

- Paige C. Anderson
- Stone B. Cox
- Haleigh A. Gates
- Trevor N. Weidner

SULPHUR

- Spencer Butts
- Cody D. Cooke
- Jack R. Dietz
- Bryan J. Drost
- Abigail M. Fruge
- Gavin J. Huval
- Cassidy N. Jones
- Jarod T. Keers
- Zoe M. Long
- Emily C. Moss
- Brooke E. Tyree
- Jamie M. Young

WESTLAKE

- Cole A. Conrad

December 12, 2017

AP Scholar with Distinction: Granted to students who receive an average grade of at least 3.5 on all AP Exams taken, **and** grades of 3 or higher on five or more of these exams

BARBE

- Seth A. Aucoin
- Tyler C. Blank
- Claire N. Buchanan
- Simarpreet Chadha
- Humza A. Chaudhry
- Jason Dong
- Valeria F. Faria
- Cecile M. Girard
- Joseph W. Groves
- Michael S. Hebert
- Isabella R. Huber
- Claire K. Inderkummen
- Abigail K. Kleinschmidt
- John M. Lancvc
- Zachary J. Mercy
- Michael Q. Miller
- Sterling G. Neblett
- Mckenzie M. Peshoff
- Gillian G. Reeves
- Jaden D. Rideau
- Victoria B. Self
- Brandi N. Simpson
- Bela A. Syed
- Bryce L. Travis
- Tyler J. Welch
- Bailey T. Wilson

BELL CITY

- Jordan A. Mouton

SAM HOUSTON

- Savannah M. Andrews
- Claire E. Colley
- Alyssa M. Foreman
- Jack M. Shanks
- Abby M. Sonnier
- Alexandra P. Townsley

SULPHUR HIGH

- Ethan B. Beaty
- Grant W. Erbelding
- John B. Gregory
- Jace C. Leblanc
- Bryttani J. Macnamara
- Cailey A. Miller
- David A. Spicer

December 12, 2017

National AP Scholar: Granted to students who receive an average score of at least 4 on all AP Exams taken, **and** scores of 4 or higher on eight or more of these exams

BARBE

- Simarpreet Chadha
- Jason Dong

SUPERINTENDENT'S REPORT

Mr. Bruchhaus gave the following report:

1. Board Members have received the November 30th school population report.
2. All board members have received the November Head Start Report

Program Governance

- Policy Council meeting was held on November 13, 2017. The following items were approved:
 - ✓ September 18th and October 10th Policy Council Minutes
 - ✓ October Director's Report
 - ✓ August, September, and October Attendance Reports
 - ✓ October Financial Report
 - ✓ Approval of the purchasing of milk substitutes

Program Operations

- Enrollment – 457
- Over 75% of classrooms have been observed using the CLASS (Classroom Assessment Scoring System) Tool.
- Parenting Partners Workshops concluded at multiple sites. Over 40 parents participated in 8-weeks of combined parenting and leadership skills that empower them to become vital contributors to their children's academic success.
- Director and Fiscal Officer attended Head Start Region IV Fiscal Symposium in Dallas, TX.

Financial and Administrative Requirements

December 12, 2017

- Site Facilitators received Practice Performance Profiles. All Head Start sites were rated Proficient.

3. I would like to report our current sales tax numbers for our general fund which show November, 2017, collections at \$3,732,163 or 29.9% above budget for the fifth month of the 2017-2018 year.

Collections are \$3,838,640 or 31% above collections for the same month last year.

Collections for the 2017-2018 year, after five months are \$31,028,436 or 48.5% over budget and \$31,137,001 or 48.8 % over the same time period last year.

4. You have been given LSBA convention information. Please let us know by January 3 if you would like to be registered.

5. The following Board Members have earned the required six credit hours for 2017:

Aaron Natali

Fred Hardy

Glenda Gay

Annette Ballard

Ron Hayes

Dean Roberts

Mack Dellafosse

Damon Hardesty

Alvin Smith

Russell Castille

Billy Breaux

Wayne Williams

John Duhon

6. I am pleased to introduce the Student Council from Nelson Elementary, with their sponsor Erin Bentley. They are here to learn about Robert's Rules of Order.

COMMITTEE REPORTS

A. Employee Benefits/November 28, 2017/Billy Breaux, *Chair*

At the absence of Mr. Breaux, Mr. Bruchhaus gave the following report:

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The Calcasieu Parish School Board Employee Benefits Committee met in the Board Room at 3310 Broad Street, Lake Charles, Louisiana, on Tuesday, November 28, 2017, at 5:00 p.m. The meeting was called to order by Mr. Billy Breaux, Chairman. Mr. Ron Hayes gave the invocation and Mr. Damon Hardesty led the Pledge of Allegiance.

The roll was called with a quorum being present. The following committee members were in attendance; Billy Breaux, Chairman; Mike Hill, Diane Bagwell, Wayne Foster, Gerald Treme, Suzanne Heath, Carolyn Toups and Sue Hinchee. Board Members also in attendance were Damon Hardesty, Ron Hayes and Glenda Gay.

Mr. Breaux informed the committee of the agenda item Blue Cross Blue Shield of Louisiana Mid-Year Health Insurance Review.

Ms. Skylar Giardina introduced Mrs. Kathy Sonnier, Employee Benefit Agent, Insurance Resource Group of SWLA, for presentation of the group health insurance Mid-Year Review.

Mrs. Sonnier's presentation included:

Overall Claim Utilization current vs. prior year paid May – October \$1.4M or 6% decrease.

Overall Claims are trending at 4.63% lower on a Per Contract Per Month basis or \$34.78.

Rx Trend is flat currently at 2.24 the #Rx/PM/PM.

- Large Claims have decreased and Reinsurance Recovery in the amount of \$602,028 being paid YTD

There being no further business, a motion to adjourn was made by Mr. Ron Hayes, seconded by Ms. Suzanne Heath and approved unanimously.

This report was for information only.

B. A&P Committee/November 28, 2017 and December 5, 2017/Eric Tarver, *Chair*

Mr. Tarver gave the following report:

The Calcasieu Parish School Board Administration and Personnel Committee meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake

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Charles, Louisiana, 70615, on November 28, 2017, at 5:00 p.m.
The meeting was called to order by Eric Tarver, Chair.

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

Mr. Tarver called the meeting to order. Mary Fontenot, Director of Transportation, presented a Power Point on the Department of Transportation. The presentation was an overview of the department which included the framework of the department, initiatives, ideas, issues, and recommendations. Specific items discussed were associated with the bus garage, mechanics, maintenance of buses, the fleet, office staffing, routing, platoons, drivers, safety measures, and accountability.

There was much discussion.

Then, Dr. LaFargue spoke of five recommendations for the Transportation Department.
Recommendation #1 - Adopt updated procedures for the handbook.
On a motion by Dean Roberts and seconded by Mack Dellafosse, it was recommended to accept the handbook.

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

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

Recommendation #2 – Add a safety specialist position.
On a motion by Mack Dellafosse and seconded by Annette Ballard, it was recommended not to hire a safety specialist.

Recommendation #3 – Add permanent bus monitors servicing at-risk routes.
On a motion by Billy Breaux and seconded by Mack Dellafosse, it was recommended to hire ten monitors.

On behalf of the committee, Mr. Tarver offered a motion to accept the recommendation. A second was not needed and the motion

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carried on a vote.

Recommendation #4 – Examine driver pay increase.

On a motion by Mack Dellafosse and seconded by Ron Hayes, it was recommended to examine driver pay increase.

Recommendation #5 – Explore opportunities for outsourcing bus repairs.

On a motion by Billy Breau and seconded by Mack Dellafosse, it was recommended to explore opportunities for outsourcing bus repairs.

Then, there was much discussion on purchasing ten school buses.

On a motion by Billy Breau and seconded by Ron Hayes, it was recommended to purchase ten school buses.

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

Two agenda items, Teacher Leave Data and Calcasieu Parish School Board Policies updates were postponed until December 5, 2017.

There being no further business to discuss, on a motion by Mack Dellafosse, and seconded by Damon Hardesty, the committee adjourned the meeting at 8:55p.m.

Shannon LaFargue
Secretary

On December 5, 2017, there was a continuation of the Administration and Personnel Committee meeting. It was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615 following the C & I Committee meeting at 5:00 p.m.

The meeting was called to order by Eric Tarver, Chair.

The roll was called by Chief Operating Officer Dr. Shannon LaFargue and the following members were present: Eric Tarver, Annette Ballard, John Duhon, Damon Hardesty, Fred Hardy, Dean Roberts, Alvin Smith and Wayne Williams.

Other Board members present were Russell Castille, Mack Dellafosse, Ron Hayes and Aaron Natali.

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Mr. Tarver called the meeting to order.

The next item on the Agenda was Teacher Leave Data.
There was much discussion on the subject.

Then, the next items presented were revisions to Calcasieu Parish School Board policies. Dr. LaFargue presented **Policies JS, Student Fees, Fines and Charges, JDA, Corporal Punishment, JGCD, Administration of Medication – Sunscreen, EB, Building and Grounds Management, GAMA, Employee Tobacco Use, JCDA, Student Smoking/Use of Tobacco, and JCDA, School Bus Conduct.** Language was revised.

FILE: JS

FILE: JS

Cf: JR

STUDENT FEES, FINES AND CHARGES

- I. The Calcasieu Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. ~~No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.~~ Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall ensure that the following information regarding student fees be published on the School Board's website and on the website of each school, as well as in each school's student handbook:

- descriptions of each student fee being charged,
- the dollar amount of each student fee,
- how each student fee will be collected and used,
- the deadline by which each student fee is due and the desired method of payment,
- the process for collection of unpaid fees,
- the process whereby students and families may request an economic hardship waiver,
- the criteria by which economic hardship waivers may be approved, and
- the process whereby any denial of request for waiver may be appealed.

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Such information shall be reviewed and updated by the Superintendent and staff annually prior to the start of the school year.

II. Economic Hardship Waivers

III.

The School Board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. Examples of families facing economic hardship include, but are not necessarily limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be *confidential*.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

December 12, 2017

Revised: October, 2001

Revised: August, 2017

Ref: 20 USC Section 1232 (g-i); La. Rev. Stat. Ann. ' ' 17:8, 17:81, 17:112; Board minutes, 5-7-02.

FILE: JS

Cf: JR

STUDENT FEES, FINES AND CHARGES

- IV.** The Calcasieu Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall ensure that the following information regarding student fees be published on the School Board's website and on the website of each school, as well as in each school's student handbook:

- descriptions of each student fee being charged,
- the dollar amount of each student fee,
- how each student fee will be collected and used,
- the deadline by which each student fee is due and the desired method of payment,
- the process for collection of unpaid fees,
- the process whereby students and families may request an economic hardship waiver,
- the criteria by which economic hardship waivers may be approved, and
- the process whereby any denial of request for waiver may be appealed.

Such information shall be reviewed and updated by the Superintendent and staff annually prior to the start of the school year.

V. Economic Hardship Waivers

- VI.** The School Board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. Examples of families facing economic hardship include, but are not necessarily limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance

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for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be *confidential*.

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In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

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Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Revised: October, 2001

Revised: August, 2017

Ref: 20 USC Section 1232 (g-i); La. Rev. Stat. Ann. ' ' 17:8, 17:81, 17:112; Board minutes, 5-7-02.

FILE: JDA
Cf: GAMC

December 12, 2017

FILE: JDA

CORPORAL PUNISHMENT

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess.

Teachers and principals are authorized to use reasonable corporal punishment against any pupil for good cause in order to maintain discipline and order within the schools, with the exception of the Calcasieu Parish Schools Headstart centers, and students with exceptionalities, as defined below. Headstart guidelines prohibit teachers and administrators from engaging in corporal punishment, emotional or physical abuse or humiliation. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of each school year.

Corporal punishment means using physical force to discipline a student, with or without an object. Corporal punishment includes hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort.

Corporal punishment does not include:

1. The use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.
2. The use of seclusion and restraint as provided in La. Rev. Stat. Ann. §17:416.21.

No form of corporal punishment shall be administered to a student with an exceptionality, excluding gifted and talented, as defined in La. Rev. Stat. Ann. §17:1942 or to a student who has been determined to be eligible for services under Section 504 of the Rehabilitation Act of 1973 and has an *Individual Accommodation Plan*.

Therefore, the Calcasieu Parish School Board hereby authorizes its teachers and principals to employ, when necessary, corporal punishment in a reasonable manner to maintain discipline and order in the schools or at all school-sponsored activities, subject to the following regulations:

1. Corporal punishment shall be administered in a reasonable, fair, and impartial manner. Abuse or misuse of corporal punishment by the teacher or principal, especially the act of

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- being malicious, with willful and deliberate intent to cause bodily harm, shall not be tolerated.
2. Corporal punishment shall not be used unless the student was forewarned that a specific behavior could cause its use.
 3. Prior to the administering of corporal punishment, the student shall be given an opportunity to explain his or her version of the facts.
 4. Corporal punishment can only be administered in the company of a professional staff member who has been informed beforehand and in the student's presence of the reason for the punishment.
 5. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
 - A. Age of child;
 - B. Size of child;
 - C. Sex of child;
 - D. Ability to bear the punishment; and
 - E. Overall physical condition of the child.
 6. Corporal punishment shall not be administered in anger or with malice at any time.
 7. Corporal punishment shall be administered to the posterior anatomy (buttocks) in the area below the waist and above the thighs for a maximum of three (3) times.
 8. Corporal punishment shall be used only after other means of solving discipline problems have been explored and failed.
 9. The procedures specified in regulations above do not apply in those cases where the student's behavior is so blatant, disruptive, antisocial, or flagrant in nature as to shock the conscience.
 10. ~~Teachers and principals shall keep written records of misconduct wherein corporal punishment is administered.~~
~~This record shall be placed on file in the principal's office the day such punishment occurs.~~
School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.
 - ~~11. If the parents so request, the principal of the school where the punishment was administered must furnish a copy of the written report of corporal punishment.~~
 11. The principal of each school shall have the authority and the responsibility of holding every member of his/her staff accountable for understanding and administering corporal punishment as set forth by these regulations.

For purposes of clarity, corporal punishment, as described herein, shall be defined as, and limited to, the administering of physical punishment by means of paddling or spanking the buttocks. ~~Consideration must be given to the age, size, emotional condition, and health of the students.~~ When physical punishment is administered, there is always the possibility of physical injury and subsequent legal ramifications. Therefore, extreme caution should be employed when

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administering corporal punishment.

~~However,~~ Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself against a physical attack by a student or to restrain a student from attacking another student or employee.

IMPERMISSIBLE CORPORAL PUNISHMENT

In instances where allegations of abuse of a student are reported against an employee, principal or other school official, through the administering of impermissible corporal punishment or any other moral offense, the Superintendent shall promptly investigate the action, in accordance with policy GAMC, Investigations.

Revised: January, 2010

Revised: August, 2017

Ref: US Constitution, Amend. XIII; US Constitution, Amend. XIV §1; Ingraham v. Wright, 97 S. Ct. 1401, (1977); ~~Jones v. Palmer, 421 F. Supp. 738 (S.D. Ala. 1976);~~ Baker v. Owen, 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975); La. Rev. Stat. Ann. 17:223, 17:416, 17:416.1; Board minutes, 1-12-10.

FILE: JDA
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Cf: GAMC

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force that causes pain or physical discomfort.

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2. Corporal punishment shall not be used unless the student was forewarned that a specific behavior could cause its use.
3. Prior to the administering of corporal punishment, the student shall be given an opportunity to explain his or her version of the facts.
4. Corporal punishment can only be administered in the company of a professional staff member who has been informed beforehand and in the student's presence of the reason for the punishment.
5. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
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 - E. Overall physical condition of the child.
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8. Corporal punishment shall be used only after other means of solving discipline problems have been explored and failed.
9. The procedures specified in regulations above do not apply in those cases where the student's behavior is so blatant, disruptive, antisocial, or flagrant in nature as to shock the conscience.
10. School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.
11. The principal of each school shall have the authority and the responsibility of holding every member of his/her staff accountable for understanding and administering corporal punishment as set forth by these regulations.

For purposes of clarity, corporal punishment, as described herein, shall be defined as, and limited to, the administering of physical punishment by means of paddling or spanking the buttocks. When physical punishment is administered, there is always the possibility of physical injury and subsequent legal ramifications. Therefore, extreme caution should be employed when administering corporal punishment.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself against a physical attack by a student or to restrain a student from attacking another student or employee.

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FILE: JGCD
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ADMINISTRATION OF MEDICATION

It is the policy of the Calcasieu Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term *medication* shall include all prescription and non-prescription drugs.

1. **WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION**

A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

- 1) the student's name
- 2) the name and signature of the physician/dentist/other authorized prescriber
- 3) physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
- 4) relevant diagnosis
- 5) name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication
- 6) a written statement of the desired effects and the child specific potential adverse effects

B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

- 1) name of pharmacy
- 2) address and telephone number of pharmacy
- 3) prescription number
- 4) date dispensed
- 5) name of student
- 6) clear directions for use, including the route, frequency, and other as indicated
- 7) drug name and strength
- 8) last name and initial of pharmacist
- 9) cautionary auxiliary labels, if applicable
- 10) physician's/dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following

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information in addition to the regular pharmacy label:

- 1) drug name
- 2) dosage form
- 3) strength
- 4) quantity
- 5) name of manufacturer and/or distributor
- 6) manufacturer's lot or batch number

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.
- C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- G. School medication orders shall be limited to medication which cannot be administered before or after school hours.
- H. Any employee shall have the right to request that another school board employee be present while he is administering the medication to a student to serve as a witness.

3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school. In addition, two (2) employees are recommended per grade for field trip purposes.

4. TEACHER

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

5. SCHOOL NURSE

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.
- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
 - 1) Proper procedures for administration of medications including controlled substances
 - 2) Storage and disposal of medications
 - 3) Appropriate and correct record keeping including documentation of the color, shape and imprint of a tablet/pill on the medication log.
 - 4) Appropriate actions when unusual circumstances or medication reactions occur
 - 5) Appropriate use or resources

6. PARENT/LEGAL GUARDIAN

- A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
 - 1) A letter of request and authorization that contains the following information:
 - a. the student's name;
 - b. clear instructions for school administration;
 - c. prescription number, if any;
 - d. current date;
 - e. relevant diagnosis;
 - f. name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication;
 - g. physician's/dentist's/other authorized prescriber's name;
 - h. the parent's/legal guardian's printed name and signature;
 - i. parent's/legal guardian's emergency phone number;
 - j. statement granting or withholding release of medical information;
 - 2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Electronic signatures are accepted. Faxed orders may be

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- accepted; original orders must be received within five (5) business days.
- 3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
 - 4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
 - 5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
 - 6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.
- B. All aerosol medications shall be delivered to the school in pre-measured dosage.
- C. Provide no more than a twenty (20) school day supply of medication in a properly labeled container to be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:
- 1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
 - 2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 - 3) Assist in the development of the emergency plan for each student.
 - 4) Comply with written and verbal communication regarding school policies.
 - 5) Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
 - 6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent

a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

If a child has a known problem that is potentially serious and there is a method of helping the child and the school is denied an opportunity to help the child because the necessary materials are not made available, then the school cannot be held responsible to assist the child. Therefore, if the presence of the child at school without necessary materials presents a risk to the safety or health of the child, the child may be temporarily excluded from the school.

Asthma, Diabetes, or the Use of Auto-Injectable Epinephrine

Self-administration of medications by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- A. Written authorization for the student to carry and self-administer such prescribed medications.
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
 - 1) has asthma, diabetes, or is at risk of having anaphylaxis
 - 2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis
- C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
 - 1) The name, purpose, and prescribed dosage of the medications to be self-administered.
 - 2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
 - 3) The length of time for which the medications are prescribed.
- D. Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any

claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

Permission for the self-administration of asthma or diabetes medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma or diabetes medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma or diabetes medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

Auto-injectable epinephrine means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

Glucagon means a hormone that raises the level of glucose in the blood. Glucagon, given by injection is used to treat severe hypoglycemia.

Inhaler means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

Insulin Pen means a pen-like device used to put insulin into the body.

Insulin Pump means a computerized device that is programmed to deliver small, steady, doses of insulin.

Other Permitted Medications

Self-administration of other medications by a student may be permitted by the School Board, provided that:

- A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
- B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- D. The medication is handled in a safe, appropriate manner.
- E. The school principal and the school employed registered nurse determine a safe

place for storing the medication.

The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.

- F. Some medication should have a backup supply readily available.
- G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's *Individual Administration Plan*).
- H. The school employed registered nurse, and/or the designated employee monitors the student.

8. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

- A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- B. Severe allergic reactions - must have specific written instructions from a physician.
- C. Anticonvulsive medication.
- D. Medication for asthma or diabetes.
- E. Medication given in extenuating circumstances.
- F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.
- I. Other specific illnesses that require medication.

9. DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

A student's diabetes management and treatment plan shall be kept on file in the school in

which the student is enrolled and shall contain:

- A. A detailed evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes.
- B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.
- C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.
- D. The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an *Individualized Healthcare Plan* (IHP). The school nurse shall be given not less than five (5) school days to develop the IHP and shall implement the IHP within ten (10) school days of receipt of the diabetes treatment plan. The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in *Health and Safety*, Bulletin 135. An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. An *unlicensed diabetes care assistant* also means an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing health care services required by law or the Department of Education.

In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan.

With written permission of a student's parent or legal guardian, a school may provide a

school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

10. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

The *Protocol on Field Trips for Students with Diabetes* shall be followed for students with diabetes.

11. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/ other authorized prescriber before any administration of medication may be administered by properly trained personnel.

12. SUNSCREEN

In accordance with statutory provisions, *sunscreen* means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student *only* if his/her parent or legal guardian has provided *written consent* for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her

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cessation of such application.

13. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

Revised: December, 1995

Revised: November 1, 2016

Revised: February, 1996

Revised: February 14, 2017

Revised: August, 1997

Revised: August, 2017

Revised: September, 2001

Revised: June, 2008

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Ref: La. Rev. Stat. Ann. §§17:81, 17:436.1, 17:436.3; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes 10-17-95, 6-17-97, 6-5-01, 8-5-08, 1-12-10, 11-1-16, 2-14-17.

FILE: JGCD

FILE: JGCD

Cf: JGCD-AP

ADMINISTRATION OF MEDICATION

It is the policy of the Calcasieu Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term *medication* shall include all prescription and non-prescription drugs.

1. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

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A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

- 1) the student's name
- 2) the name and signature of the physician/dentist/other authorized prescriber
- 3) physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
- 4) relevant diagnosis
- 5) name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication
- 6) a written statement of the desired effects and the child specific potential adverse effects

B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

- 1) name of pharmacy
- 2) address and telephone number of pharmacy
- 3) prescription number
- 4) date dispensed
- 5) name of student
- 6) clear directions for use, including the route, frequency, and other as indicated
- 7) drug name and strength
- 8) last name and initial of pharmacist
- 9) cautionary auxiliary labels, if applicable
- 10) physician's/dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

- 1) drug name
- 2) dosage form
- 3) strength
- 4) quantity
- 5) name of manufacturer and/or distributor
- 6) manufacturer's lot or batch number

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.

B. During the period when the medication is administered the person administering

medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.

- C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- G. School medication orders shall be limited to medication which cannot be administered before or after school hours.
- H. Any employee shall have the right to request that another school board employee be present while he is administering the medication to a student to serve as a witness.

3. **PRINCIPAL**

The principal shall designate at least two (2) employees to receive training and administer medications in each school. In addition, two (2) employees are recommended per grade for field trip purposes.

4. **TEACHER**

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

5. **SCHOOL NURSE**

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.
- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
 - 1) Proper procedures for administration of medications including controlled substances
 - 2) Storage and disposal of medications
 - 3) Appropriate and correct record keeping including documentation of the color, shape and imprint of a tablet/pill on the medication log.

- 4) Appropriate actions when unusual circumstances or medication reactions occur
- 5) Appropriate use or resources
6. PARENT/LEGAL GUARDIAN
 - A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
 - 1) A letter of request and authorization that contains the following information:
 - a. the student's name;
 - b. clear instructions for school administration;
 - c. prescription number, if any;
 - d. current date;
 - e. relevant diagnosis;
 - f. name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication;
 - g. physician's/dentist's/other authorized prescriber's name;
 - h. the parent's/legal guardian's printed name and signature;
 - i. parent's/legal guardian's emergency phone number;
 - j. statement granting or withholding release of medical information;
 - 2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Electronic signatures are accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
 - 3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
 - 4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
 - 5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
 - 6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the

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medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

- B. All aerosol medications shall be delivered to the school in pre-measured dosage.
- C. Provide no more than a twenty (20) school day supply of medication in a properly labeled container to be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:
 - 1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
 - 2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 - 3) Assist in the development of the emergency plan for each student.
 - 4) Comply with written and verbal communication regarding school policies.
 - 5) Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
 - 6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

If a child has a known problem that is potentially serious and there is a method of helping the child and the school is denied an opportunity to help the child because the necessary materials are not made available, then the school cannot be held responsible to assist the child. Therefore, if the presence of the child at school without necessary materials presents a risk to the safety or health of the child, the child may be temporarily excluded from the school.

Asthma, Diabetes, or the Use of Auto-Injectable Epinephrine

Self-administration of medications by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- A. Written authorization for the student to carry and self-administer such prescribed medications.

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- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
- 1) has asthma, diabetes, or is at risk of having anaphylaxis
 - 2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis
- C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
- 1) The name, purpose, and prescribed dosage of the medications to be self-administered.
 - 2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
 - 3) The length of time for which the medications are prescribed.
- D. Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

Permission for the self-administration of asthma or diabetes medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma or diabetes medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma or diabetes medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such

prescribed medication.

Auto-injectable epinephrine means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

Glucagon means a hormone that raises the level of glucose in the blood. Glucagon, given by injection is used to treat severe hypoglycemia.

Inhaler means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

Insulin Pen means a pen-like device used to put insulin into the body.

Insulin Pump means a computerized device that is programmed to deliver small, steady, doses of insulin.

Other Permitted Medications

Self-administration of other medications by a student may be permitted by the School Board, provided that:

- A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
- B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- D. The medication is handled in a safe, appropriate manner.
- E. The school principal and the school employed registered nurse determine a safe place for storing the medication.
The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
- F. Some medication should have a backup supply readily available.
- G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's *Individual Administration Plan*).
- H. The school employed registered nurse, and/or the designated employee monitors the student.

8. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

- A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this

- medication is not effective.)
- B. Severe allergic reactions - must have specific written instructions from a physician.
 - C. Anticonvulsive medication.
 - D. Medication for asthma or diabetes.
 - E. Medication given in extenuating circumstances.
 - F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
 - G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
 - H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.
 - I. Other specific illnesses that require medication.

9. **DIABETES**

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

A student's diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

- A. A detailed evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes.
- B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.
- C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.
- D. The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an *Individualized Healthcare Plan* (IHP). The school nurse shall be given not less than five (5) school days to develop the IHP and shall implement the IHP within ten (10) school days of receipt of the diabetes treatment plan. The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in *Health and Safety*, Bulletin 135. An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. An *unlicensed diabetes care assistant* also means an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing health care services required by law or the Department of Education.

In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan.

With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

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If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to

administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

The *Protocol on Field Trips for Students with Diabetes* shall be followed for students with diabetes.

11. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/ other authorized prescriber before any administration of medication may be administered by properly trained personnel.

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If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student *only* if his/her parent or legal guardian has provided *written consent* for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

13. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

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12-10, 11-1-16, 2-14-17.

FILE: EB

FILE: EB

Cf: EB-AP, EBCA

Cf: EBG, ECF, GAMA

BUILDINGS AND GROUNDS MANAGEMENT

It shall be the policy of the Calcasieu Parish School Board to require that school properties be maintained in good physical condition. The School Board, therefore, shall instruct the Superintendent to assure that all normal building and grounds maintenance, repairs and improvement functions are an integral part of the administration of the school system, including the regular evaluation for any safety hazards.

The Superintendent shall be vested with a broad range of administrative and supervisory authority relative to the school system's buildings and grounds program. Annual reports shall be made available to the School Board relative to maintenance needs, safety, utility and attractiveness of school plants and grounds within the school system.

The School Board shall not be held responsible for any personal items stolen or damaged on school premises. The School Board shall require principals and/or persons in charge of public school property to prohibit the use, sale, or possession of alcoholic beverages on public school property.

VACANT AND/OR UNOCCUPIED BUILDINGS

Vacant and/or unoccupied premises owned by the School Board shall be properly secured and maintained to prevent unauthorized trespass or injury to the general public. It shall be the responsibility of the Superintendent or his/her designee to assure that any vacant and/or unoccupied property of the School Board has limited access for authorized personnel only and

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the grounds are maintained regularly.

SMOKING/TOBACCO USE ON SCHOOL BOARD PROPERTY

Because tobacco is the leading cause of preventable death, disease, and disability, the Calcasieu Parish School Board shall provide a tobacco-free school environment.

~~Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, including electronic cigarettes and similar devices, or possessing any lighted tobacco product or any other lighted combustible plant material shall be prohibited in any elementary or secondary school building, on the campus of any elementary or secondary school, any building on the campus, and on all school buses. Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, including electronic cigarettes and similar devices, shall be prohibited in buildings and on the grounds of any other School Board property.~~

~~Chewing or otherwise consuming any tobacco or tobacco product on the property of the Calcasieu Parish School Board, or on any school bus transporting students shall be strictly prohibited.~~

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Violators may be subject to appropriate disciplinary action by the School Board.

Revised: June, 2002

Revised: September, 2006

Revised: February, 2007

Revised: April 8, 2014

Revised: November, 2017

Ref: ~~20 USC 7183 (No Child Left Behind Act of 2001)~~ 20 USC 6083 (Non-Smoking Policy for Children's Services); La. Rev. Stat. Ann. ' ' 14:91.7, 17:87.6, 17:151, 17:100.6, 17:240, 17:416, ~~40:1300.251, 40:1300.252, 40:1300.253, 40:1300.255, 40:1300.261, 40:4,~~ 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21, 40:1563, 40:1578.6, 40:1583; Board minutes, 9-17-02, 2-6-07, 4-8-14.

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BUILDINGS AND GROUNDS MANAGEMENT

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The Superintendent shall be vested with a broad range of administrative and supervisory authority relative to the school system's buildings and grounds program. Annual reports shall be made available to the School Board relative to maintenance needs, safety, utility and attractiveness of school plants and grounds within the school system.

The School Board shall not be held responsible for any personal items stolen or damaged on school premises. The School Board shall require principals and/or persons in charge of public school property to prohibit the use, sale, or possession of alcoholic beverages on public school property.

VACANT AND/OR UNOCCUPIED BUILDINGS

Vacant and/or unoccupied premises owned by the School Board shall be properly secured and maintained to prevent unauthorized trespass or injury to the general public. It shall be the responsibility of the Superintendent or his/her designee to assure that any vacant and/or unoccupied property of the School Board has limited access for authorized personnel only and the grounds are maintained regularly.

SMOKING/TOBACCO USE ON SCHOOL BOARD PROPERTY

Because tobacco is the leading cause of preventable death, disease, and disability, the Calcasieu Parish School Board shall provide a tobacco-free school environment.

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Violators may be subject to appropriate disciplinary action by the School Board.

Revised: June, 2002

Revised: September, 2006

Revised: February, 2007

Revised: April 8, 2014

December 12, 2017

Revised: November, 2017

Ref: 20 USC 6083 (*Non-Smoking Policy for Children's Services*); La. Rev. Stat. Ann. '14:91.7, 17:87.6, 17:151, 17:100.6, 17:240, 17:416, 40:4, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21, 40:1563, 40:1578.6, 40:1583; Board minutes, 9-17-02, 2-6-07, 4-8-14.

FILE: GAMA
Cf: EB

EMPLOYEE TOBACCO USE

~~Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, or possessing any lighted tobacco product or any other lighted combustible plant material shall be prohibited in any elementary or secondary school building, on the campus of any elementary or secondary school, any building on the campus, and on all school buses. — Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device shall also be prohibited in buildings and on the grounds of any other School Board property.~~

~~Chewing or otherwise consuming any tobacco or tobacco product in any elementary or secondary school building, or any building located on the property of any elementary or secondary school, or on any school bus transporting students shall be strictly prohibited.~~

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Calcasieu Parish School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug

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Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Violators may be subject to appropriate disciplinary action by the School Board.

Revised: September, 2006

Revised: February, 2007

Revised: November, 2017

Ref: ~~20 USC 7183 (No Child Left Behind Act of 2001)~~ 20 USC 6083 (Non-Smoking Policy for Children's Services); La. Rev. Stat. Ann. §§17:240, ~~40:1300.251, 40:1300.252, 40:1300.253, 40:1300.256, 40:1300.261, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21~~; Board minutes, 6-1-93, 9-17-02, 2-6-07.

FILE: GAMA
Cf: EB

EMPLOYEE TOBACCO USE

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Calcasieu Parish School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

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Revised: September, 2006

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Revised: November, 2017

Ref: 20 USC 6083 (Non-Smoking Policy for Children's Services); La. Rev. Stat. Ann. §§17:240, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 6-1-93, 9-17-02, 2-6-07.

FILE: JCDA

STUDENT SMOKING/ USE OF TOBACCO

~~Students shall not be permitted to have tobacco, including electronic cigarettes and similar devices, in their possession or to smoke on the school grounds, or in school facilities during the school day, or at school activities held in school facilities after school hours, or when riding school buses to and from school or a school function away from school.~~

Student possession or use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Calcasieu School Board property and vehicles, and at all school-sponsored or school-approved functions.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to smoke or use other tobacco products does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action.

Revised: January, 2010

Revised: April 8, 2014

Revised: November, 2017

Ref: La. Rev. Stat. Ann. ' ' 17:240, 17:416, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 1-12-10, 4-8-14.

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FILE: JCDA

STUDENT SMOKING/USE OF TOBACCO

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School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to smoke or use other tobacco products does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action.

Revised: January, 2010

Revised: April 8, 2014

Revised: November, 2017

Ref: La. Rev. Stat. Ann. ' ' 17:240, 17:416, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 1-12-10, 4-8-14.

FILE: JCDA

SCHOOL BUS CONDUCT

~~The Calcasieu Parish School Board directs that the bus driver, together with the principal, shall assume full responsibility for discipline of pupils riding buses. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. If possible, this must be done in person. It is the responsibility of the principal to determine~~

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~~necessary punishment to students violating regulations.~~

~~If found necessary, the principal may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the Superintendent, who shall conduct a hearing on the merits of the bus suspension.~~

~~A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until his/her readmittance is directed by the Superintendent.~~

~~At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action. Smoking on school buses by students or operators shall not be permitted. Students shall be notified of all bus regulations.~~

The Calcasieu Parish School Board recognizes the driver of a school bus to be in authority with regard to pupil behavior in or about the vehicle which he/she operates. School Board regulations regarding proper conduct on school buses shall be provided in writing to students and parents/legal guardians at the start of school each year. The bus operator shall report disorderly or unmanageable pupil conduct to the principal of the school in which the pupil is enrolled. Such conduct by a pupil shall be good cause for the principal to suspend the privilege of riding any school bus; however, bus operators may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parents of pupils, in such cases, to provide transportation to and from school during the period of any suspension/expulsion of bus riding privileges.

In all cases of suspension of bus riding privileges, the parent, bus operator, Special Education Department, and the Supervisor of Transportation shall be notified by the principal in writing, within forty-eight (48) hours of such decision, of the facts concerning each suspension, including reasons and term of suspension.

If the principal recommends the expulsion of bus riding privileges for a student, a hearing shall be conducted by the Superintendent or his/her designee and thereby informing the student and parent as to why bus riding privileges are being recommended for expulsion. The student, at that time, shall be given an opportunity to explain his/her version of the incident(s) to the Superintendent or his/her designee. The decision of the Superintendent/designee shall be final.

A pupil who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until readmittance is directed by the Superintendent.

PROCEDURES FOR REPORTING BUS CONDUCT

1. All schools shall be provided with the *School Bus Behavior Report Form*, which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.
2. One copy of the *School Bus Behavior Report Form* shall be signed by the parent and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.
3. In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.

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4. Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file; to the parent; and to the driver. A copy of the report may also be sent to the Superintendent or designee.
5. In the event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent or designee.

Revised: November, 2017

Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:223](#), [17:416](#), [17:416.1](#); ~~Bulletin 1191, *School Transportation Handbook*~~, *Louisiana School Transportation Specifications and Procedures*, [Bulletin 119](#), [Louisiana Department of Education](#).

FILE: JCDAD

SCHOOL BUS CONDUCT

The Calcasieu Parish School Board recognizes the driver of a school bus to be in authority with regard to pupil behavior in or about the vehicle which he/she operates. School Board regulations regarding proper conduct on school buses shall be provided in writing to students and parents/legal guardians at the start of school each year. The bus operator shall report disorderly or unmanageable pupil conduct to the principal of the school in which the pupil is enrolled. Such conduct by a pupil shall be good cause for the principal to suspend the privilege of riding any school bus; however, bus operators may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parents of pupils, in such cases, to provide transportation to and from school during the period of any suspension/expulsion of bus riding privileges.

In all cases of suspension of bus riding privileges, the parent, bus operator, Special Education Department, and the Supervisor of Transportation shall be notified by the principal in writing, within forty-eight (48) hours of such decision, of the facts concerning each suspension, including reasons and term of suspension.

If the principal recommends the expulsion of bus riding privileges for a student, a hearing shall be conducted by the Superintendent or his/her designee and thereby informing the student and parent as to why bus riding privileges are being recommended for expulsion. The student, at that time, shall be given an opportunity to explain his/her version of the incident(s) to the Superintendent or his/her designee. The decision of the Superintendent/designee shall be final.

A pupil who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until readmittance is directed by the Superintendent.

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 5. In the event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent or designee.

Revised: November, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:223, 17:416, 17:416.1; Louisiana School Transportation Specifications and Procedures, Bulletin 119, Louisiana Department of Education.

On a motion by Ron Hayes and seconded by Mack Dellafosse, it was recommended to accept Policies **JS, JDA, JGCD, EB, GAMA, JCDA, and JCDA** as presented.

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

There being no further business to discuss, on a motion by Mack Dellafosse and seconded by Ron Hayes the committee adjourned the meeting at 7:10 p.m.

Shannon LaFargue
Secretary

C. C&I/December 5, 2017/Annette Ballard, *Chair*

Mrs. Ballard gave the following report:

The Calcasieu Parish School Board Curriculum and Instruction Committee met Tuesday, December 5, 2017 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana.

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Committee Members Present: Annette Ballard; Chair, Aaron Natali; Vice Chair, Fred Hardy, Alvin Smith, Russell Castile, Damon Hardesty, Eric Tarver, Dean Roberts. Committee Members Absent: Chad Guidry. Other Board Members Present: Mack Dellafosse, John Duhon, Ron Hayes, Wayne Williams. Board Members Absent: Billy Breaux, Glenda Gay.

The C&I Committee Meeting was called to order at 5:00pm. by Annette Ballard, Chairman. A quorum was present.

On the agenda was a presentation by C&I pertaining to the district's use of assessment and the importance of aligning assessments, curriculum, and instruction across the district. The presentation by Mr. Campbell focused on three major ideas. First was the urgency for changes to the design of classroom assessments in what our standards dictate that students learn. Second Mr. Campbell addressed the number of assessments given at each grade level that are required by the state or district. Lastly the importance of aligning assessments, curriculum, and instruction to the rigor and format of the State Standards and the LEAP 2025 Assessments was explained.

Following the presentation, Mr. Campbell and Mr. Bruchhaus fielded numerous questions from Board Members concerning our use of assessments and the important role they play. Mr. Bruchhaus impressed upon the Board Members present that our plans are to move forward with making the adjustments needed to bring our district more in line with the State Standards through the use of quality assessments, curriculum, and by putting greater emphasis on our teachers making the needed instructional shifts in each core subject.

This presentation was for information only and the meeting adjourned following questions from Board Members.

There being no further business to discuss, Mrs. Ballard requested a motion to adjourn at 6:32p.m. which was made by Ron Hayes and seconded by Eric Tarver.

This report was for information only.

TAKE APPROPRIATE ACTION

Mr. Hayes read the following items:

A. Approval of Cooperative Endeavor Agreement with District Attorney John DeRosier/Positive Change Initiative

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Mr. John DeRosier, Calcasieu Parish District Attorney, recently held meetings concerning recent growth in the amount of teen related violence in our community. After listening to many different opinions in both the group and in private settings, Mr. DeRosier has proposed the *Positive Change Initiative*, a collaborative effort of local governmental bodies to protect, educate, and counsel at-risk youth of middle school age and their families/guardians from and in reference to the dangers of delinquent behavior.

The School Board is asked for a commitment of \$40,000 per year for 3 years, along with the District Attorney (\$50,000), City of Lake Charles (\$50,000), Police Jury (\$20,000 plus MARC), and Sheriff (\$25,000).

Staff recommends approval of the Cooperative Endeavor Agreement and the \$40,000 contribution per year for 3 years from the CPSB General Fund.

COOPERATIVE ENDEAVOR AGREEMENT UNITED STATES OF AMERICA

BETWEEN

**CALCASIEU PARISH DISTRICT
ATTORNEY'S OFFICE STATE OF LOUISIANA**

AND

**CALCASIEU PARISH SCHOOL BOARD
PARISH OF CALCASIEU**

AND

CITY OF LAKE CHARLES, LOUISIANA

AND

CALCASIEU PARISH POLICE JURY

AND

CALCASIEU PARISH SHERIFF'S OFFICE

COOPERATIVE ENDEAVOR AGREEMENT

THIS COOPERATIVE ENDEAVOR AGREEMENT, made and entered into this 12th day of December, 2017 by and between **THE CALCASIEU PARISH DISTRICT ATTORNEY'S OFFICE** (hereinafter called "District Attorney"), herein represented by its District Attorney, John F. DeRosier, and **THE CALCASIEU PARISH SCHOOL BOARD**, a

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political subdivision of the State of Louisiana (hereinafter called "School Board"), herein represented by its Superintendent, Karl Bruchhaus and **THE CITY OF LAKE CHARLES, LOUISIANA**, a body politic and subdivision of the State of Louisiana (hereinafter called "City"), represented herein by its duly authorized Mayor, Nic Hunter and **THE CALCASIEU PARISH POLICE JURY**, a political subdivision of the State of Louisiana (hereinafter called "Police Jury"), represented herein by its duly authorized President, Kevin Guidry and **THE CALCASIEU PARISH SHERIFF'S OFFICE**, (hereinafter called "Sheriff"), herein represented by its Sheriff, Tony Mancuso.

WITNESSETH:

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions... may engage in cooperative endeavors with each other...;"

WHEREAS, the District Attorney will implement the Positive Change Initiative program to protect, educate and counsel at risk youth of middle school age and their families/guardians from and in reference to the dangers of delinquent behavior;

WHEREAS, the District Attorney, School Board, City, Police Jury and Sheriff wish to enter into this Agreement for the mutual benefit of the citizens of the Parish of Calcasieu, as authorized under LSA-R.S. 33: 1321 et seq. ("Local Services Law") and Louisiana Constitution, Article VII , Section 14;

The Parties agree as follows:

Section 1: AUTHORITY

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This Cooperative Endeavor Agreement is entered into by the parties under the authority of the Constitution and Laws of the State of Louisiana, including, but not limited to, Article VI, Section 20 and Article VII, Section 14 of the 1974 Louisiana Constitution and L.S.A.-R.S. 33:1321 et seq. ("The Local Service Laws").

Section 2: PURPOSE

To implement the Positive Change Initiative program to protect, educate and counsel at risk youth of middle school age and their families/guardians from and in reference to the dangers of delinquent behavior.

Section 3: SCOPE

The Cooperative Endeavor Agreement contemplated herein is for the District Attorney to provide all employees, programs, supervision and management of the Positive Change Initiative Program. All parties hereto agree to provide funding for the implementation of the Positive Initiative Program for a period of three (3) years.

Section 4: DISTRICT ATTORNEY'S CONTRIBUTION

District Attorney agrees to provide all employees, programs, supervision and management of the Positive Change Initiative Program. All employees of the Positive Change Initiative Program shall be employees of the District Attorney.

District Attorney further agrees to provide \$50,000.00 per year for a term of three (3) years for the Positive Change Initiative Program, plus supervision of the program.

Section 5: SCHOOL BOARD'S CONTRIBUTION

School Board agrees to provide \$40,000.00 per year for a term of three (3) years for the

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Positive Change Initiative Program.

No further contribution by School Board will be made.

Section 6: CITY'S CONTRIBUTION

City agrees to provide \$50,000.00 per year for a term of three years for the Positive Change Initiative Program.

No further contribution by City will be made.

Section 7: POLICE JURY'S CONTRIBUTION

Police Jury agrees to provide \$20,000.00 per year for a term of three years for the Positive Change Initiative Program. Police Jury further agrees to provide the District Attorney with use of the Multi-Agency Resource Center (MARC) during the three year period, for implementation of the Positive Change Initiative Program. Additionally, the Police Jury agrees to expand the hours of the MARC center to accommodate the Positive Change Initiative Program, the value of such service exceeds \$100,000.00 per year

No further contribution by Police Jury will be made.

Section 8: SHERIFF'S CONTRIBUTION

Sheriff agrees to provide \$25,000.00 per year for a term of three years for the Positive Change Initiative Program.

No further contribution by Sheriff will be made.

Section 9: LIMITATIONS

It is further expressly understood and agreed that the School Board, City, Police Jury and Sheriff shall not be liable to District Attorney, or its employees, contractors, patrons, licensees, invitees,

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visitors or customers or to any other person for damage to person (including death) or property caused by or alleged to be caused by any act, omission, or neglect of District Attorney, its employees, contractors, patrons, licensees, invitee, visitors, or customers or any other person, relating to, or resulting from the implementation and/or utilization of the Positive Change Initiative Program; and District Attorney agrees to indemnify and hold School Board, City, Police Jury and Sheriff, its agents, officers, and employees harmless from and defend them against all claims for any such damage whether the injury occurs as a direct or indirect result of the implementation and/or utilization of the Positive Change Initiative Program.

District Attorney shall be responsible for all “fringe benefits” (such as medical insurance, life insurance, worker’s compensation, long term disability, retirement savings, etc.), if applicable.

District Attorney agrees to be solely responsible for all taxes and other costs and expenses attributable to the compensation payable to any employee of the Positive Change Initiative Program, including, but not limited to Federal and State Tax withholdings, Medicare, Unemployment Compensation Benefits and Social Security. District Attorney hereby agrees to indemnify School Board, City, Police Jury and Sheriff and agrees to hold harmless from any claim(s) arising from any taxing or other authority.

Section 10: TERMINATION

This Agreement may be terminated by any party with or without good cause upon sixty (60) calendar days written notice to the other party. Any party exercising their termination rights as provided herein, shall forfeit all funding for the current funding year.

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Section 11: AMENDMENTS

The parties hereto may amend this Cooperative Endeavor Agreement at any time by mutual consent, to modify, clarify, add or remove any term or condition provided, however, that no amendment shall be effective unless it is in writing and signed by duly authorized representatives of all parties hereto.

Section 12: INVALIDITY

If any provision, item, application or part of this Cooperative Endeavor Agreement is held invalid, such invalidity shall not affect other provisions, items, applications or parts hereof which can be given effect without the invalid provision, item, application, or part, and to this end the provisions of this Joint Services Agreement are hereby declared to be severable.

THUS DONE AND PASSED in multiple original at Lake Charles, Louisiana, in the presence of the undersigned competent witnesses, on the 12th day of December, 2017.

Mr. DeRosier addressed the Board and answered questions. On a motion to approve by Mr. Dellafosse and a second by Mr. Tarver, the motion carried.

B. Approval of 2018 CPSB Meeting dates/Committee dates

2018 Board Dates 2018 Committee Dates -- Tentative, based on need

January 16 January 23 (already approved)

February 6 February 27

March 13 March 27

April 17 April 24

May 8 May 29

December 12, 2017

June 12 June 26

July 10 July 24

August 14 August 28

September 11 September 25

October 9 October 23

November 13 November 27

December 11 *****

January 15, 2019 January 29, 2019

On a motion to accept by Mr. Dellafosse and a second by Mr. Hardy, the motion carried.

C. Election of CPSB Officers for 2018

Mrs. Ballard nominated Damon Hardesty for Vice President, there were no other nominations. Mr. Hardesty was elected as Vice President with no opposition.

Mr. Tarver nominated Mack Dellafosse as President. Mr. Hardy nominated Mr. Smith; Mr. Smith declined. Mr. Dellafosse was elected President with no opposition.

(Items D-G were moved to follow Approval of Minutes)

PERMISSION TO ADVERTISE

Mr. Hayes read the following items:

A. Upgrades & Improvements/Phase I/Gillis Elementary School/Sales Tax District
3 Funds

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

B. College Street Vocational Center Plumbing/Electrical Shop Upgrades/Career
Development Grant Funds

December 12, 2017

On a motion go approve by Mr. Dellafosse and a second by Mr. Tarver, the motion carried.

C. College Street Vocational Center Welding Shop Upgrades/Career Development Grant Funds

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

CORRESPONDENCE

Mr. Hayes read the following item:

A. Change Order Seven (7) for the Project, "Classroom Pods – Phase X," #201705PC; *Increase* of \$52,798.49 from District 30 Bond Funds and *Decrease* of \$11,582.40 from Riverboat Funds for *Total Increase* of \$41,216.09; Increase of Ten (10) days; Champeaux, Evans, Hotard, Architect; Miller & Associates Development Co., Inc., Contractor.

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

CONDOLENCE/RECOGNITION

Mr. Hayes wished everyone a Merry Christmas.

Mr. Castille and Mr. Dellafosse asked for a letter of condolence to the family of Mr. Dever, grandfather of Skylar Giardina.

Mrs. Ballard mentioned the Citgo STEM event.

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

The family of Mr. Donald Dellafosse
The family of Mr. William Shelton
The family of Mrs. Dolores Beaco
The family of Coach Frederick Galloway
The family of Mr. Willard Rideaux
The family of Mr. Louis Gray
The family of Mr. Glynn Broussard
The family of Mrs. Norma Chretien

SCHEDULE COMMITTEES

January 23, 2018..... Budget Committee, followed by C&I Committee, 5:00 p.m.

December 12, 2017

ADJOURN MEETING

On a motion to adjourn by Mr. Dellafosse and a second by Mr. Tarver, the meeting was adjourned at 6:38 p.m.

Ron Hayes, President _____

Karl Bruchhaus, Secretary _____

Item 5.A.

Chosen to perform at Carnegie Hall:

Taylor Trahan

Soprano

Washington-Marion High School

Chorus Director: Gladys McKnigh

Ethyn Evans

Tuba

Sulphur High School

Band Director: Tim McMillen

ITEM 5. B.

Calcasieu Parish Librarians of the year for 2017-18 are the following:

High School - Mrs. Adri LeBlanc who has served as DeQuincy High School Librarian for the past 8 years.

Middle School - Mrs. Adrienne Oakley has been a Librarian Media Specialist for 19 years and currently serves as librarian for Iowa High middle school students.

Elementary School – Mrs. Beth Ferguson has served as librarian at Dolby Elementary for the past 10 years. In addition to Elementary Librarian of the Year, Mrs. Ferguson has also been chosen as the overall CPSB District Librarian of the Year.

The *Pupil Progression Plan* is a comprehensive plan developed and adopted each year by each LEA that describes the policies and procedures in place that allow pupils in the district to progress through each grade level.

On the template provided by the State Department:

- State laws and BESE policies are spelled out in black font
- **Questions that require an explanation as to how the LEA is meeting the requirements of the law are in bold black font**
- **The LAE's answer to the questions are in blue font**

Under the direction of Mrs. Arlene Hobaugh, the guidelines set out by Bulletin 1566 pertaining to the procedures for the adoption of the Pupil Progression Plan, as well as the Open Meetings Law, have been closely followed. This process included the creation of educator and parent committees chosen to review and recommend each of the revisions and a four week review period for the public as a whole to comment on the draft proposal.

We are presenting the revised draft of the 2017-18 Pupil Progression Plan for your consideration at January Board Meeting. The following documents are provided in your packet pertaining to the Pupil Progression adoption process and revisions:

- A hardcopy of the draft 2017-18 Pupil Progression Plan sent out to each Board Member and posted on the district website December 18th.
- New Individual Academic Improvement Plan Policy required by law to be included in each Pupil Progression Plan this year.
- An Individual Academic Improvement Plan Template to be completed for each fourth grade student who does not score "Basic" or above on two of the four LEAP 2025 Assessments.
- The Parent/Legal Guardian Agreement Form required to be signed following a meeting each year with the parent or guardian of any student requiring an IAIP.
- Revised chapters 701, 703, and 707 of Bulletin 1566 that are referenced in the major changes pertaining to promotion and support of fourth and eighth grade students in the PPP template.
- Agendas for each meeting of the Committee of Educators and the Committee of Parents.
- Lists of the Committee of Educators and the Committee of Parents who served.
- CPSB procedure for selecting Pupil Progression Committee Members.

Individual Academic Improvement Plan Policy

The Calcasieu Parish School Board is committed to providing each student in need of academic support with appropriate interventions through a systematic Response to Intervention Program. One component of that RTI process will be the identification of fourth grade students who have not met an acceptable level of performance based on a preponderance of evidence in at least two core academic subjects including English Language Arts, Math, Science and Social Studies. Each fourth-grade student not meeting the criteria for acceptable performance in at least two of these core subjects shall be provided with an Individual Academic Improvement Plan that adheres to the following requirements:

1. The school shall convene an in-person meeting with the student's parent or legal custodian, all teachers of core academic subjects, and specialized support personnel as needed to review the student's academic strengths and weaknesses, discuss other relevant challenges to the student's academic success, and then formulate an individual academic improvement plan. School personnel will review the IAIP with the parent/guardian, and identify at least two interventions that will be provided to each student with an IAIP as in-school support.
2. All participants of this meeting shall sign the Parent/Guardian Agreement when completed using the template provided by the Louisiana Department of Education. This agreement will be kept on file at the school in which the student attends. Participants shall meet to review progress of each student at least once more prior to the next administration of the LEAP assessment.
3. Each student with an individualized academic improvement plan shall be provided with focused, on-grade level instructional support that is appropriate to the content area(s) in which the student has not yet achieved proficiency aligned to state academic content standards.
4. Students requiring an individual academic improvement plan shall be identified as such in the state Student Information System. (SIS)
5. Students with an individual academic improvement plan shall be provided with the opportunity to receive on grade-level instruction through targeted remediation programs.
6. Each student's Individual Academic Improvement Plan shall continue to be in effect until such time the student achieves a score of "Basic" in each of the core academic subjects that initially led to the development of the student's IAIP. Subjects in which a student scores Basic or above on subsequent LEAP Exams shall be removed from that student's IAIP.

The Individual Academic Improvement Plan for each student identified in §701 of BESE Bulletin 1566 will outline the responsibilities of each party for students who have failed to achieve acceptable academic performance by the end of fourth grade. Additional school year support will be provided to move students to grade-level proficiency by providing at least two of the following instructional strategies which will be documented in the Individual Academic Improvement Plan:

1. The student is placed in the classroom of a teacher who has been rated “Highly Effective” or “Proficient Effective” pursuant to his/her most recent evaluation, has achieved a value-added rating of “Highly Effective” or “Proficient Effective” pursuant to his/her most recent evaluation, or has documented evidence derived from state summative assessments of improving the academic performance of students having individual academic improvement plans in the past. Information pertaining to the specific ratings of individual teachers will be kept confidential and not shared with parents or guardians.
2. The student participates in a remediation program offered by the district.
3. Additional instructional time is provided during or outside of the school day to expose the student to high-quality instruction. This additional time shall not result in a student being removed from English Language Arts, Mathematics, Science, or Social Studies courses.
4. The student is provided access to on grade-level instruction that is aligned to Louisiana State Standards, which may include some below grade-level content and support needed to address the student’s identified weaknesses. In the absence of fully aligned curriculum in any given core subject, teachers shall follow the Scope and Sequence provided by the State to meet this requirement.
 - Remediation programs used throughout the school day and school year will not account for more than 35 percent of total instructional minutes.

Please attach the Individual Academic Improvement Plan Parent/Legal Guardian Agreement Form to this plan.

Complete the template for each subject area identified as below "Basic."

Student name and grade:	
Subject area of need:	
Beginning level of proficiency/Target level of proficiency:	
<i>Check the boxes below for each selected intervention and populate requested information:</i>	
<input type="checkbox"/> Enrollment in a summer program	<p>Teacher name/rating:</p> <p>Summer program curriculum:</p> <p>Progress monitoring plan:</p>
<input type="checkbox"/> Additional in-school support	<p>Teacher name(s):</p> <p>Define supports:</p> <p>Progress monitoring plan:</p>
<input type="checkbox"/> Guaranteed access to a tier 1/high quality curriculum	Curriculum:
<input type="checkbox"/> Placement in a classroom with a highly effective or effective proficient teacher	Teacher name/rating:

****Attach additional pages as necessary.***

School Administrator Signature:	Date:
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Individual Academic Improvement Plan Parent/Legal Guardian Agreement Form

Student Name _____ shall be placed on an individual academic improvement plan in partnership with LEA/Parish and teacher because they did not attain basic proficiency in at least two core subject areas.

In accordance with the requirements of Bulletin 1566 §701 and §703, Student Name _____ has the right to at least two or more of the following interventions:

- Placement in a classroom with a teacher rated highly effective or effective proficient
- Access to instruction leveraging a high-quality (tier 1) curricula during school hours
- Additional in school support where off grade level instruction does not account for more than 35% of total minutes in each subject area
- Opportunity to enroll in a high-quality summer program that uses a high-quality (tier 1) curricula or learning program

Further, the parent/legal guardian of Student Name _____ understands:

Initial	
	Student is entitled to participation in an academic improvement plan that is co-developed between parent/legal guardian and teacher.
	Parent/legal guardian is entitled to information in home language detailing intervention supports available to student prior to selection of interventions.
	Parent/legal guardian may select and agree to at least two interventions to be provided, at no cost, by the school system.
	Parent/legal guardian can take action at home to support student progress by doing accessing resources available in the <u>Family Support Toolbox Library</u> and/or provided by student's school.

School System Promotion Policy per Pupil Progression Plan:

**Individual Academic Improvement Plan
Parent/Legal Guardian Agreement Form**

LEA Name:	Date:
Student Name:	Grade:
Parent/Legal Guardian Name:	School/Parish Name:

Select at least two or more options from the intervention list below:

- ☐ Enrollment in a summer program
- ☐ Additional in-school support
- ☐ Guaranteed access to a tier 1/high quality curriculum
- ☐ Placement in a classroom with a highly effective or effective proficient teacher

I am a parent or legal guardian of the student referenced above and I understand my rights as it relates to promotion and retention; and I have selected and agreed to course of action for my student.

Print Parent/Legal Guardian Name:
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Parent/Legal Guardian Signature:	Date:
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School Administrator Signature:	Date:
--	--------------

Bulletin 1566

Chapters 701, 703, + 707

2. scores on LEAP assessments;

3.—6. ...

7. a copy of the letter informing the parent of ~~either the placement of the student in or the removal of~~ any planned academic support strategies to be provided to the student from a remedial program;

8. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2173 (November 1999), amended LR 27:189 (February 2001), LR 27:1683 (October 2001), LR 36:2004 (September 2010), LR 43.

§513. Local Testing Programs

A. ...

B. With reference to pupil placement, the local school system shall state the name of the instrument and publisher of other testing and screening programs to be used locally in grades K-12 for ~~regular~~ general education and exceptional students.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:2173 (November 1999), amended LR 36:2005 (September 2010), LR 43.

Chapter 7. High-Stakes Testing Promotion and Support Policy

§701. Promotion and Support Standard for Grades 3-7

~~A. At the conclusion of the 2013-2014 school year, a student who is a first-time fourth or eighth grader must score at or above the basic achievement level on the English language arts or mathematics components of the LEAP and at or above the approaching basic achievement level on the other (hereafter referred to as the passing standard) to be promoted to the fifth or ninth grade, respectively.~~

~~1. LEAs may promote any first-time fourth-grade student who did not receive sufficient instruction needed to achieve the passing standard on the transitional state assessment, but who has demonstrated readiness for fifth-grade content through evidence of student learning, to the fifth grade. Each LEA shall include guidance in its local pupil progression plan outlining the evidence of student learning used to make such promotion decisions, including but not limited to performance on classroom assignments or benchmark assessments.~~

~~2. LEAs may promote any first-time eighth-grade student who fails to achieve the passing standard to the transitional ninth grade, pursuant to requirements set forth in §503.B.1.c.~~

~~B. At the conclusion of the 2014-2015 and 2015-2016 school year, placement decisions for fourth and eighth-grade students shall be made according to local pupil progression plans, which shall outline the evidence of student learning used to make promotion decisions. Such evidence shall include, but not be limited to, performance on classroom assignments or benchmark assessments.~~

~~C. At the conclusion of the 2016-2017 school year and beyond, a student who is a first-time fourth or eighth grader must score at or above the proficient achievement level, as determined by BESE, on the English language arts or mathematics component of the LEAP and at or above one achievement level below proficient, as determined by the state board (hereinafter referred to as the passing standard) to be promoted to the fifth or ninth grade.~~

A. Beginning with the end of the 2017-2018 school year and at the end of each school year thereafter, each local education agency shall identify, based on a preponderance of evidence of student learning, third and fourth grade students who have not met an acceptable level of performance in at least two core academic subjects, including English language arts, mathematics, science, and social studies, that would enable them to successfully transition to the next grade level. Fourth grade students who have not met an acceptable level of performance may be retained or promoted, but in either case, shall be provided with an individual academic improvement plan that adheres to the following requirements:

1. The school shall convene an in-person meeting with the student's parent or legal custodian, all teachers of core academic subjects, and specialized support personnel, as needed, to review student academic strengths and weaknesses, discuss other relevant challenges, and formulate an individual academic improvement plan designed to assist the student in achieving proficiency in all core academic subjects. All participants shall sign the documented plan, using a template provided by the LDE, and shall meet to review progress at least once more before the next administration of the LEAP assessment.

2. The student shall be provided with focused, on-grade level instructional support that is appropriate to the content area(s) in which the student has not yet achieved proficiency. Instruction shall be aligned with state academic content standards.

3. The student requiring an academic improvement plan shall be identified as such in the state Student Information System (SIS).

4. The student shall be afforded the opportunity to receive on-grade-level instruction during the summer.

5. Each LEA shall adopt a written policy pertaining to the development of individual academic improvement plans. This policy shall be included in the Pupil Progression Plan of the LEA.

6. The LDE shall audit a random sampling of students in each LEA identified pursuant to paragraph A of this section each year.

B. The LDE shall provide to each LEA a roster of third and fourth grade students who have scored below the "Basic" achievement level in at least two core academic subjects. Such roster shall assist the LEA in making final determinations relative to students' individual academic plans required pursuant to this section.

1. The decision to retain a student as a result of his/her failure to achieve the standard on the LEAP shall be made by the LEA in accordance with the local pupil progression plan. The LDE shall provide guidance to LEAs on retention considerations.

2. The individual academic improvement plan required in this section shall continue to be in effect until such time as the student achieves a score of "Basic" in each of the core academic subjects that initially led to the development of the student's individual academic plan.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 36:2005 (September 2010), amended LR 40:765 (April 2014), LR 41:1272 (July 2015), LR 43:.

§703. RetentionPromotion and Support Standard for Grade 8

~~A. The decision to retain a student in the fourth grade more than once as a result of his/her failure to achieve the passing standard on the English language arts and mathematics components of LEAP shall be made by the LEA in accordance with the local pupil progression plan.~~

AB. Eighth grade students shall score at least at the "Basic" achievement level in either English language arts or mathematics and "Approaching Basic" in the other subject in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth grade state assessments in spring and summer, following the completion of summer remediation, may be placed on a high school campus in the transitional ninth grade. For any student who recently completed the eighth grade and is transferring into the LEA from another state or country after the completion of summer remediation, the LEA shall review the student academic record to determine appropriate placement in ninth grade or transitional ninth grade. Such placement shall occur no later than October 1 of each school year.

~~C. LEAs shall provide a fourth grade transitional program for students meeting the minimum criteria:~~

~~1. The purpose of a fourth grade transitional program is to provide a class setting to students who have demonstrated the ability to benefit from a combination of intensive fourth grade remedial work and fifth grade regular coursework. Students in the transitional program may be able to progress to the sixth grade the following year.~~

~~2. Minimum criteria for placement into a fourth grade transitional program:~~

~~a. the student must score at the *approaching basic/approaching basic* achievement level on the English language arts and mathematics components of LEAP;~~

~~b. the student must have met all requirements for promotion from the fourth grade as outlined in the local pupil progression plan; and~~

~~c. the student must participate in both the summer remediation program offered by the LEA and the summer retest.~~

~~3. Minimum criteria for promotion to the sixth grade from a fourth grade transitional program:~~

~~a. the student must be provided remediation in the subject area(s) on which the student scored below *basic* on LEAP as well as instruction in the fifth grade curriculum;~~

~~b. the student must score a minimum of *basic/approaching basic* on English language arts and math and a minimum of *approaching basic/approaching basic* on science and social studies on the fourth grade LEAP; and~~

~~c. the student must have met all requirements for promotion from the fifth grade as outlined in the local pupil progression plan.~~

~~D. A student who has repeated the fourth grade and who is 12 years old on or before September 30 may be promoted according to the local pupil progression plan.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 36:2005 (September 2010), amended LR 40:766 (April 2014), LR 43:.

§705. Supports for Students

A. Summer Remediation

1. LEAs shall offer, at no cost, ~~a minimum of 50 hours per subject of summer remediation and retest opportunities extended, on-grade level instruction through summer remediation in English language arts and mathematics~~ to students who did not take the spring LEAP tests or who failed to meet the ~~passing standard set forth in §701 and §703 of this bulletin~~. The LEA shall provide transportation to and from the assigned LEAP remediation summer site(s) from, at a minimum, a common pick-up point.

~~2. Students are not required to attend summer remediation to be eligible for the summer retest.~~

32. Student with disabilities attending summer remediation shall receive special supports as needed.

~~4. Students with disabilities who participate in LEAP Alternate Assessment, Level 1 (LAA1), are not eligible to attend the LEAP summer remediation programs.~~

3. Summer remediation programs shall meet all of the following requirements:

a. Use curriculum determined by the LDE to fully align to Louisiana State Standards (Bulletin 141 – Louisiana Standards for English Language Arts, Bulletin 142 – Louisiana Standards for Mathematics, Bulletin 1962 – Louisiana Science Content Standards, and Bulletin 1964 – Louisiana Social Studies Content Standards).

b. Teachers shall be rated “Highly Effective” pursuant to the teacher’s most recent evaluation or have achieved a value-added rating of “Highly Effective” on the most recent evaluation.

c. Remedial instruction, below grade level instruction, shall be limited to only necessary and focused skills as identified from top quality assessments and cannot account for more than 35 percent of the total summer remediation instructional time.

B. School Year Support

1. ~~A parent/student/school compact that~~ The individual academic plan for each student identified in §701 of this bulletin shall outline the responsibilities of each party will be required for students in grades 3, 4, 7, and 8 who have been determined to be at risk of failing failed to achieve the passing standard by the end of fourth grade, as well as for students who were retained in grades 4 or 8.

2. ~~In order to move students toward grade-level performance, LEAs shall design and implement additional instructional strategies for students in grades 3, 4, 7, and 8 who have been determined to be at risk of failing to achieve the passing standard, and for fourth and eighth grade students being retained. The purpose of the additional instructional strategies is to move the students to grade-level proficiency by providing at least two of the following, which shall be documented in the individual academic improvement plan:~~

~~a. focused instruction in the subject area(s) on which a student scored at the Approaching Basic and/or Unsatisfactory level on LEAP;~~

~~b. focused remediation for those fourth and eighth grade students repeating the grade as a result of failing to achieve the passing standard in ELA and/or math on the LEAP;~~

~~c. ongoing instruction in the core subject areas using curricula based on state-level content standards and the grade-level expectations.~~

a. The student is placed in the classroom of a teacher who has been rated “Highly Effective” pursuant to his/her most recent evaluation or has achieved a value-added rating of “Highly Effective” pursuant to his/her most recent evaluation, or has documented evidence derived from state summative assessments of improving the academic performance of students with individual academic improvement plans.

b. The student completes summer remediation in accordance with paragraph A of this section.

c. Additional instructional time is provided during or outside of the school day to expose the student to high quality instruction. This shall not result in a student being removed from English language arts, mathematics, science, or social studies courses.

d. The student is provided access to on grade-level instruction that is aligned to Louisiana State Standards, which may include some below grade-level content and support needed to address the student’s identified weaknesses.

3. Remediation programs used throughout the school day and school year shall not account for more than 35 percent of total instructional minutes.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 36:2005 (September 2010), amended LR 40:2533 (December 2014), LR 43:

§707. Exceptions to High-Stakes Promotion and Support Policy for 8th Grade Students

A.—A.1. ...

2. the student has participated in ~~both the spring and summer~~ administrations of LEAP and has attended the summer remediation program offered by the LEA ~~(the student shall participate in the summer retest only on the subject that he/she scored at the Unsatisfactory level during the spring test administration); and~~

3. ...

B. U/B Waiver—~~Eighth Grade~~. The LEA may waive the state policy for ~~eighth grade~~ students scoring at the *Unsatisfactory* level in English language arts or mathematics, if the student scores at the *basic* level in the other, provided that the following criteria are met:

B.1.—B.4. ...

5. the student has participated in ~~both the spring and summer~~ administrations of LEAP and has attended the summer remediation program offered by the LEA ~~(the student shall participate in the summer retest only on the subject that he/she scored at the Unsatisfactory level during the spring test administration); and~~

6. ...

C. AB/AB Waiver—~~Eighth Grade~~. ~~After the summer retest, an~~ An LEA, through its superintendent, may consider a waiver for an ~~eighth grade~~ a student who has scored at the *Approaching Basic* level on both the English language arts and mathematics components of LEAP. The LEA may grant the waiver in accordance with the local pupil progression plan provided the ~~following criteria are met~~.

~~1. The student has attended the LEAP summer remediation program offered by the LEA, and has taken the summer retest of the component(s) (English language arts and/or mathematics) on which the student scored Approaching Basic or below on the spring test.~~

~~D. Twenty Point Appeal—Fourth Grade. After the summer retest, an LEA, through its superintendent, may consider granting a waiver on behalf of individual students, provided that all of the following criteria have been met.~~

~~1. The student's highest score in English language arts and/or mathematics on either the spring or summer LEAP must fall within 20 scaled score points of the cutoff score for Basic.~~

~~2. The student shall have a 3.0 grade point average on a 4.0 scale in the subject(s) for which the appeal is being considered.~~

~~3. The student must have attended the LEAP summer remediation program and have taken the LEAP retest.~~

~~4. The student must have met state mandated attendance regulations during the regular school year and any locally mandated regulations during the summer remediation program.~~

~~5. The principal and the SBLC must review student work samples and attest that the student exhibits the ability to perform at or above the Basic achievement level in the subject for which the appeal is being considered.~~

ED. LEP Waiver. Limited English Proficient (LEP) students shall participate in the statewide assessments pursuant to Bulletin 118. The SBLC shall be granted the authority to waive the state's grade promotion policy for a LEP student. ~~A LEP student who was granted a waiver at the fourth grade level is ineligible for a waiver at the eighth grade level.~~

FE. Extenuating Circumstances Waiver

1. An LEA, through its superintendent, may grant a waiver on behalf of individual students who are unable to participate in LEAP testing or unable to attend LEAP summer remediation, including summer remediation required for placement in transitional ninth grade, because of one or more of the following extenuating circumstances as verified through appropriate documentation:

1.a.—1.c. ...

2. Documentation

a. *Physical Illness*—appropriate documentation must include verification that the student is under the medical care of a licensed physician for illness, injury, or a chronic physical condition that is acute or catastrophic in nature. Documentation must include a statement verifying that the illness, injury, or chronic physical condition exists to the extent that the student is unable to participate in ~~testing and/or~~ remediation.

b. *Custody Issues*—certified copies of the court-ordered custody agreements must be submitted to the LEA at least 10 school days prior to summer remediation ~~or retesting~~.

3. ~~Student Eligibility/Retest Requirements~~

~~a. Students who meet the criteria for extenuating circumstances under the physical illness, chronic physical condition, or court-ordered custody category related to LEAP; and~~

~~b. who are unable to participate in both the spring and the summer administration of LEAP; or~~



Calcasieu Parish School Board

Karl Bruchhaus, Superintendent

2017-2018 Pupil Progression Plan Committee of Educators

Meeting

Monday, December 4, 2017

8:30 A.M.

Assessment Building Library

1618 Mill Street

Lake Charles, LA 70601

AGENDA

- I. Call to Order-Arlene Hobaugh, PPP Coordinator**
- II. Roll Call**
- III. Overview of PPP**
- IV. Pupil Progression Plan Revisions Presented by Each Department**
 - A. Elementary Department-Tricia Miller**
 - B. Middle School Department-Dr. Vicky Hand**
 - C. High School Department-Jeffrey Broussard**
 - D. Advanced Studies-Karen Williams**
 - E. Alternative Programs-Rico Guillory**
 - F. Special Education-Pam Cantrell**
 - G. World Languages-Monique Partin**
 - H. Assessment-Dr. Mary Lou Caldarera**
- V. Names of Department Representatives Attending Committee of Parents Meeting on December 6, 2017**
- VI. Closing Remarks**
- VII. Next Committee of Educators Meeting—Friday, December 8, 2017, at 8:30 A.M. in Library**
- VIII. Adjournment**



Calcasieu Parish School Board

B U I L D I N G F O U N D A T I O N S F O R T H E F U T U R E

Karl Bruchhaus, Superintendent

2017-2018 Pupil Progression Plan Committee of Parents Meeting

Wednesday, December 6, 2017

8:30 A.M.

Assessment Building Library

1618 Mill Street

Lake Charles, LA 70601

AGENDA

- I. Call to Order-Arlene Hobaugh**
- II. Prayer**
- III. Roll Call**
- IV. Overview of Pupil Progression Plan-Arlene Hobaugh**
- V. Explanation of Color Codes & Markings-Arlene Hobaugh**
- VI. Important Pupil Progression Plan Changes Presented by Each Department**
 - A. Elementary Department-Tricia Miller**
 - B. Middle School Department-Dr. Vicky Hand**
 - C. High School Department-Jeffrey Broussard**
- VII. Committee's Recommendation**
- VIII. Certificates of Appreciation**
- IX. Closing Remarks by the Pupil Progression Plan Coordinator**
- X. Adjournment**



Calcasieu Parish School Board

B U I L D I N G F O U N D A T I O N S F O R T H E F U T U R E

Karl Bruchhaus, Superintendent

2017-2018 Pupil Progression Plan Committee of Educators Meeting

Thursday, December 14, 2017

8:30 A.M.

Assessment Building Library

1618 Mill Street

Lake Charles, LA 70601

AGENDA

- I. Call to Order**
- II. Prayer**
- III. Roll Call**
- IV. Committee of Parents Report**
- V. Pupil Progression Plan Additions**
- VI. Additional Revisions**
- VII. Committee's Recommendation**
- VIII. Closing Remarks**
- IX. Adjournment**

**2017-2018 Pupil Progression Plan
Committee of Educators**

Name	Area	Department	Phone #	Email
Adams, Nicole Ashley	North-MBMid.	Middle School Teacher	884-5943	ashley.adams@cpsb.org
Babaz, Tararra	Central-Cooley	Elementary School Teacher	802-9366	tararra.babaz@cpsb.org
Broussard, Jeffery	Central Office	High School Consultant		jeffrey.broussard@cpsb.org
Caldarera, Dr. Mary Lou	Central Office	Assessment		marylou.caldarera@cpsb.org
Campbell, Tommy	Central Office	Chief Academic Officer		tommy.campbell@cpsb.org
Cantrell, Pam	Central Office	Special Services		pam.cantrell@cpsb.org
Chiasson, Tiffany	South-SJ Welsh	Middle School Teacher		tiffany.chiasson@cpsb.org
Fontenot, Inka	North-Clifton	Librarian	272-3308	inka.fontenot@cpsb.org
Gallemore, Charlotte	Central Office	Middle School Admin. Director		charlotte.gallemore@cpsb.org
Guillory, Rico	Central Office	Alternative Programs-Principal		rico.guillory@cpsb.org
Hand, Dr. Vicky	Central Office	Middle School Math Consultant		vicky.hand@cpsb.org
Hebert, Tammy	Central Office	High School Director		tammy.hebert@cpsb.org
Hobaugh, Arlene	Central Office	Admin. Coordinator RTI/PPP Coordinator		arlene.hobaugh@cpsb.org
Matthews, Sandy	South-St. John	Elementary School Principal		sandy.matthews@cpsb.org
Manuel, Rachel	South-S. J. Welsh	Middle School Teacher	Took Early Maternity Leave	rachel.manuel@cpsb.org
Miller, Tricia	Central Office	Elementary Consultant		tricia.miller@cpsb.org
Partin, Monique	Central Office	World Languages Consultant		monique.partin@cpsb.org
Pete, Robert	Central Office	High School Admin. Director		robert.pete@cpsb.org
Portie, Jill	Central Office	Elementary School Admin. Dir.		jill.portie@cpsb.org
Reado, Dr. George	Central Office	Elementary School Director		george.reado@cpsb.org
Shelton, Jackie	North-Wash. Marion High	High School Principal		jackie.shelton@cpsb.org
Sylvest, Dan	West-WW Lewis	Middle School Principal	802-8169	dan.sylvest@cpsb.org
Washington, Dr. Betty	Central Office	Admin. Dir. Special Services		betty.washington@cpsb.org
Wilkinson, Mitzi	Central Office	Counselor Consultant		mitzi.wilkinson@cpsb.org
Williams, Karen	Central Office	Administrative Coordinator Adv. Studies		karen.williams@cpsb.org
Wimberley, Kim	West-Sulphur	High School Teacher		kim.wimberley@cpsb.org
Yellott, Randy	South-Barbe High	High School Principal		randy.yellott@cpsb.org

2017-2018 Pupil Progression Plan
Committee of Parents

Name	Area/School	Address	Phone #	Email
Armstead, Courtney	C/College Oaks	1517 Shaw St., Lake Charles, LA 70601	337-513-7393	armsteadcourtney@yahoo.com
August, Tammy	C/College Oaks	2012 8th St., Lake Charles, LA 70601	337-304-6457	tammyaugust11@gmail.com
Chapman, Denise	N/Combre	518 N. Shattuck St., Lake Charles, LA 70601	337-214-9984	None
Estes, Tricia	N/Moss Bluff Middle	3390 Dunn Ferry, Lake Charles, LA 70611	337-794-6786	triciaestes@gmail.com
Farris, Kimberly	E/LeBleu Settlement	2304 W. Prairie Way, Iowa, LA 70647	337-794-0107	kimberly.farris@astrazeneca.com
Fullington, Dana	W/E.K. Key	1012 Brandi St., Sulphur, LA 70663	337-513-8985	dfullington@suddenlink.net
Going, Jan	S/St. John	3897 Jasmine Blvd., Lake Charles, LA 70605	337-263-3408	jan.going@gmail.com
Granger, Katie	N/DeQuincy Middle	201 Hwy. 389, DeQuincy, LA 70633	337-884-4982	katiegranger627@yahoo.com
Guillory, Pamela	S/Fairview	5646 W. Pinewood Dr., Lake Charles, LA 70607	337-488-2918	pamguillory52@gmail.com
Hanna, Holly	C/College Oaks	425 W. LaGrange, Lake Charles, LA 70605	337-496-9923	darlene5011@hotmail.com
Kellogg, Cassie	N/DeQuincy Elem.	969 Henry Robertson Rd., DeQuincy, LA 70633	1-318-230-6993	ladybug121299@hotmail.com
Mose, Shawntel	N/Combre	2026 Woodring St., Lake Charles, LA 70601	1-316-670-7136	shawn_lee506@yahoo.com
Rubino, Lisa	S/Barbe High	2411 Johns Alley, Lake Charles, LA 70605	337-263-9465	lisarubino2002@yahoo.com
Sanders, Seledia	S/Fairview	5627 W. Pinewood Dr., Lake Charles, LA 70607	337-244-1150	selediam@gmail.com
Vanwinkle, Allison	N/DeQuincy Elem.	305 W. Park Dr., DeQuincy, LA 70633	337-513-6754	allisonvanwinkle@yahoo.com
Warner, Jenee	N/Moss Bluff Middle	657 S. Tillie Lane, Lake Charles 70611	337-853-2941	jeneec@yahoo.com



Calcasieu Parish School Board
Procedure for the Selection of Pupil Progression Plan Committee Members

The Calcasieu Parish School Board follows guidance provided in Bulletin 1566 when selecting educators and parents to serve on committees designed to make yearly revisions to the district's Pupil Progression Plan. Listed below are the specific procedures used by the district to choose representatives to each committee along with their function.

Committee of Educators:

The Committee of Educators is made up of representatives of Elementary and Secondary Education, Special Education, Career Technical Education, teachers, principals and other individuals deemed appropriate. Every effort is made to ensure that the membership of this committee is a representative sample of educators and one that reflects membership from each geographic area of the district. Members of the Committee of Educators are chosen by the Chief Academic Officer and submitted for approval to the Superintendent of CPSB.

The members of the Committee of Educators are tasked with reviewing yearly changes to the law and BESE policy and then recommending revisions to the Pupil Progression Plan that ensure compliance. They present the recommended revisions to a Committee of Parents who then provides input and feedback. The Committee of Educators then meet once more to make additional revisions based on parental input and agree on a final draft to be presented to the Board during a regularly scheduled meeting.

Committee of Parents:

Parent representatives are solicited and chosen based on recommendations from building level principals. Every effort is made to ensure that the membership of this committee represents each geographic area of the district.

Members of the Committee of Parents provide valuable feedback to the Committee of Educators, from a parent's prospective, as to how the proposed Pupil Progression revisions will affect students. After listening to presentations from each department, they make suggested changes and come to a consensus on approval of each proposed revision.

Building Foundations for the Future

Item 9.B.

RESOLUTION

A RESOLUTION ORDERING CANCELLATION OF A SPECIAL ELECTION IN SALES TAX DISTRICT NO. THREE OF CALCASIEU PARISH, LOUISIANA ON APRIL 28, 2018.

WHEREAS, by resolution adopted on November 14, 2017, the Calcasieu Parish School Board, governing authority of Sales Tax District No. Three of Calcasieu Parish, Louisiana, (the "District"), called an election to be held in the District on April 28, 2018, for the purpose of submitting to the electorate of the District a Sales Tax Proposition (the "Proposition") for the purpose of acquiring and/or improving land and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said District, and acquiring the necessary equipment and furnishings therefor, title to which shall be in the public; and

WHEREAS, the Calcasieu Parish School Board now desires, as the governing authority of the District, to cancel the election called for April 28, 2018, within the District, but reserving the future right to call an election within the District for the same purposes stated within the November 14, 2017, resolution of the Calcasieu Parish School Board;

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

SECTION 1. The election called within the District for April 28, 2018, is hereby cancelled and annulled, reserving however the right of the Calcasieu Parish School Board, as governing authority of the District, to call a future election within the District to submit to the District's electorate a future proposition(s) the purpose of which would be for financial support of the schools within, and those schools to be constructed within, the District, all as described in

the Proposition, or otherwise.

SECTION 2. All resolutions, ordinances, or orders in conflict herewith, be, to the extent of such conflict, and they are hereby repealed.

Adopted and approved on this 16th day of January, 2018.

/s/ Mack Dellafosse
MACK DELLAFOSSE, President

ATTEST:

/s/ Karl Bruchhaus
KARL BRUCHHAUS, Secretary



Sales and Use Tax Department

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

Calcasieu Parish School Board


B U I L D I N G F O U N D A T I O N S F O R T H E F U T U R E

www.calcasieusalestax.org

(337) 217-4280 Fax (337) 217-4281

Karl Bruchhaus, Superintendent

TO: Wilfred Bourne, CFO

FROM: Kimberly Tyree, Director of Sales Tax 

DATE: December 18, 2017

SUBJECT: Request outside counsel approval

Our office was recently served with a Board of Tax Appeals Petition by Aspect Energy LLC. 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 Aspect Energy LLC;

WHEREAS, Aspect Energy 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 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

CALCASIEU PARISH SCHOOL BOARD HEAD START
ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA)
POLICY AND PROCEDURES

POLICY

Federal regulations for Head Start state that the Governing Body (Board) has the responsibility for “establishing criteria for selection of children within applicable laws and HHS guidelines.” In carrying out this responsibility, Calcasieu Parish Head Start has set as its primary objective for recruitment that of providing the maximum number of eligible children with a Head Start experience using the resources available. Recruitment and selection shall be carried out in such a way as to minimize personal bias, prejudice, or political agenda. These policies and procedures are consistent with 45 CFR Part 1302 - *Eligibility, Recruitment, Selection, Enrollment, and Attendance in Head Start* as revised and effective November 30, 2017.

NONDISCRIMINATION POLICY

Calcasieu Parish Head Start shall provide enrollment opportunities to eligible families regardless of race, sex, creed, color, national origin, sexual orientation, or disability. Selection shall be made solely based on the criteria outlined in the policy and procedures.

DETERMINING, VERIFYING AND DOCUMENTING ELIGIBILITY

Program staff must conduct an in-person interview with each family to determine and verify their eligibility for the Head Start program. Staff must verify information as required in the following paragraphs and create an eligibility determination record for each enrolled participant according to paragraph entitled “Records” in these policies and procedures.

Program staff may interview a family over the telephone only if an in-person interview is not possible. If a phone interview is conducted, program staff must note in the eligibility determination record reasons why the in-person interview was not possible.

Age eligibility requirements:

(1) To be eligible for Head Start, a child must:

- i. Be at least three years old; or,
- ii. Turn three years old by September 30, which is the date used to determine eligibility by the Calcasieu Parish School Board; and,
- iii. Not be older than compulsory school age for Calcasieu Parish School Board

Income eligibility requirements:

(1) A child is eligible for Head Start if:

- i. The family’s income is equal to or below the poverty line; or,

ii. The family is eligible for public assistance (SSI - Supplemental Security Income and FITAP- Family Independence Temporary Assistance Program)

- (2) If a family's income is above the poverty line, a child may be enrolled who would benefit from services. These participants can only make up to 10 percent of the funded enrollment. The selection criteria should indicate what circumstances led to enrollment, i.e., a child with a disability, etc.

Additional allowed for income eligibility:

- (1) Calcasieu Parish Head Start may enroll up to an additional 35 percent of its funded enrollment made up of participants whose families are neither income nor categorically eligible, but whose family incomes are below 130 percent of the poverty line, if the program has implemented outreach, and enrollment procedures to ensure it is meeting the needs of income or categorically eligible children and children with disabilities, before serving ineligible children, and it implements criteria for selection that ensures eligible children are served first.
- (2) If the Calcasieu Parish Head Start program enrolls participants, who are neither income nor categorically eligible, and whose families are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start Regional Program Office:
- I. How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;
 - II. Outreach and enrollment policies and procedures that ensure it is meeting the needs of income eligible or categorically eligible or pregnant women, before serving over- income children or pregnant women;
 - III. Efforts, including outreach, to be fully enrolled with income eligible or categorically eligible pregnant women or children;
 - IV. Policies, procedures, and selection criteria it uses to serve eligible children;
 - V. Its current enrollment and its enrollment for the previous year;
 - VI. The number of children served, disaggregated by whether they are either income or categorically eligible or meet the over- income requirement; and,
 - VII. The eligibility criteria category of each child on the program's waiting list.

Categorical eligibility requirements:

- (1) A family is categorically eligible for Head Start if:
- a. The child is homeless, as defined in the McKinney-Vento Homeless Assistance Act; or,
 - b. The child is in foster care.
- (2) If a child is determined to be categorically eligible, he/she must be allowed to attend Head Start without immunization and other medical records, proof of residency, birth certificates, or other documents. The program must give the family reasonable time to present these documents.

Verifying age:

Program staff must verify a child's age. Staff must not be required to collect specific documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child, i.e., the family does not

currently have a birth certificate but can produce some other document showing child's age such as medical and/or hospital records.

Verifying income:

- (1) If the family can provide Income Tax returns, W-2 forms, pay stubs, or pay envelopes for the relevant time period, program staff must:
 - i. Use all family income for the relevant time period to determine eligibility according to income guidelines; and
 - ii. State the family income for the relevant time period; and
 - iii. State whether the child qualifies as low – income.
- (2) If the family cannot provide Income Tax returns, W-2 forms, pay stubs, or pay envelopes for the relevant time period, program staff may accept written statements from employers for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.
- (3) If the family reports no income for the relevant time period, staff may:
 - i. Accept the family's signed declaration to that effect, if the staff member describes efforts made to verify the family's income and explains how the family's total income was calculated; or
 - ii. Staff may seek information from third parties about the family's eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to confidentiality policies and procedures and ensure the eligibility determination record adheres to paragraph entitled "*Records*" in these policies and procedures.
- (4) If a child moves from an Early Head Start program to a Head Start program, staff must verify the family's income again.
- (5) If the family can demonstrate a significant change in income from the relevant time period, staff may consider current income circumstances verify the family income accordingly.

Verifying categorical eligibility:

- (1) A Family can prove categorical eligibility with one of the following:
 - i. Public Assistance – A court order or other legal or government-issued document, a written document stating that the family is receiving public assistance including FITAP or SSI, or a written statement from a government child welfare office demonstrating the child is in foster care; or
 - ii. Homelessness – A written statement from a homeless services provider, school personnel or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless as defined in the McKinney – Vento Homeless Assistance Act; or
 - iii. Any other document that establishes and clearly documents categorical eligibility.

- (2) If a family provides one of the documents described above, program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is categorically eligible for Head Start.
- (3) If a family cannot provide one of the documents described above to prove the child is homeless, staff may accept the family's signed declaration to that effect, if, in a written statement, a staff member:
 - i. Describes the efforts made to verify that a child is homeless, as defined in the McKinney-Vento Homeless Assistance Act; and
 - ii. Describes the child's living situation, including the specific condition described under which the child was determined to be homeless.
- (4) Program staff may seek information from third parties who have first-hand knowledge about a family's categorical eligibility, if the family gives consent. If the family gives consent to contact third parties, staff must adhere to confidentiality policies and procedures and ensure the eligibility determination records adhere to the following section entitled "*Records*".

As a part of the verification process, staff members will have the parent or guardian sign a statement including the following:

- (1) The staff conducted a face-to-face interview with the parent or guardian, OR they will indicate why the interview had to be done over the phone;
- (2) The child's age is correctly verified to the best of the parent/guardian's knowledge;
- (3) All other documents provided, including income documents are true and correct;
- (4) The parent or guardian gives permission to seek information from third parties as needed to verify documentation provided.

Eligibility duration:

If a child is determined eligible under these policies and is participating in the Head Start program, he or she will remain eligible through the end of the succeeding program/school year.

Records:

- (1) Eligibility determination for each enrolled child and on-going training records for program staff shall be maintained by program staff. These records may be kept electronically.
- (2) Each eligibility determination record must include:
 - i. Copies of any documents or statements, including declarations that are deemed necessary to verify age, income, and categorical eligibility as outlined above.
 - ii. A statement that program staff has made reasonable efforts to verify information by:
 - a. Conducting either an in-person, or a telephonic verification that includes:
 - b. Describing efforts made to verify eligibility; and,
 - c. Collecting documents required for third part verification that includes:
 - i. The families written consent to contact each third party; and
 - ii. The third parties' names, titles and affiliations; and

- iii. Information from third parties regarding the family's eligibility.
- iii. A signed and dated Head Start Eligibility Verification Form that identifies whether:
 - 1. The family's income is below income guidelines for its size, and lists the family's size.
 - 2. The family is eligible for public assistance;
 - 3. The child is homeless as defined in the McKinney-Vento Homeless Assistance Act, including the specific condition under which the child was determined to be homeless;
 - 4. The child is in foster care;
 - 5. The family meets the over-income requirement as outlined in section on *Eligibility Income*; or
 - 6. The family meets alternative criteria outlined in section on *Eligibility Income*; and
 - 7. The documentation that was used to determine eligibility.
- (3) Eligibility determination records shall be maintained:
 - i. For those children currently enrolled, as long as they are enrolled; and
 - ii. For one year after they have either stopped receiving services; or,
 - iii. They are no longer enrolled.

Policies and procedures on violating eligibility determination regulations:

Head Start staff are expected to make reasonable efforts to determine income eligibility of families applying for Head Start services. Staff who knowingly misrepresent income in order to allow a child to enroll should be subject to penalties as follows:

- a. If an employee allows a child to enroll because information was not collected or due diligence exercised in obtaining information, that employee will receive additional training and an improvement plan. If, after training the employee knowingly omits or falsifies information that is cause for termination of employment.
- b. If an employee deliberately falsifies information or knowingly omits income information that causes a family to be wait listed, accepted or enrolled into the program as income eligible, employment will be terminated.

Any staff member who intentionally violates Federal and program eligibility determination regulations as spelled out in these policies and procedures, and who enrolls children that are not eligible to receive Head Start services shall be subject to disciplinary action up to and including termination.

Training:

- (1) The Head Start Director shall ensure that training is provided to all Board member, Policy Council members, management, and staff who determine eligibility on applicable Federal regulations and these policies and procedures. Training at a minimum , will:
 - a. Include methods on how to collect complete and accurate eligibility information from families and third party sources;

- b. Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma and privacy; and,
 - c. Explain program policies and procedures that describe actions taken against staff, families, or participants who intentionally attempt to provide false information.
- (2) Management and staff members who make eligibility determination will receive training as soon as possible, but within 90 days of hiring new staff.
- (3) The Board and Policy Council members will receive training within 180 days following the effective date of this rule, November 30, 2017, and within 180 days of beginning of the term of a new Board or Policy Council member after the initial training has been conducted.
- (4) All staff will receive annual, pre-service training on these policies and procedures to assure that they are kept abreast of Federal regulations regarding eligibility requirements.

RECRUITMENT –PLAN, PROCEDURES AND SERVICE AREA

The Recruitment Plan for Calcasieu Parish Head Start shall be designed to actively inform all eligible families within the recruitment area of the availability of services and to encourage them to apply for admission to the program. Recruitment shall be an on-going activity. Major emphasis shall be placed on recruitment between the periods of March 1 and August 1 of each program year. Recruitment efforts must ensure that the program seeks out the most disadvantaged children and families.

A Recruitment File shall be maintained to document all recruitment efforts including:

- (1) Canvassing all of the local communities in the service area
- (2) Use of news releases and advertising such as church bulletins, newspapers, banners, radio, public access TV and other available media such as the CPSB website
- (3) Use of family referrals
- (4) Contact with referral sources from other public and private health/social service agencies
- (5) Development of fliers and posters for display distribution
- (6) Inclusion in all recruitment ads, posters, or fliers information regarding Head Start serving children with disabilities
- (7) Door-to-door recruitment efforts if other efforts are not successful.

During the recruitment process that occurs prior to the beginning of the school year, the program shall solicit applications from as many eligible families within Calcasieu Parish as possible, including actively recruiting children with disabilities. The program will contact agencies that serve children with disabilities for referrals. The Head Start supervisor shall maintain working relationships with the LEA and with special education staff and other early intervention programs in order to determine which children with diagnosed disabilities may be best served by the Head Start Program.

The program will obtain a number of applications during the recruitment process that is greater than the enrollment opportunities that are anticipated to be available over the course of the next enrollment year in order to select those families with greatest need for services.

The service area for Calcasieu Parish Head Start is defined as the entirety of Calcasieu Parish which is the school district served by the Calcasieu Parish School Board.

SELECTION

Selection Criteria/Factors:

Selection criteria shall be established, reviewed, and approved by the Policy Council based on Community Assessment and other data, and shall include the following factors and point system:

Children below the OMB Poverty Line	-	200 points
Children with Identified Disabilities	-	50 points
Families receiving SSI/FITAP	-	200 points
Homeless Children	-	200 points
Foster Children	-	200 points
Children Age 3 by September 30	-	60 points
Children referred by child welfare for Abuse/Neglect, Domestic Violence or Incarceration	-	50 points

These established selection criteria/factors shall assure that eligible children enter the program as vacancies occur. Factors and points shall match those assigned in the prioritized waiting list in the CHILD PLUS database from which selection will be made.

Selection Process:

Prior to selecting children for the next enrollment year, the Head Start Director shall review the computer generated prioritized list of children to ensure that all children whose families have applied are on the waiting list and that all points have been assigned according to the approved selection criteria. When this is assured, the Head Start Director may begin filling enrollment slots for the coming enrollment year from the prioritized waiting list.

The Calcasieu Parish Head Start program will maintain a waiting list “that ranks children according to the program’s selection criteria to assure that eligible children enter the program as vacancies occur” (45CFR 1302.14(c)). Recruitment of eligible families, including children with disabilities, must continue throughout the year.

If the Head Start program has offered 10% of its enrollment opportunities to families above the OMB Poverty Line, as spelled out in the paragraph on Eligibility – Income, and the next child on the list is not from a low-income family, the Family Engagement Specialist must skip to the next low-income family to be enrolled.

If, at any time, a Head Start staff member had documented knowledge of a child or family with special needs other than those included in the selection criteria, and the child is not next on the prioritized waiting list, the staff member may inform the Head Start Director who will meet with the management staff to discuss a waiver of these ERSEA Policies and Procedures. If the Head Start Director and management staff concur, the child will be enrolled ahead of the child who is next on the prioritized waiting list. A note should be added to the prioritized waiting list to indicate the circumstances or selecting a child not next on the list.

Replacement Selection to Fill a Vacancy:

Whenever a child withdraws from the Head Start program and a vacancy occurs during the school year, steps should be taken to fill the vacancy immediately. A current computer generated prioritized waiting list shall be printed before selecting any children to fill vacancies. All vacancies must be filled within 30 calendar days of the withdrawn date – the earliest date when it is known that the child will no longer participate in the program (45CFR 1302.16 (a)).

Waiting List Confidentiality:

Passwords shall be issued for computerized access to waiting lists and such passwords shall be kept confidential. The staff members who may access the waiting list shall be determined by the Head Start Director who will assign access privileges to the database. Questions regarding the waiting list shall be directed to the Family Engagement Specialist. No information shall ever be divulged to a parent or anyone else about a child's place on the waiting list, as this changes with each application taken.

ENROLLMENT

When a child has been accepted and attended at least one class during the enrollment year, the child is considered as enrolled in the program. Each child enrolled in the Head Start program must be allowed to remain in Head Start until the child transitions to another Pre-K program, unless there are compelling reasons for the child not to remain in Head Start.

Calcasieu Parish Head Start shall maintain its funded enrollment level. When the Head Start Director determines that a vacancy exists, no more than 30 calendar days will elapse before the vacancy is filled.

If a child has been found income eligible and is participating in a Head Start program, he or she remains income eligible through the enrollment year and the immediately succeeding enrollment year. If it is evident, however, that the parents are consistently non-compliant with Head Start policies and/or procedures, the Head Start Director may decide that this is a compelling reason for the child not to remain in Head Start.

ATTENDANCE***Average Daily Attendance Requirements:***

When the monthly average Head Start daily attendance rate in a school falls below 85 percent, the Head Start Director or his designee must analyze the causes of absenteeism. The analysis must include a study of the pattern of absences for each child, the reason or absences, as well as the number of absences that occur on consecutive days.

Family Engagement Specialists shall follow-up and document in children's files the causes of excessive absences. If absences are a result of illness or if they are well document absences for other reasons, no special action is required. If, however, the absences result from other factors, including temporary family problems that affect the child's attendance, the Family Engagement Specialist must initiate appropriate family support procedures for all children after two or more consecutive unexplained absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the family as well as

special family support service activities provided by the program must be documented in the children's files. In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in the Head Start program option, the child's slot must be considered an enrollment vacancy.

Attendance Procedures:

Every family enrolled in Head Start shall be oriented, trained, and encouraged to have their child participate in the program every possible day from the time of enrollment until the last day of the program year. The purpose for the child participating as many full days as possible should be explained to parents/caregivers as being absolutely critical and necessary if their child is to be prepared for the next educational experience.

The following types of absences are deemed excused for a center-based child and require no special action on the part of program staff except for clear documentation of the reason:

- (1) Documented illness or health problem of the child or caregiver,
- (2) Documented death or other crisis in the family
- (3) Documented transportation problem
- (4) Natural Disaster/Weather Conditions
- (5) Cultural/Religious Family Activity

All other absences are deemed unexcused and require that staff initiate family support procedures for all children after two or more consecutive unexplained absences.

A record of all attendance shall be kept on a consistent, daily basis using the computerized database system to enter attendance. Only one of the following attendance codes is used:

- (1) Present = the child was present at the center, even if only for a part of the day
- (2) Absent/Excused = the child had documented one of the three reasons listed above
- (3) Absent/Unexcused = the child was absent from the center for some other reason that listed

Attendance Documentation Requirements:

Documenting and following up on attendance issues should be a combined effort with the teacher, teacher assistant, and Family Engagement Specialist, all involved in the effort. The parent/caregiver shall be contacted on the day of the first absence to determine if the absence is excused or unexcused. Parent contact is defined as:

- (1) Talking to the parent or caregiver at the center or at some other site,
- (2) A note from a parent explaining the reason for the child's absence,
- (3) A telephone conversation with the parent or caregiver, or
- (4) A home visit with the parent or caregiver.

If the parent has not notified the center of the reason for the child's absence, or if the teacher cannot establish telephone contact with the parent, the Family Engagement Specialist shall visit the home after two or more consecutive unexplained absences to make a determination of whether the absence is excused or unexcused. One hour after the start of morning, in the case of those for whom no explanation has been received by the school, the teacher and/or the office will contact a parent/caregiver by phone

regarding the child's absence. It is critical for the Family Engagement Specialist and teacher communicate regarding all issues in order to eliminate redundant contact with parents.

After conferring with the teacher, Family Engagement Specialist shall be responsible for documenting the absence. If there is a documented medical problem, the expected duration of the illness shall be determined in accordance with the *Health Service Advisory* guidelines. In the instance of a death or other crisis in the family, a reasonable length of absence will be determined by the Family Engagement Specialist and the parent/caregiver together. If there is a transportation problem, the Family Engagement Specialist shall work with the parent/caregiver in an attempt to develop a transportation plan for the child. All efforts shall be documented in the child's file. In each case, an anticipated date of return will be noted in the file and shared with the teacher and Family Engagement Specialist. The Family Engagement Specialist shall continue to monitor the child's well-being until he/she has returned to regular attendance.

These ERSEA Policies and Procedures were approved by Calcasieu Parish School Board on:

These ERSEA Policies and Procedures were approved by Policy Council on:

DEFINITIONS (from 45CFR 1305.2 Revised March 2015)

Age – means:

- (1) Three Years Old – a child who will turn three on or before September 30 of the year in which he/she is applying for the Head Start Program.

Children with disabilities – means children with diagnosed mental retardation, hearing impairments, including deafness, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities, and who, by reason thereof need special education and related services. The term “children with disabilities” for children aged three to five may include children experiencing developmental delays, as defined by the state as a measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development or adaptive development; and who, by reason thereof need special education and related services.

Enrolled – means a child has been accepted and attended at least one class, has received at least one home visit, or had received at least one direct service while pending completion of necessary documentation for attendance in a center, based on state and local licensing requirements.

Enrollment Opportunities – means vacancies that exist at the beginning of the enrollment year or during the year because of children who leave the program that must be filled within 30 days to achieve and maintain enrollment.

Enrollment year – means the period of time, not to exceed twelve months, during which a program provides center home-based services to a group of children and their families.

Family – for a child, means all persons living in the same household who are:

- (1) Supported by the child’s parent(s)’ or guardian(s)’ income; and
- (2) Related to the child’s parent(s) or guardian(s) by blood, marriage, or adoption; or
- (3) The child’s authorized caregiver of legally responsible party.

Foster care – means 24-hour substitute care for children placed away from their parents or guardians and for whom the state agency has placement and care responsibility. This included, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments

are made by the state or local agency for care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

Funded enrollment – means the number of children which the Head Start grantee is expected to serve, as indicated on the grant award.

Head Start eligible – means a child who meets the requirements for age and family income or categorical eligibility or, if applicable, the requirements established by a grantee under section 645(a)(2) of the Head Start Act.

Homeless children – means the same as homeless children and youth in section 725(2) of the McKinney-Vento Homeless Assistance Act at 42 U.S.C. 11434a (2).

Income – means gross cash income going toward the support of the child, including wages and salaries from all sources before deductions, net income from self-employment, regular payments from social security or other retirement pay, unemployment compensation, strike benefits, worker's compensation, public assistance benefits, training stipends, alimony, child support, military income, veterans benefits, college or university scholarships, grants, fellowships, and assistantships, dividends, interest, rental income, royalties and net gambling/lottery winnings (ACYF-HS-IM-99-03).

Income guidelines – means a family whose total income before taxes is equal to, or less than the income guidelines.

Low-income family – means a family whose total income before taxes is equal to, or less than the income guidelines.

Participant – means a child who is enrolled in and receives services from a Head Start program.

Public Assistance – family is receiving cash assistance from FITAP, TANF, SSI or Foster Care/Adoption Subsidy payments from the state

Recruitment – means the systematic ways in which a Head Start program identifies families whose children are eligible for Head Start services, informs them of the services available, and encourages them to apply for enrollment in the program.

Recruitment area – means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

Relevant time period – means:

- (1) The 12 months preceding the month in which the application is submitted; or
- (2) During the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

Responsible HHS official – means the official of the U.S. Department of Health and Human Services having authority to make Head Start grant awards, or his or her designee.

Selection – means the systematic process used to review all applications for Head Start services and to identify those children and families that are to be enrolled in the program.

Service area – means the geographic area identified in the approved grant application within which a grantee may provide Head Start services.

Vacancy – means an unfilled enrollment opportunity for a child and family in the Head Start program.

Verify or any variance of the word – means to check or determine the correctness or truth by investigation or by reference.

Calcasieu Parish School Board **Head Start Annual Report** **2016-2017**

" Providing High Quality Early Childhood Education for All Families"



Karl Bruchhaus, Superintendent

Dr. Michelle L. Joubert, Early Childhood Director

Mack Dellafosse, School Board Member

Latasha Stringfellow, Policy Council President



Calcasieu Parish School Board Members

Member	District
Aaron Natail	1
Fredman Hardy	2
Glenda Gay	3
Annette Ballard	4
Ron Hayes	5
Dean Roberts	6
Mack Dellafosse	7
Eric Tarver	8
Damon Hardesty	9
Alvin Smith	10
Chad Guidry	11
Russell Castille	12
Billy Breaux	13
Wayne Williams	14
John Duhon	15

Calcasieu Head Start Policy Council Members

Name	Head Start Site	Position
Lakisha Stringfellow	Brenda Hunter	Representative
Marcquetta Brown	Brenda Hunter	Representative
JaQuetta LeDet	Brenda Hunter	Representative
Kimberly Thompson	Brenda Hunter	Representative
Nelkika "Nell" Colquitt	J.D. Clifton Elementary	Representative
Amanda Jenkins	J.D. Clifton Elementary	Representative
Rae Coe	DeQuincy Primary	Representative
Rebecca Finn	Jake Drost	Representative
Julie Fontenot	J.I. Watson Elementary	Representative
Michelle Meche	Community Representative	Representative
Nolia Bernard	Community Representative	Representative
Mack Dellafosse	School Board Member	Representative
Adrianna White	Brenda Hunter	Alternate
Keiوشي Prater	Brenda Hunter	Alternate
Kizzy Henderson	Brenda Hunter	Alternate
Courtlin Young	Brenda Hunter	Alternate
Gary Grays	J.D. Clifton Elementary	Alternate
Alexis Praylor	J.D. Clifton Elementary	Alternate
Cassandra Pousson	DeQuincy Primary	Alternate
Brittany Myers	Jake Drost	Alternate
Temeka Taylor	J.I. Watson Elementary	Alternate

Federal Head Start Grant Funds

\$3,764,065.00

Public and Private Funds

\$941,017.00

Budget Expenditures

Category	Budget
Salaries	\$2,448,566.00
Benefits	\$846,380.57
Contractual	\$21,000.00
Purchased Property	\$650.00
Other Purchase	\$48,668.00
Supplies	\$354,221.43
Equipment	\$0.00
Other	4,550.00
T & TA	\$40,029.00
TOTAL	\$3,764,065.00

Proposed Budget

Category	Budget
Salaries	\$2,459,434.38
Benefits	\$844,363.18
Contractual	\$19,183.76
Purchased Property	\$650.00
Other Purchase	\$19,769.21
Supplies	\$374,950.41
Equipment	\$0.00
Other	\$5,685.06
T & TA	\$40,029.00
TOTAL	\$3,764,065.00

Financial Audit
100%

Grantee 2017 Federal Review
100%

Total Number of Children and Families

Funded Enrollment	450
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Total Number of Children Served	477
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Total Number of Families Served	458
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Total Number of Eligible Children	442
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Total Number of Over-income Children	35
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Monthly Enrollment and Daily Attendance

Month	Funded Enrollment	Enrollment	Percentage
August 2016	450	436	97%
September 2016	450	455	101%
October 2016	450	456	101%
November 2016	450	450	100%
December 2016	450	450	100%
January 2017	450	452	100%
February 2017	450	450	100%
March 2017	450	454	100%
April 2017	450	446	99%
May 2017	450	443	98%

Parental Involvement

Parent Training	Center Activities
Literacy - Choosing good books, Promoting Early Language and Literacy Development, Financial Literacy, Reading with Dads	Classroom Volunteer Opportunities: Curriculum, Parent-Teacher Conferences, Home Visits
Health: Parent Engagement in Maternal Health, Nutrition and Physical Activity: Healthy Eating, Active Play, Tips for Pregnant Moms	Field Trips, Center Projects
Child Growth and Development: Social-Emotional Development, Dealing with Temper Tantrums	Center Parent Committee Meetings, Parent-Child Activities
Policy Council Training	Quarterly Policy Council Meetings
Potty Training	Health Services Advisory Committee Meetings
Tax Preparation	Head Start Transition Meetings
Health and Nutrition, Mental Health and Stress	Head Start School Readiness Goals
Health Literacy: Key to Understanding and Using Health Information: Injury Prevention, Healthy Eating, Prenatal Care, Play and Stay Healthy	Family Partnership and Goal Setting Parent Interviews
Parenting Partners Workshop (8 sessions)	Family Partnership and Goal Setting Parent Interviews
Stages of Child Development, Child Discipline	Well-Child Health Parent Interviews
Parenthood, Domestic Violence	Family Literacy Night
Mommy and Me Safe Baby Sleep	Male/Father Engagement
Job Search/Job Training Skills	Christmas BINGO/Parent Training
Health and Oral Health	Breast Cancer Awareness
School Readiness	

Health Summary

Student Health Summary	Student Percentage
Medical Examinations completed	100%
Dental Examinations completed	100%
Immunizations up-to-date	100%
Dental Treatment Needed	9% (43)
Children with Asthma	8% (36)
Iron Deficiency Anemia	3% (13)
Vision Referrals	9% (41)
Families receiving Medicaid	99% (474)
Families with private benefits	3
Families receiving military benefits	0

Positive Outcomes can be attributed to the following:

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

Transitions to Pre-Kindergarten

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

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

Calcasieu Parish Head Start students and parents were provided several opportunities to learn about and prepare for the upcoming school year. The Head Start program strives to make an effort to prepare students for Kindergarten by conducting transition meetings which were held during the end of February and the beginning of March. The goal of these meetings was to inform parents of the necessary requirements for enrolling in Pre-kindergarten. Several meetings were scheduled to allow all parents an opportunity to attend and prepare for the transition.

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



**TO: WILFRED BOURNE
PEGGY CARLILE
SHANNON LAFARGUE
DENNIS BENT**

FROM: JENNIFER HAGAN, PURCHASING SUPERVISOR

RE: BIDS FOR JANUARY 2018

PERMISSION TO ADVERTISE for the 2018-2019 school year

**JANITORIAL SUPPLIES
CENTRAL WAREHOUSE
GENERAL FUNDS**

**LIBRARY BOOKS
LIBRARY SERVICES
GENERAL FUNDS**

**PRE-PACKAGED SCHOOL SUPPLIES
TITLE X – MCKENNEY-VENTO HOMELESS STUDENT ACT
FEDERAL PROGRAMS**

**SCHOOL UNIFORMS & PE SUITS
TITLE X – MCKENNEY-VENTO HOMELESS STUDENT ACT
FEDERAL PROGRAMS**

**GRASS CUTTING SERVICES
MAINTENANCE DEPT
GENERAL FUNDS**

**FOOD, PAPER GOODS, ETC
SCHOOL FOOD SERVICE DEPT
SCHOOL FOOD SERVICE FUNDS**

**WASTE DISPOSAL SERVICES
MAINTENANCE DPET
GENERAL FUNDS**

**FIRE ALARM INSPECTIONS
MAINTENANCE DEPT
GENERAL FUNDS**

Building Foundations for the Future

JANUARY 2018

PAGE 2

**HOOD SYSTEM INSPECTIONS
MAINTENANCE DEPT
GENERAL FUNDS**

**SECURITY GUARD SERVICES
GENERAL FUNDS**

**BATTERIES
TRANSPORTATION DEPT
GENERAL FUNDS**

**SEWER PLANT MONITORING/TESTING
MAINTENANCE DEPT
GENERAL FUNDS**

**BULK OIL
TRANSPORTATION DEPT
GENERAL FUNDS**

**FUEL CARD SERVICES
TRANSPORTATION DEPT
GENERAL FUNDS**

**SNACKS FOR HEADSTART
EARLY CHILDHOOD DEPT
FEDERAL FUNDS**

**CAFETERIA EQUIPMENT
SCHOOL FOOD SERVICE DEPT
2017 NAT'L SCHOOL LUNCH PROGRAM EQUIPMENT ASSISTANCE GRANT**

BID REPORTS:

ALL BIDS WERE POSTED ON WWW.CENTRALBIDDING.COM AND WWW.CPSB.ORG
NONE

CHANGE ORDER

Change Order No: OneDate: December 7, 2017

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	<u>\$284,750.00</u>
Net Change by Previous Change Orders	<u>\$0.00</u>
Contract Sum Prior to this Change Order	<u>\$284,750.00</u>
Contract Sum will be <u>decreased</u> by this change order:	<u>(\$19,488.86)</u>
New Contract Sum including this Change Order	<u>\$265,261.14</u>
Contract Time will be <u>unchanged</u> by this change order:	<u>0</u> Days
Revised Contract Completion Date	<u>March 13, 2018</u>

RECOMMENDED

Moss Architects, Inc.
(Designer)

3221 Ryan Street, Ste B
Lake Charles, LA 70601

By: Date: 12/13/17

ACCEPTED

Keiland Construction
(Contractor)

600 Bayou Pines Dr East, Ste G
Lake Charles, LA 70601

By: Date: 12/14/17

APPROVED

Calcasieu Parish School Board
(Owner)

3310 Broad St.
Lake Charles, LA 70615

By: _____

Date: _____

PROPOSED CHANGE ORDER ITEMS

Date: December 7, 2017

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

Project #: MA1705

Change Order #: One

Reductions and additions to the project scope as a result of the Gillis - Phase I Upgrades & Improvements project, projected to begin in March - April 2018.

1) Concrete Headwall	Deduct: <u>(\$2,305.00)</u>
2) Storm Utility Drainage	Deduct: <u>(\$19,800.00)</u>
3) Drainage Pipe (8" Diameter Piping)	Deduct: <u>(\$8,386.10)</u>
4) Drainage Pipe (12" Diameter Piping)	Deduct: <u>(\$8,127.16)</u>
5) Drainage Pipe (12" Diameter Piping)	Add: <u>\$816.40</u>
6) Pipe #27 (Asphalt & Concrete)	Deduct: <u>(\$1,167.30)</u>
7) Drainage swales in lieu of pipe	Add: <u>\$2,200.00</u>
8) Add slope to drain in lieu of piping	Add: <u>\$3,950.80</u>
9) Cleanout existing pipe 6" PVC diameter	Add: <u>\$5,095.50</u>
10) Cleanout existing pipe	Add: <u>\$8,234.00</u>
Total Amount Deducted This Change Order:	<u>(\$19,488.86)</u>
Total Days Added This Change Order:	<u>\$0.00</u>

GILLIS ELEMENTARY DRAINAGE SCHOOL IMPROVEMENTS
10.23.17
SUMMARY ADDITIONS AND DELETIONS

CONCRETE HEADWALL #3
SEE DETAIL 1 ON DRWG. C - 10

LS \$ (2,305.00)

\$ (2,305.00)

TOTAL

STORM UTILITY DRAINAGE

TYPE 1	DELETE 18 IN CATCHBASINS	4	DELETE			
	DELETE #8-#10	5	EACH	\$ (950.00)	\$ (4,750.00)	
	DELETE #13-#17	5	EACH	\$ (950.00)	\$ (4,750.00)	
	DELETE #19-#23	5	EACH	\$ (950.00)	\$ (4,750.00)	
	DELETE #24-#27	4	EACH	\$ (950.00)	\$ (3,800.00)	
	DELETE #31	1	EACH	\$ (950.00)	\$ (950.00)	
	8 EA REMAINING TYPE 1	20	TOTAL			
TYPE 2	DELETE #28	1	EACH	\$ (500.00)	\$ (500.00)	
TYPE 3	1 EA REMAINING					
	DELETE #18	1	EACH	\$ (300.00)	\$ (300.00)	
	2 EA REMAINING					
	TOTAL 22 DELETED CATCH BASINS					
	TOTAL					

DRAINAGE PIPE

8" DIAMETER PIPING DELETE

DELETE # 7	25	LF	\$ (4.15)	\$ (103.75)	
DELETE # 8	51	LF	\$ (4.15)	\$ (211.65)	
DELETE # 9	28	LF	\$ (4.15)	\$ (116.20)	
DELETE # 10	10	LF	\$ (4.15)	\$ (41.50)	
DELETE #10 TUNNELING UNDER SIDEWALK	8	LF	\$ (20.00)	\$ (120.00)	
DELETE # 12	33	LF	\$ (4.15)	\$ (136.95)	
DELETE # 13	35	LF	\$ (4.15)	\$ (145.25)	
DELETE # 14	67	LF	\$ (4.15)	\$ (278.15)	
#14 TUNNEL SIDEWALK	6	LF	\$ (20.00)	\$ (120.00)	
DELETE # 15	31	LF	\$ (4.15)	\$ (128.65)	
DELETE # 16	53	LF	\$ (4.15)	\$ (219.95)	
#16 TUNNEL SIDEWALK	12	LF	\$ (20.00)	\$ (240.00)	
DELETE # 17	29	LF	\$ (4.15)	\$ (120.35)	
DELETE # 18	37	LF	\$ (4.15)	\$ (153.55)	
DELETE # 19	22	LF	\$ (4.15)	\$ (91.45)	
DELETE # 20	46	LF	\$ (4.15)	\$ (190.90)	
DELETE # 21	44	LF	\$ (4.15)	\$ (182.60)	
DELETE INSTALLATION	515	LF	\$ (11.25)	\$ (5,793.75)	
100 LF REMAINING					
TOTAL					

12" DIAMETER PIPING

DELETE 12 IN DIAMETER PIPE

DELETE PIPE # 6	50	LF	\$ (6.17)	\$ (308.50)	
DELETE PIPE # 22	31	LF	\$ (6.17)	\$ (191.27)	
DELETE # 24	69	LF	\$ (6.17)	\$ (425.73)	
DELETE # 25	57	LF	\$ (6.17)	\$ (351.69)	
DELETE # 26	49	LF	\$ (6.17)	\$ (302.33)	
DELETE # 27	37	LF	\$ (6.17)	\$ (228.29)	
DELETE # 28	46	LF	\$ (6.17)	\$ (283.82)	
DELETE # 30	49	LF	\$ (6.17)	\$ (302.33)	
DELETE # 35	10	LF	\$ (6.17)	\$ (61.70)	
DELETE INSTALLATION	388	LF	\$ (14.25)	\$ (5,527.50)	
162 LF REMAINING					
TOTAL					

REV 2

11/15/17 12 IN PIPE ADD

PIPE ADD AS OF REV 11/15/17

PIPE 28 12 IN DIAMETER FURNISH AND INSTALL

PIPE 35 12 IN DIAMETER FURNISH AND INSTALL

TOTAL					
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PIPE #27 ASPHALT & CONCRETE DELETE

DELETE DEMO ASPHALT PAVING

DELETE 8" CONCRETE PAVING READY MIX

DELETE 8" CONCRETE LABOR

DELETE 6" STONE UNDER CONCRETE PAVING

DELETE 6" GEOTECH FABRIC

TOTAL					
-------	--	--	--	--	--

DRAINAGE SWALES IN LIEU OF PIPE

P28 28 24 36 SWALE

D5 K DOZER OPERATOR

EXCAVATOR 24,000LB CLASS OPERATOR

DUMPTRUCK/DRIVER

TOTAL					
-------	--	--	--	--	--

REV 2

ADD SLOPE TO DRAIN IN LIEU OF PIPING

SWALE AT PIPE- 8-7- 8- 12- 13-17-18- 19-20-21-

TOTAL					
-------	--	--	--	--	--

CLEANOUT EXISTING PIPE 8IN PVC DIAMETER

NOTE : 3 SECTIONS PIPE 7-10/12-18/17-21

TOTAL					
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REV 2

11.15.17 REV ADDED CLEANOUT EXISTING PIPE

ADDED SECTIONS PIPE

TOTAL					
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BARE ADDS \$ 20,298.70

PRODUCTS \$ 126,785.00

ADDS - DEDUCTS TOTAL \$ 147,083.70

ORIGINAL CONTRACT SUM \$284,750.00

DEDUCT \$ (15,450.14)

ADJUSTED CONTRACT SUM \$269,299.86

CHANGE ORDER

Change Order No.: 01

Date: **January 9, 2017**Contract Date: **November 20, 2017**

Project: **Sam Houston High School
Demolition of Gym and Associated Spaces
Calcasieu Parish School Board**

Project No.: **Calcasieu Parish School Board - Project No. 2018-05PC
Champeaux Evans Hotard - Project No. 1724-D**

To: **Keiland Construction, L.L.C.
600 Bayou Pines East, Suite G
Lake Charles, LA 70601**

You are directed to make the following change(s) in this Contract:
(Attach Itemized Breakdown)

The Original Contract Sum	\$147,000.00
Net Change by Previous Change Order	<u>\$0.00</u>
Contract Sum Prior to this Change Order	\$147,000.00
Contract Sum will be <u>increased</u> by this Change Order	<u>\$1,679.95</u>
New Contract Sum Including this Change Order	\$148,679.95

Contract Time will be increased by: **0 days**

Revised Contract Completion Date: **February, 15 2018**

RECOMMENDED

**Champeaux Evans
Hotard, APAC
(ARCHITECT)**

**702 Dr. Michael DeBakey Dr.
Lake Charles, LA 70601**

By: _____

Dated: _____

ACCEPTED

**Keiland Construction, LLC
(CONTRACTOR)**

**600 Bayou Pines East, Ste.G
Lake Charles, LA 70601**

By: _____

Dated: _____

APPROVED

**Calcasieu Parish
School Board
(OWNER)**

**P. O. Box 800
Lake Charles, LA 70602**

By: _____

Dated: _____



Date: **January 9, 2018**

To: **Calcasieu Parish School Board
Planning & Construction Department**

Attn.: **Harold Heath, Construction Manager**

From: **Champeaux Evans Hotard, APAC
Brad Evans**

Re: **CPSB Project No. 2018-05PC
CEH Project No. 1724-D
Demolition of Gym and Associated Spaces
Calcasieu Parish School Board**

Change Order No. 1 – Recap

Change Order Request No. 1

Repair existing sewer force line discovered damaged as a result of the boring for the previous communications relocation project. (Refer to supporting documentation, attached hereto.)

Amount Requested:	ADD	\$1,882.61
Days Requested:	ADD	0 days

Change Order Request No. 2

Delete removal of asphalt at the North end of the site. Asphalt will remain in place for temporary parking and staging/lay-down area for the future Gym/Band Building project. Moveable fence panels at the North end of the site will be relocated accordingly. (Refer to supporting documentation, attached hereto.)

Amount Requested:	DEDUCT	(\$3,546.55)
Days Requested:		No Change

Change Order Request No.3

Provide temporary electrical service to re-feed the existing lift station, previously fed from the Gym building, but subsequently determined to also serve the restrooms in the Cafeteria Building. (Refer to supporting documentation, attached hereto.)

Amount Requested:	ADD	\$2,006.33
Days Requested:	ADD	0 days

Change Order Request No.4

Replace the grinder pump in the existing lift station serving the old gym and cafeteria building restrooms. (Refer to supporting documentation, attached hereto.)

Amount Requested:	ADD	\$1,337.56
Days Requested:	ADD	0 days

Total Contract Amount modification recommended for Change Order No. 1	ADD	\$1,679.95
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Total Contract Time modification recommended for Change Order No. 1	ADD	0 days
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CHANGE ORDER

Change Order No.: 08
 Date: **January 9, 2017**
 Contract Date: **April 24, 2017**

Project: **Calcasieu Parish School Board
 Classroom Pods – Phase X**

Project No.: **Calcasieu Parish School Board - Project No. 201705Pc
 Champeaux Evans Hotard - Project No. 1715**

To: **Miller & Associates Development Co., Inc.
 P. O. Box 700
 Iowa, LA 70647**

You are directed to make the following change(s) in this Contract:
 (Attach Itemized Breakdown)

The Original Contract Sum	\$13,495,000.00
Net Change by Previous Change Order	<u>\$723,717.34</u>
Contract Sum Prior to this Change Order	\$14,218,717.34
Contract Sum will be <u>increased</u> by this Change Order	<u>\$29,650.24</u>
New Contract Sum Including this Change Order	\$14,248,367.58

Contract Time will be **increased** by: **20 days**
 Revised Contract Completion Date: **November 16, 2019**

RECOMMENDED

**Champeaux Evans
 Hotard, APAC
 (ARCHITECT)**

**702 Dr. Michael DeBakey Dr.
 Lake Charles, LA 70601
 70602**

By: _____

Dated: _____

ACCEPTED

**Miller & Associates
 Development Co., Inc.
 (CONTRACTOR)**

**P. O. Box 700
 Iowa, LA 70647**

By: _____

Dated: _____

APPROVED

**Calcasieu Parish
 School Board
 (OWNER)**

**P. O. Box 800
 Lake Charles, LA**

By: _____

Dated: _____



Date: **January 9, 2018**

To: **Calcasieu Parish School Board
Planning & Construction Department**

Attn.: **Harold Heath, Construction Manager**

From: **Champeaux Evans Hotard, APAC
Brad Evans**

Re: **CEH Project # 1715
Calcasieu Parish School Board
Classroom Pods – Phase X**

Change Order No. 8 – Recap

Change Order Request No.56

Sam Houston High School – Modifications to the existing electrical service, as required to accommodate both the new 2-story pod building and the new Gym & Band Building. A New Entergy Transformer and associated electrical gear will be provided and installed as part of this change. Entergy service fees will be paid by CPSB. (Refer to supporting documentation, attached hereto.)

Amount Requested:	ADD	\$21,915.33
Days Requested:	ADD	10 days

Change Order Request No.57

LaGrange High School, LeBleu Elementary School, A.A. Nelson Elementary School, E. K. Key Elementary School – Modifications to Electrical Service at (4) schools. (Refer to supporting documentation, attached hereto.)

Amount Requested:	DEDUCT (\$14,243.20)
Days Requested:	No Change

Change Order Request No.58

Positive Connections – Add 70 linear feet of additional concrete sidewalk, with covered canopy, to connect the new pods to the existing covered play court. (Refer to supporting documentation, attached hereto.)

Amount Requested:	ADD	\$21,978.11
Days Requested:	ADD	8 days

Calcasieu Parish School Board
Classroom Pods – Phase X
Change Order No.8 - Recap
CEH Project # 1715
January 9, 2018
Page 2 of 2

Weather-Related Delays

Weather-related delays documented for the following months, less days allowed for by the Contract Documents. (Refer to supporting documentation, attached hereto.)

<u>Month</u>	<u>Documented Weather Related Delays</u>	<u>Weather-Related Days Allowed</u>	<u>Additional Days Granted</u>
November, 2017	7 days	(5 days)	2 days
		Amount Requested:	ADD \$0.00
		Days Requested:	ADD 2
			<hr/>
Total Contract Amount modification recommended for Change Order No. 8			ADD \$29,650.24
Total Contract Time modification recommended for Change Order No. 8			ADD 20 days

NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
RETIREMENT				
Larry Redmond	Teacher	Molo Middle	05/25/18	
Krista Witherwax-Sanderson	Speech Therapist	J.I. Watson Elementary	01/05/18	
Kay Sonnier	School Nurse	Nursing Department	01/04/18	Waive Act 715
Donna Oliver	Teacher	DeQuincy Primary	01/03/18	
MATERNITY LEAVE				Due Date:
Paige Babineaux	Internal Auditor	Internal Auditing Department	1/3/18 - 3/20/18	12/26/17 [B]
Jillian Abshire	Teacher	Maplewood Elementary	1/4/18 - 2/26/18	1/4/18 [B]
Gennevieve Stark	Teacher	College Oaks Elementary	1/12/18 - 3/26/18	1/15/18 [B]
Shelbi Yates	Teacher	DeQuincy Primary	1/18/18 - 4/16/18	1/18/18 [B]
Kelsi Nordberg	Teacher	S.P. Arnett Middle	3/19/18 - 5/25/18	3/19/18 [B]
LEAVE WITHOUT PAY				
Mary Breland	Teacher	Jake Drost	Spring 2017-2018	
Heather Burton	Teacher	SPED - Hearing	1/8/18 - 5/28/18	
Julie Hays	Teacher	Cypress Cove Elementary	Spring 2017-2018	
PROFESSIONAL DEVELOPMENT				
Eunice Hair-Campbell	Instructional Coach	J.D. Clifton Elementary	Spring 2017-2018	
Charlene Jeanise	Teacher	Sam Houston High	Spring 2017-2018	
MEDICAL SABBATICAL				
Natalie Heinen	Teacher	Moss Bluff Elementary	Spring 2017-2018	

APPROVED - December 13, 2017



NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
RESIGNATION				
Sara McGuirk	Teacher	Sulphur High	12/19/17	Personal reasons
Lacy Vincent	Teacher	St. John Elementary	12/31/17	Relocating
Amy Jo Spence	Paraprofessional	W.W. Lewis Middle	12/19/17	Personal reasons
Diane Daniels	Custodian	Prien Lake Elementary	12/15/17	Personal reasons
Vickie Breaux	Cafeteria Technician	Iowa High	01/05/18	Personal reasons
Lori Perez	Bus Driver	St. John Elementary	01/08/18	Personal reasons
RETIREMENT				
Anne Farrar	Teacher	W.W. Lewis Middle	01/02/18	
Janet Figueredo	Custodian	Iowa Middle/High	12/31/17	
MATERNITY LEAVE			Due Date:	
Rossina Lacassin	Teacher	Fairview Elementary	2/1/18 - 4/30/18	2/23/18 [B]
Danielle Wix	Teacher	W.W. Lewis Middle	2/9/18 - 4/9/18	2/9/18 [B]
Danielle Anderson	Teacher	Oak Park Elementary	3/9/18 - 5/25/18	3/14/18 [B]
Kaci Berry	Teacher	Sulphur High	4/9/18 - 5/25/18	4/11/18 [B]
LEAVE WITHOUT PAY				
Barry Dawson	Teacher	S.J. Welsh Middle	Spring 17-18	
MEDICAL SABBATICAL				
Kelli Richard	Librarian	Ralph Wilson Elementary	Spring 17-18 and Fall 18-19	
Ashley Doyle	Teacher	DeQuincy High	Spring 17-18	
Tamara LeBlanc	Teacher	Barbe High	Spring 17-18	
Ellice Allen	Teacher	Maplewood Elementary	Spring 17-18	
Michelle Arrington	Teacher	J.J. Johnson Elementary	Spring 17-18	
Kelly Hooper	Teacher	Barbe High	Spring 17-18	

APPROVED - January 9, 2018

