

AGENDA
CALCASIEU PARISH SCHOOL BOARD
3310 BROAD STREET
LAKE CHARLES, LOUISIANA
Tuesday, December 12, 2017

- 1. Prayer – Ron Hayes**
- 2. Pledge of Allegiance – Madison Spears/Westlake High School**
- 3. Roll Call**
- 4. Approval of Minutes**
 - A. November 14, 2017
- 5. Presentations**
 - A. Recognition of AP Scholars/Karen Williams and Nicole Fontenot
- 6. Superintendent's Report**
- 7. Committee Reports**
 - A. Employee Benefits/November 28, 2017/Billy Breaux, *Chair*
 - B. A&P/November 28, 2017 and December 5, 2017/Eric Tarver, *Chair*
 - C. C&I/December 5, 2017/Annette Ballard, *Chair*
- 8. Take Appropriate Action**
 - A. Approval of Cooperative Endeavor Agreement with District Attorney John DeRosier/Positive Change Initiative
 - B. Approval of 2018 CPSB Meeting dates/Committee dates
 - C. Election of CPSB Officers for 2018
 - D. Approval of Resolution promulgating the results of November 18, 2017 election in District 23
 - E. Approval of Resolution promulgating the results of November 18, 2017 election in District 31
 - F. Approval of Resolution promulgating the results of November 18, 2017 election in District 33
 - G. Approval of Resolution promulgating the results of November 18, 2017

election in District 34/Bond Proposition One and Bond Proposition Two

9. Bid Reports

(None)

10. Permission to Advertise

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

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

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

11. Correspondence

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.

12. Condolences/Recognitions

13. Executive Session

(None)

14. Schedule Committees

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

15. Adjourn Meeting

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DATE, TIME, PLACE OF MEETING

ITEM 4.A.

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 November 14, 2017, at 5:00 p.m.

The meeting was called to order by Ron Hayes, President. The prayer was led by Annette Ballard. The Pledge of Allegiance was led by Jordan Mouton, a student at Bell City 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 include the addendum item 8.G. Mr. Hayes read item 8.G. On a motion to approve by Mr. Dellafosse and a second by Mr. Duhon, the motion carried unanimously. Mr. Hayes stated that item 8.A. would be removed from this agenda and would possibly be listed on the December agenda.

APPROVAL OF MINUTES

Mr. Duhon, with a second by Mrs. Ballard, offered a motion to approve the Minutes of October 10, 2017. The motion carried on a vote.

PRESENTATIONS

Jamey Rasberry, Director of LC Memorial Hospital Sports Medicine, presented the quarterly report.

SUPERINTENDENT'S REPORT

Mr. Bruchhaus gave the following report:

1. Board Members have received the October 31st school population report.

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2. All board members have received the October Head Start Report

Program Governance

- Policy Council Members attended the October 13th School Board meeting. The Superintendent introduced each member and the Policy Council By-laws were approved.

Program Operations

- Enrollment – 466
- Read for the Record Day was held at centers. The book, The Quackers, was read to students.
- A family engagement activity was held at J.D. Clifton Head Start, “Dads in Action” Over 57 fathers participated in this event. Keith Bell, Parenting Partner Facilitator, presented on Discipline vs. Punishment.
- Staff presented at the Louisiana Early Childhood Association (LAECA) Conference in Alexandria.
- Developmental, Health and Safety Screenings have been completed for all sites.

3. I would like to report our current sales tax numbers for our general fund which show October, 2017, collections at \$16,914,146 or 125.4% above budget for the fourth month of the 2017-2018 year.

Collections are \$17,029,086 or 127.3% above collections for the same month last year.

Collections for the 2017-2018 year, after four months are \$27,296,273 or 53.1 % over budget and \$27,298,362 or 53.1 % over the same time period last year.

Reminder regarding the election coming up on Saturday, November 18, 2017 for bonding districts 23, 31, 33, and 34.

TAKE APPROPRIATE ACTION

Mr. Hayes read the following items:

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A. Approval O Cooperative Endeavor Agreement with District Attorney John DeRosier/Positive Change Initiative (**Deleted from agenda this month**)

B.Approval of National Oceanic and Atmospheric Administration (NOAA) B-Wet Grant Project/Wetland Restoration through Aquaponics

Wetland Restoration through Aquaponics (WRTA)

Principal Investigators: Darrell McDaniel, CPSB STEM Educator Development Leader, Calcasieu Parish School Board, 600 S. Shattuck St., Lake Charles, LA 70601, (337) 217-4450 x2442, darrell.mcdaniel@cpsb.org; Nick Limberis, Science Teacher, Calcasieu Parish School Board, Lake Charles Boston Academy, 1509 Enterprise Blvd., Lake Charles, LA 70601, (337) 217-4390, nick.limberis@cpsb.org; Gary D. Kratzer, Ed.S, Naturelab Coordinator, McNeese State University, Box 91860, Lake Charles, LA 70609, (337) 475-5817, gkratzer@mcneese.edu.

Project duration: July 1, 2018 to June 30, 2020 (flexible).

Project objectives include: 1) Provide hands-on professional development to 16 teachers from CPSB high schools and middle schools; 2) Conversion of an existing freshwater aquaponics system to saltwater for the cultivation of wetland grasses that will be part of a wetland restoration and stewardship action project; 3) Provide students with outdoor field activities that support the Louisiana State Science Standards while brining attention to wetland issues that are relevant locally; 4) Increase teacher content knowledge and awareness of environmental issues. 5) Increase student attitudes toward environmental stewardship.

Summary: The premise of the grant proposal will be to switch an existing aquaponics system at Lake Charles Boston Academy (LCBA) from freshwater to saltwater, replace the catfish with Gulf killifish, and replace the current vegetation with coastal grasses. The project will include professional development for teachers (a summer workshop) that will allow them to understand how the aquaponics lab emulates the interdependence of animal and plant species in nature. They will learn how to perform water quality tests and interpret the results of the data that is collected. All of the following levels would be monitored to ensure that the system is operating optimally: Temperature, Salinity, Ammonia, Nitrite, Nitrate, pH, Iron (Ferrous & Ferric), Alkalinity, and Dissolved Oxygen. Throughout the training, teachers will learn how each of these quantities is affected by changes in the system and the parameters necessary to sustain life. Teachers will learn how to create miniature classroom aquaponics systems for their students to have hands-on experiential learning opportunities after they visit Naturelab and the LCBA aquaponics lab. Each of these classroom systems will consist of 3 aquaponic systems. One will exist as a control and the other two will be used to test an experimental variable. Beyond this, the LCBA aquaponics lab will be equipped with data logging sensors that will be able to share real-time data via the

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internet with any participating classroom in the district. Students and teachers can monitor changes in their own classroom systems and track changes in the LCBA system online.

The teachers who have been trained during the summer will take their students on a field trip that will include spending time at the McNeese Naturelab located in Tuten Park where they will learn about water quality from McNeese personnel by collecting samples and analyzing their data on site. The field trip will continue to Lake Charles Boston Academy where they will visit the aquaponics lab. Students will not only learn the workings of an aquaponics system but will also learn about coastal erosion and restoration. They will come to understand the importance of coastal wetlands and marshes in Louisiana. Ultimately, selected students from each school will participate in a culminating event where the grasses grown in the aquaponics system will be planted as part of a wetlands restoration project. All together these events will create a Meaningful Watershed Educational Experience (MWEE) as stipulated in the guidance for this project.

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

C. Approval of Resolution Approving One-Time Sales Tax Supplement for Active Employees

RESOLUTION

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

AND WHEREAS, it is the desire of the Calcasieu Parish School Board to use the excess sales taxes dedicated and accumulated in the General Fund to provide a salary supplement to active employees of the Calcasieu Parish School Board for services rendered in the fiscal year 2017-2018 and is to be paid on the November 30, 2017 regularly scheduled pay date,

AND WHEREAS, an employee is defined as an individual actively working full-time or part-time in their respective position and employed by the Calcasieu Parish School Board on November 9, 2017, (excludes board members and substitute labor),

AND WHEREAS, this supplement is being provided conditioned on employees completing their respective scheduled days to be worked for the 2017-2018 fiscal year and any employee not fulfilling this requirement is subject to having the supplement prorated by the Superintendent and surrendering any portion not earned,

THEREFORE BE IT RESOLVED, that all employees based on the teachers' salary schedule shall be paid a gross supplement of \$2,850 and all other personnel shall be paid a gross supplement of \$2,000 with one-half of the appropriate supplement paid to employees that work

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part-time less than 4 hours, and that any exceptions to the preceding definitions and rules will be resolved by the Superintendent and that said supplement is to be paid on the November 30, 2017 regularly scheduled pay date,

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

YEAS: 14

NAYS: 0

ABSENT: 1

ABSTAIN: 0

And the resolution was declared adopted on this, the 14th day of November, 2017.

This worksheet is intended <u>only</u> as a calculation of estimated probable costs!					
		Tchr Sched Based Employees		All Other Employees	
Sales Tax Supplement Cost Estimate - FY2018		1,450	Prior year	1,000	Prior year
		Supplement		Supplement	
		2,850	Current year	2,000	Current year
		sal	ben	sal	ben
4912	Districtwide Total all employees	9,125,700	2,628,525	3,419,000	1,133,983
		11,754,225		4,552,983	
14,513,415	(Roughly 89% funded by GF)	Total Cost		16,307,208	
GenFund Cost					

Notes and Recommendations

Nov. 2017 sales tax supplement is recommended to be \$2,850 for those employees tied to the teacher's salary schedule and all others to be \$2,000; to be paid on Nov. 30, with employment determination date of November 9, 2017.

SI and CFO determined that there was sufficient funds available as Sales Tax Surplus funds from the 1995 tax and the 2015 tax combined at the end of fiscal year 6/30/17.

SI and CFO determined that approximately \$14.5M could be used to pay supplement considering long-term concerns of diminishing MFP funding and future Sales Tax uncertainty.

Also considered was the payment of approx. \$2.5M in COMPASS stipends in October 2017 from surplus ST funds.

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Blue cards to address the Board:

Vicky Johnston/CAE

Teri Johnson/CFT

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

D. Resolution Ordering and Calling a Special Election/Sales Tax District 3

Lake Charles, Louisiana

November 14, 2017

The Calcasieu Parish School Board, governing authority of Sales Tax District No. Three of Calcasieu Parish, Louisiana, met in regular public session at 5:00 o'clock p.m., on Tuesday, November 14, 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:

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

ABSENT: Billy Breaux

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

Thereupon, the following resolution was then introduced, and pursuant to motion made by Mr. John Duhon and seconded by Mr. Alvin Smith, was adopted by the following vote:

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YEAS: Ms. Ballard, Mr. Castille, Mr. Dellafosse, Mr. Duhon, Ms. Gay, Mr. Guidry, Mr. Hardesty, Mr. Hardy, Mr. Hayes, Mr. Natali, Mr. Roberts, Mr. Smith, Mr. Tarver, Mr. Williams

NAYS: None

The resolution was approved and signed by the President, attested by the Secretary, and provides as follows:

RESOLUTION

A RESOLUTION ORDERING AND CALLING A SPECIAL ELECTION TO BE HELD IN SALES TAX DISTRICT NO. THREE OF CALCASIEU PARISH, LOUISIANA ON APRIL 28, 2018, FOR THE PURPOSE OF SUBMITTING TO THE ELECTORS RESIDING IN THE DISTRICT QUALIFIED UNDER THE CONSTITUTION AND LAWS OF THE STATE OF LOUISIANA, A PROPOSITION TO LEVY A SPECIAL SALES AND USE TAX OF ONE AND ONE-HALF OF ONE PERCENT (1-½%) UPON THE SALE AT RETAIL, THE USE, THE LEASE OR RENTAL, THE CONSUMPTION AND STORAGE FOR USE OR CONSUMPTION OF TANGIBLE PERSONAL PROPERTY AND ON SALES OF SERVICES IN THE DISTRICT, AUTHORIZING INCURRING OF DEBT AND ISSUANCE OF BONDS; AND IN THE EVENT OF PASSAGE THEREOF AUTHORIZING CANCELLATION OF THAT SALES AND USE TAX APPROVED BY THE ELECTORS OF THE DISTRICT ON JULY 15, 2000, INITIALLY LEVIED ON OCTOBER 1, 2000; AND MAKING APPLICATION TO THE STATE BOND COMMISSION AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, it is deemed necessary and desirable by the Calcasieu Parish School Board, governing authority of Sales Tax District No. Three of Calcasieu Parish, Louisiana, (the "District"), that bonds of the District be issued for the purpose of acquiring and/or improving land

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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 (the “Bonds”); and

WHEREAS, authority for issuance of the Bonds of the District for such purpose is granted by Article 6, Sections 29, 30 and 32 of the Louisiana Constitution of 1974, as amended, Chapter 13 of Title 39 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 39:1421, *et seq.*), and other constitutional and statutory authority supplemental thereto, provided issuance of such bonds is first authorized by a majority of the qualified electors of the District voting on the proposition at an election to be held for such purpose; and

WHEREAS, pursuant to the provisions of La. R.S. 39:1421, *et seq.*, the Bonds may be sold at private sale in the manner determined by the Calcasieu Parish School Board, as governing authority of the District provided issuance of the Bonds is approved by the State Bond Commission by two-thirds of the members present and voting thereon; and

WHEREAS, the Calcasieu Parish School Board desires to provide for holding of an election at which the proposition of issuing such Bonds may be submitted; and

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. Subject to the approval of the Louisiana State Bond Commission, and under the authority conferred by Article 6, Sections 29, 30 and 32 of the Louisiana Constitution of 1974, as amended, Chapter 13 of Title 39 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 39:1421, *et seq.*), and other constitutional and statutory authority supplemental thereto,

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a special election be and is hereby called and ordered to be held in Sales Tax District No. Three of Calcasieu Parish, Louisiana (the "District"), on Saturday, the 28th day of April, 2018, between the hours of six (6:00) o'clock a.m. and eight (8:00) o'clock p.m., in compliance with the provisions of Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and that at said special election there be submitted to all qualified electors of the District entitled and qualified to vote at said election under the Constitution and laws of the United States and the State of Louisiana, the following proposition:

SALES TAX PROPOSITION

Shall Sales Tax District No. Three of Calcasieu Parish, Louisiana ("District") levy and collect for 20 years beginning October 1, 2018, 1-1/2% upon sale at retail, use, lease or rental, consumption and storage for use or consumption of tangible personal property and on sales of services defined in La. R.S. 47:301-318 ("Tax"), with net avails of the Tax, after payment of costs of levy and collection, dedicated and used for 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; with avails of the Tax for one entire year upon initial levy estimated at \$3,386,000; and to issue bonds, in multiple series, for not exceeding twenty (20) years from date thereof, with interest at a rate(s) not exceeding eight (8%) percent per annum, which bonds shall be retired with, paid from and secured by a pledge and dedication of the Tax; and, simultaneously, upon levy of the Tax, cancel levy and collection of the sales and use tax approved by electors of the District on July 15, 2000, initially levied on October 1, 2000?

SECTION 2. The polling places set forth in the Notice of Special Election in Section 4 hereof, be and the same are hereby designated as the polling places at which to hold such election.

SECTION 3. Officers designated or such substitutes as may be selected,

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designated and sworn in compliance with Sections 5, 6 and 7 of Act 18 of the Extra Session of 1975 of the Legislature of the State of Louisiana, and Sections 1286 through 1289 of Title 18 of the Louisiana Revised Statutes of 1950, as amended, shall hold said election substantially in accordance with the general election laws of the State of Louisiana, except that the election is called and shall be conducted, canvassed, and promulgated, and notice thereof given in accordance with procedures set forth in Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended. The election officers shall make due returns of the election at a regular meeting of the Calcasieu Parish School Board, to be held at its regular meeting place, the School Board Office, Lake Charles, Louisiana, on **Tuesday, the 8th day of May, 2018, at 5:00 o'clock p.m.**, at which time the School Board will, then and there, in open and public session, examine and canvass the returns and declare the result of said special election. Compensation of election officials be and the same is hereby fixed at the sum as specified in Sections 424 and 425 of Title 18 of the Louisiana Revised Statutes of 1950, as amended. Assessed valuations shall not be voted in this election, and all qualified electors of the District are entitled to vote. Voting machines shall be used in this election and voters shall not be required to sign a ballot or vote assessed valuation of property. The permanent registration law of the State of Louisiana being in force in Calcasieu Parish said election shall be conducted in accordance with applicable provisions thereof.

SECTION 4. The Secretary of the Calcasieu Parish School Board is hereby empowered authorized and directed to publish entirely separate and apart from any publication which may be made of this resolution once a week for four consecutive weeks with the first publication not less than forty-five days nor more than ninety days before the date of the election in the *Lake Charles American Press*, a newspaper published daily in Lake Charles, Louisiana, and having general circulation in Calcasieu Parish and in the District a Notice of Election, substantially in the following form:

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NOTICE TO VOTERS OF SPECIAL SALES TAX ELECTION

To the qualified electors of Sales Tax District No. Three of Calcasieu Parish, Louisiana:

YOU ARE HEREBY NOTIFIED that on the 14th day of November, 2017, the Calcasieu Parish School Board, acting as governing authority of Sales Tax District No. Three of Calcasieu Parish, Louisiana (the "District"), ordered that a special election be held in the District on Saturday, the 28th day of April, 2018, for the purpose of submitting to all qualified electors of the District the following proposition:

SALES TAX PROPOSITION

Shall Sales Tax District No. Three of Calcasieu Parish, Louisiana ("District") levy and collect for 20 years beginning October 1, 2018, 1-1/2% upon sale at retail, use, lease or rental, consumption and storage for use or consumption of tangible personal property and on sales of services defined in La. R.S. 47:301-318 ("Tax"), with net avails of the Tax, after payment of costs of levy and collection, dedicated and used for 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; with avails of the Tax for one entire year upon initial levy estimated at \$3,386,000; and to issue bonds, in multiple series, for not exceeding twenty (20) years from date thereof, with interest at a rate(s) not exceeding eight (8%) percent per annum, which bonds shall be retired with, paid from and secured by a pledge and dedication of the Tax; and, simultaneously, upon levy of the Tax, cancel levy and collection of the sales and use tax approved by electors of the District on July 15, 2000, initially levied on October 1, 2000?

A portion of the monies collected shall be remitted to certain state and statewide retirement systems in the manner required by law.

Said election will be held at all polling places which are situated within the

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boundaries of the District.

All registered voters in each of the following precincts shall be eligible to vote on the proposition:

<u>PRECINCT</u>	<u>POLLING PLACE</u>
160E	Gillis Elementary School 916 Topsy Rd., Gillis, Louisiana
160W	Gillis Elementary School 916 Topsy Rd., Gillis, Louisiana
161	Gillis Elementary School 916 Topsy Rd., Gillis, Louisiana
162E	Moss Bluff Middle School 1104 Recreation Blvd., Moss Bluff, Louisiana
162W	Moss Bluff Middle School 1104 Recreation Blvd., Moss Bluff, Louisiana
163	Sam Houston High School, 880 Sam Houston Jones Pkwy., Moss Bluff, Louisiana
164	Moss Bluff Elementary School, 481 Sam Houston Jones Pkwy., Moss Bluff, Louisiana
165	Sam Houston High School, 880 Sam Houston Jones Pkwy., Moss Bluff, Louisiana
166E	Moss Bluff Elementary School, 481 Sam Houston Jones Pkwy., Moss Bluff, Louisiana
166W	Moss Bluff Elementary School, 481 Sam Houston Jones Pkwy., Moss Bluff, Louisiana
167	Sam Houston High School, 880 Sam Houston Jones Pkwy., Moss Bluff, Louisiana

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**ONLY THOSE REGISTERED VOTERS IN THE FOLLOWING
PRECINCT WHO RESIDE WITHIN THE BOUNDARIES OF SALES TAX
DISTRICT NO. THREE OF CALCASIEU PARISH, LOUISIANA, SHALL
BE ELIGIBLE TO VOTE ON THE PROPOSITION:**

PRECINCT

POLLING PLACE

360 (Part)

Wd. 3 Fire Protection District #2, Fire Station
3088 Old Town Rd., Lake Charles, Louisiana

The polls will be open at six (6:00) o'clock a.m. and shall remain open until not later than eight (8:00) o'clock p.m. The special election will be held substantially in accordance with the general election laws of the State of Louisiana, except that the election is called and shall be conducted, canvassed, and promulgated, and notice thereof given in accordance with the procedures set forth in Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended. The officials appointed to hold the election or such substitutes therefor as may be selected, designated and sworn in compliance with Sections 1286 through 1289 of Title 18 of the Louisiana Revised Statutes of 1950, as amended, will make due returns thereof to the Calcasieu Parish School Board, acting as the governing authority of the District. Voting machines will be used in the conduct of the election. All qualified electors of the District will be entitled to vote. No voter shall be required to sign a ballot or vote assessed valuation of property.

Notice is hereby given that on Tuesday, the **8th day of May, 2018, at 5:00 o'clock p.m.**, the Calcasieu Parish School Board will meet in open and public session at the School Board Office, Lake Charles, Louisiana, and will, then and there, in open and public session, examine and canvass the returns and declare the results of said election.

THUS DONE AND SIGNED in Lake Charles, Louisiana, by authority of a Resolution adopted by the Calcasieu Parish School Board, acting as governing authority of Sales Tax District No. Three of Calcasieu Parish, Louisiana, on the 14th day of November, 2017.

/s/ Ron Hayes

RON HAYES, President
Calcasieu Parish School Board

ATTEST:

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/s/ Karl Bruchhaus

KARL BRUCHHAUS, Secretary

SECTION 5. The Secretary of the Calcasieu Parish School Board be and he is hereby empowered, authorized and directed to arrange for furnishing to the election officers, in ample time for holding the election the necessary equipment, forms and other election paraphernalia essential to the proper holding of said election.

SECTION 6. Application is hereby formally made to the State Bond Commission, Baton Rouge, Louisiana, in compliance with the requirements of Chapter 2, Title 47 of the Louisiana Revised Statutes of 1950, as amended, and in compliance with Article 6, Sections 29, 30 and 32 of the Constitution of 1974 of the State of Louisiana, as amended, Chapter 13 of Title 39 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 39: 1421, *et seq.*), and other Constitutional and statutory authority supplemental thereto, for consent, approval and authority to hold the aforesaid election in the District under the provisions of Subpart F of Part III of Chapter 4 of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and other Constitutional and statutory authority supplemental thereto, and in the event such election carries, for its consent and authority to levy and collect the tax and issue the Bonds therein provided. The Secretary is empowered, authorized and requested to forward to the State Bond Commission a certified copy of this resolution which shall constitute a formal application to said Commission as herein provided.

SECTION 7. By virtue of the District's application for, acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval(s) resolved and set forth herein, the District resolves that it understands and agrees that such approval(s) are expressly conditioned upon, and it further resolves that it understands, agrees and binds itself, its successors and assigns to, full and continuing compliance with the "State Bond Commission Policy on Approval of Proposed Use of Swaps, or other forms of Derivative Products Hedges, Etc.," adopted by the

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Commission on July 20, 2006, as to borrowing(s) and other matter(s) subject to approval(s), including subsequent application and approval under said Policy of the implementation or use of any swap(s) or other product(s) or enhancement(s) covered thereby.

SECTION 8. Pursuant to the provisions of La. R.S. 39:1421, *et seq.*, the Bonds may be sold at private sale in the manner determined by the Calcasieu Parish School Board, as governing authority of the District provided issuance of such Bonds is approved by the State Bond Commission by two-thirds of the members present and voting thereon.

SECTION 9. There being a real public necessity for the retention and employment of legal counsel to provide specialized legal services in connection with acquiring and/or improving land and playgrounds, purchasing, erecting, enlarging and/or improving school

buildings and other school related facilities within and for the District, and acquiring necessary equipment and furnishings therefor, title to which shall be in the public, for the benefit of all its citizens, requiring issuance of the Bonds by the District and it appearing that the public interest requires obtaining such specialized legal services, Joseph A. Delafield, A Professional Corporation, of Lake Charles, Louisiana, is hereby employed for such purposes ("Bond Counsel"). The fee for the work to be performed hereunder is contingent upon issuance, sale and delivery of the Bonds, and shall be in accordance with the maximum fee schedule of the Attorney General of the State of Louisiana for comprehensive legal and coordinate professional work of bond attorneys and bond counsel in issuance of revenue bonds. Should the election provided for herein fail one or more times, Bond Counsel nevertheless shall continue to provide legal services until the project contemplated herein is successfully accomplished. It is intended that acceptance and approval of this resolution by entering upon performance by Bond Counsel of the legal services provided herein shall constitute this resolution a contract in accordance with the provisions hereof. Upon delivery and payment in full for the Bonds, payment of the fee and expense of Bond Counsel is

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authorized to be made as herein provided.

SECTION 10. The employment of Stifel, Nicolaus & Company, Incorporated of Baton Rouge, Louisiana, as underwriter and investment banker in connection with the Bonds is hereby approved. Compensation of the Underwriter shall be payable from proceeds of the Bonds and shall be subject to approval of the governing authority of the District and the Louisiana State Bond Commission.

SECTION 11. The employment of Government Consultants, Inc., of Baton Rouge, Louisiana, as Municipal Advisor in connection with the Bonds is hereby approved. Compensation of the Municipal Advisor shall be payable from proceeds of the Bonds and shall be subject to approval of the governing authority of the District and the Louisiana State Bond Commission.

SECTION 12. Certified copies of this Resolution shall be forwarded to the Secretary of State, the Commissioner of Elections, the Clerk of Court and Ex-Officio Custodian of Voting Machines in and for the Parish of Calcasieu, and the Registrar of Voters, as notification of the special election herein called in order that each may prepare for said election and perform their respective functions as authorized and required by law.

SECTION 13. The avails of the sales and use tax shall be utilized, obligated and expended in the following priority:

- (a) To pay debt service on any bonds issued hereunder;
- (b) Seventy-five (75%) percent of any sales and use tax revenue collections in excess of the amounts necessary to pay the debt service obligation on bonds issued initially hereunder shall be reserved for the early redemption of the bonds which may be issued hereunder.

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- (c) Any additional sales and use tax avails and/or bond proceeds not utilized or necessary to fund (a) or (b) above shall be expended or utilized at the discretion of the Calcasieu Parish School Board within and for Sales Tax District No. Three of Calcasieu Parish, Louisiana.

SECTION 14. In the event of approval and passage on April 28, 2018, by electors of the District of the special sales and use tax, then and in that event, the Calcasieu Parish School Board, governing authority of Sales Tax District No. Three of Calcasieu Parish, Louisiana, shall cancel and terminate the levy and collection of the sales and use tax approved by electors of the District on July 15, 2000, and initially levied on October 1, 2000, effective as of the date and simultaneous to the date of the initial levy of the special sales and use tax approved on April 28, 2018.

SECTION 15. The President and Secretary of this Board are empowered, authorized and requested to cause to be published a public notice describing the geographic limits of the District said publication to be made in the *Lake Charles American Press* in the same edition as the Notice to Voters is published, pertaining to the special bond election authorized for the District.

SECTION 16. 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 14th day of November, 2017.

/s/ Ron Hayes
RON HAYES, President

ATTEST:

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/s/ Karl Bruchhaus

KARL BRUCHHAUS, Secretary

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

E. Resolution Approving Phillips 66 for Participation in the Industrial Tax Exemption Program

RESOLUTION

A RESOLUTION OF THE CALCASIEU PARISH SCHOOL BOARD APPROVING
PHILLIPS 66 FOR PARTICIPATION IN THE INDUSTRIAL TAX EXEMPTION
PROGRAM DESCRIBED IN ADVANCE NOTIFICATION #20170273 AT 2200 OLD
SPANISH TRAIL, WESTLAKE, CALCASIEU PARISH, LOUISIANA

WHEREAS, Article 7, Section 21(F) of the Louisiana Constitution provides for the Board of Commerce and Industry (“BCI”), with the approval of the Governor, to approve contracts for the exemption of ad valorem taxes of a new manufacturing establishment or an addition to an existing manufacturing establishment, on such terms and conditions as the board, with the approval of the Governor, deems in the best interest of the state; and

WHEREAS, Phillips 66 has applied for an Industrial Tax Exemption (“ITE”) and seeks approval of the BCI and the Governor for a contract granting that exemption; and

WHEREAS, Governor Edwards, through Executive Order JBE 16-73, has set forth the conditions for his approval of ITE contracts, and affirmed that those conditions are in the best interest of the state of Louisiana; and

WHEREAS, Executive Order JBE 16-73 provides that ITE contracts should be premised upon job and payroll creation at new or expanded manufacturing plants or establishments, and that the percentage of exemption from ad valorem taxes, and length of the contract for such exemption, may vary depending upon the nature of the project and its economic development benefit in accordance with guidance received from the Secretary of Economic Development and concurred in by the appropriate parish and/or municipal council, school board, and sheriff; and

WHEREAS, Executive Order JBE 16-73 mandates that each exemption contract approved by the Governor shall include as Exhibit “A” a Cooperative Endeavor Agreement for the ITE between the State of Louisiana, the Louisiana Department of Economic Development, and the applicant for the ITE contract, which provides for the creation or retention of jobs, and provides for the exercise of the option in the Louisiana Constitution for the term or percentage of the parish ad valorem tax exemption granted in the contract, and provides for the reduction or loss of the exemption based upon the applicant’s compliance with the contract; and

WHEREAS, Executive Order JBE 16-73 further requires that this school board, together with the other required local governmental entities signify consent to the terms of the exemption by resolution and the sheriff of this parish shall signify consent to the terms of the exemption by letter. Executive Order JBE 16-73 further provides that the resolutions of approval and the sheriff’s

November 14, 2017

approval shall be attached as Exhibit "B" to the ITE contract between the BCI and Phillips 66; and **WHEREAS**, Phillips 66 and the Louisiana Department of Economic Development have advised that certain terms and conditions forming Exhibit "A" to the Industrial Tax Exemption Contract pending approval before the Louisiana Board of Commerce and Industry have been reached and have conveyed the same to this school board, and thus this matter is now ready for a determination of approval of this school board as required by Executive Order JBE 16-73,

THEREFORE, BE IT RESOLVED, upon consideration of the foregoing and the public discussion held this day, that this school board approves the terms of the Industrial Tax Exemption contract based on the inclusion of the following terms and conditions into Exhibit "A" (the Cooperative Endeavor Agreement between the State of Louisiana, the Louisiana Department of Economic Development, and Phillips 66) to the Industrial Tax Exemption contract between the Board of Commerce and Industry and Phillips 66 with respect to its manufacturing plant located at 2200 Old Spanish Trail, Westlake, Calcasieu Parish, Louisiana:

Advance Notification #20170273

<u>2</u>	New Direct Jobs at the Manufacturing Establishment
<u>\$140,000</u>	Payroll
<u>5 years</u>	Term of Exemption Contract
<u>100%</u>	Percentage of Exemption from Parish Ad Valorem Taxes
<u>100%</u>	Loss of Exemption for non-compliance

This school board further authorizes the Louisiana Department of Economic Development, on behalf of the Board of Commerce and Industry, to include this resolution in Exhibit "B" to the Industrial Tax Exemption Contract between the Board of Commerce and Industry and Phillips 66.

THEREFORE, BE IT FURTHER RESOLVED by this school board that a copy of this resolution shall be forwarded to Board of Commerce and Industry and the Louisiana Department of Economic Development.

THE FOREGOING RESOLUTION WAS READ, AND AFTER PUBLIC DISCUSSION, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:14

NAYS:0

ABSENT:1

ABSTAIN:0

AND the resolution was declared adopted on this 14th day of November, 2017.

Ron Hayes, President
Calcasieu Parish School Board

Representing Phillips 66:
Megan Hartman
Bob Hebert

November 14, 2017

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

F. Approval of Striving Readers Comprehensive Literacy (SRCL) Grant proposal

Grant Title: Striving Readers Comprehensive Literacy (SRCL) Program Birth/Elementary #1 and #2

Funding Authority: Louisiana Department of Education

Person Applying for Grant: Margaret Goode, Grants Supervisor

Grant Amount: Two grants for early childhood/elementary for \$351,500/grant, total of \$703,000

Grant Period: January 1, 2018 – September 30, 2018; to be renewed for two subsequent years

Striving Readers Comprehensive Literacy (SRCL) Program
Headstart-Grade 5, Eligible Schools

The purpose of the SRCL grant is to advance the pre-literacy skills, reading, and writing skills of disadvantaged youth, including English learners and students with disabilities.

The grant will provide funding to support curriculum training, using existing personnel to lead key tasks, to develop coherency among standards and curriculum, assessment and professional development to improve student learning. In addition, the project will focus on supporting positive teacher-child interactions in the early childhood.

Calcasieu is allowed to submit two grants with five sites per grant. The proposed sites must consist of schools with the greatest percent of disadvantaged youth, as defined by the SRCL project.

Grant Proposal #1

Fairview Elementary

Pearl Watson Elementary

Combre-Fondel Elementary

Brentwood Elementary

J. D. Clifton Elementary

Grant Proposal #2

Ralph Wilson Elementary

J. J. Johnson Elementary

College Oaks Elementary

November 14, 2017

T. H. Watkins Elementary
Brenda Hunter Headstart

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

G.Resolution Employing Special Counsel Delores L. Trosclair vs CPSB/ABC Insurance

Lake Charles, Louisiana
November 14, 2017

The Calcasieu Parish School Board, State of Louisiana, met in regular public session at its offices at 3310 Broad Street, Lake Charles, Louisiana beginning at 5:00 o'clock p.m. on November 14, 2017, pursuant to notice given in accordance with the requirements of the Louisiana Open Meetings Law. Thereupon, on motion made by Mr. Dellafosse and seconded by Mr. Duhon, the following resolution was adopted, the vote thereon being as follows:

YEAS: 14

NAYS: 0

ABSENT: 1

NOT VOTING: 0

RESOLUTION TO EMPLOY SPECIAL COUNSEL

WHEREAS, Suit has been filed against Calcasieu Parish School Board and ABC Insurance Company, and

WHEREAS, the law firm normally retained by the School Board through its Risk Management Department in accordance with its insuring agreement has determined it has a potential conflict in representation of the School Board in these proceedings, and

WHEREAS, there exists a real necessity for the Calcasieu Parish School Board to be represented by special counsel in the defense of the lawsuit and any subsequent related proceedings; and

WHEREAS, the Calcasieu Parish School Board desires to retain the services of Raymond

November 14, 2017

C. Jackson and the law firm of Allen & Gooch, A Law Corporation, as special counsel for the Calcasieu Parish School Board in connection with the proceedings referred to herein and any subsequent related proceedings.

NOW, THEREFORE, BE IT RESOLVED by the Calcasieu Parish School Board that, subject to approval of the Louisiana Attorney General, Raymond C. Jackson and the law firm of Allen & Gooch, A Law Corporation, are hereby retained as special counsel for the Calcasieu Parish School Board in connection with proceedings Delores Louise Trosclair vs. Calcasieu Parish School Board and ABC Insurance company, Suit No. 2017-4350, Div. B, Fourteenth Judicial District Court, Calcasieu Parish Louisiana, and any subsequent related proceedings at a rate not to exceed the current Louisiana Attorney General's Fee schedule.

BE IT FURTHER RESOLVED, that this Resolution, if retention of special counsel is approved by the Louisiana Attorney General, shall be spread upon the minutes of the School Board and shall be published in its official journal.

ADOPTED AND APPROVED on this 14th day of November 2017.

RON HAYES, President
Calcasieu Parish School Board

Attest:

KARL BRUCHHAUS, Secretary

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

BID REPORTS

Mr. Hayes read the following item:

A. Sam Houston High School Demolition of Gym and Associated Spaces

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

DATE: November 7, 2017

November 14, 2017

DESCRIPTION:

Sam Houston High School- Demolition of Gym and Assoc.Spaces

FUNDS: Sales Tax District #3

BID NUMBER: 2018-05PC

DESIGNER: Champeaux,Evans, Hotard, APAC.

CONTRACTOR	BASE BID
Keiland Construction , LLC	\$147,000.00
Henderson Construction Services Inc.	\$177,225.00
Pat Williams Construction	\$191,000.00
Seth Priola Construction LLC	\$237,000.00
Gunter Construction Inc.	\$184,000.00
Lathan Construction LLC	\$200,000.00
Miller & Assoc. Development Co., Inc.	\$207,000.00
Chaney Trucking , Inc	\$171,165.00
Central Auction House (HD Truck & Tractor, LLC)	\$280,000.00

The Committee recommends award of the contract to:

Keiland Construction LLC

(Base Bid) in the amount of:

One hundred forty seven thousand dollards and no/100

as the lowest qualified bidder meeting specifications.

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

CORRESPONDENCE

November 14, 2017

Mr. Hayes read the following item:

A. Change Order Number Six (6) for the Project, "Classroom Pods – Phase X," #201705PC; *Increase* of \$76,542.87 from Sales Tax District 3 and *Increase* of \$32,322.32 from Riverboat Funds for *Total Increase* of \$108,865,19; Champeaux, Evans, Hotard, Architect; Miller & Associates Development Co., Inc., Contractor.

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

CONDOLENCE/RECOGNITION

Mr. Hayes and Mr. Roberts commended CITGO for the recent STEM night, showcasing some of our schools and students.

Mr. Hayes and Mr. Hardy asked for a letter of condolence to the family of Mr. Ben Franklin.

Mr. Castille commended the students that recently participated in the Jr. Beta Convention.

Mrs. Ballard asked for a letter of condolence to the family of Mrs. Bobbie Monroe. She congratulated the staff for another successful health fair and TNT conference, as well as congratulating T. S. Cooley for their high scores and being named a Blue Ribbon School.

Mr. Dellafosse and Mr. Hardy asked for a letter of condolence to the family of Mrs. Betty Keeter. Mr. Dellafosse also mentioned the health fair and wished everyone a Happy Thanksgiving.

Mr. Duhon asked for a letter of condolence to Ray Heinrich at the loss of her daughter and to the family of Kevin White.

Mr. Hardy asked for a letter of condolence to the family of Mr. George Ben, Sr. and to the family of Mr. Jim Newton, and the family of Mr. Henry Brown. He asked for a recognition letter to Mrs. Mary Covington regarding her sponsorship of the Toreadoras Marching Unit in 1967.

SCHEDULE COMMITTEES

November 28..... Insurance Committee, 5:00 p.m.
A&P Committee (to follow)
December 5.....C&I Committee, 5:00 p.m.

November 14, 2017

EXECUTIVE SESSION

On a motion to adjourn into Executive Session by Mr. Duhon and seconded by Mr. Hardy, the Board adjourned on a unanimous vote at 5:58 p.m to discuss the 2017 evaluation of Superintendent Bruchhaus. The Board resumed Regular Session at 6:55 on the same motions.

Mr. Hayes announced that the Board had evaluated Mr. Bruchhaus as highly effective. On a motion to dissolve the evaluation committee by Mr. Guidry and seconded by Mrs. Ballard, the motion carried.

ADJOURN MEETING

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

Ron Hayes, President

Karl Bruchhaus, Secretary

Item 5.A.

Presenting the certificates of excellence to the AP Scholars

Karen Williams, Administrative Coordinator of Advanced Studies

Nicole Fontenot, Consultant, Advanced Studies

AP Exams

The AP Examinations are administered each year in May and represent the culmination of college-level work in a given discipline in a secondary school setting. Rigorously developed by committees of college and AP high school faculty, the AP Exams test students' ability to perform at a college level. Exams are scored with a range from 1 to 5, with 5 being the highest score a student can achieve and the College Board recommends college credit with a three or higher.

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
- 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

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
- 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
- Abigail 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

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

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. Laneve
- Zachary J. Mercy
- Michael Q. Miller
- Sterling G. Neblett
- Mekenzie 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

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

Item 7. A.

**MINUTES
EMPLOYEE BENEFITS COMMITTEE
NOVEMBER 28, 2017**

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.

Skylar Giardina
Secretary

**Calcasieu Parish School Board
Administration and Personnel Committee Minutes
November 28, 2017**

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 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.

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.

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 Breaux 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 Breaux and seconded by Ron Hayes, it was recommended to purchase ten school buses.

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.

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
Cf: JR

STUDENT FEES, FINES AND CHARGES

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.

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

Economic Hardship Waivers

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.

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

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.

Economic Hardship Waivers

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.

Revised: October, 2001

Revised: August, 2017

FILE: JDA

Cf: GAMC

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 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 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.

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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.
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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.

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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 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 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 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

Revised: September, 2009

Revised: December, 2012

Revised: May, 2013

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.

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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 of 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 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 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

Revised: September, 2009

Revised: December, 2012

Revised: May, 2013

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: 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 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.

FILE: EB
Cf: EB-AP, EBCA
Cf: EBG, ECF, GAMA

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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.

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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.

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Revised: June, 2002

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Revised: April 8, 2014

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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 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

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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.

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 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.

FILE: JCDA

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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.

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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: JCDAD

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 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.
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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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.
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; 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.

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

Item 7.C.

**MINUTES
CURRICULUM & INSTRUCTION COMMITTEE MEETING
December 5, 2017**

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

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.

Tommy Campbell
Secretary



Memorandum

To: Board Members
From:  Karl Bruchhaus, Superintendent
Date: November 8, 2017
Subject: Positive Change Initiative

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.

Building Foundations for the Future

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 _____ day of _____, 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 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

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 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, 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.

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 _____ day of _____, 2017.

WITNESSES:

OFFICE OF THE DISTRICT ATTORNEY
PARISH OF CALCASIEU, LOUISIANA

BY: _____
JOHN F. DEROSIER, District Attorney

THUS DONE AND PASSED in duplicate original at Lake Charles, Louisiana, in the

presence of the undersigned competent witnesses, on the _____ day of
_____, 2017.

WITNESSES:

CALCASIEU PARISH SCHOOL BOARD

BY: _____
KARL BRUCHHAUS, Superintendent

THUS DONE AND PASSED in duplicate original at Lake Charles, Louisiana, in the
presence of the undersigned competent witnesses, on the _____ day of
_____, 2017.

WITNESSES:

CITY OF LAKE CHARLES, LOUISIANA

BY: _____
NIC HUNTER, Mayor

THUS DONE AND PASSED in duplicate original at Lake Charles, Louisiana, in the
presence of the undersigned competent witnesses, on the _____ day of
_____, 2017.

WITNESSES:

CALCASIEU PARISH POLICE JURY

BY: _____
KEVIN GUIDRY, President

THUS DONE AND PASSED in duplicate original at Lake Charles, Louisiana, in the
presence of the undersigned competent witnesses, on the _____ day of
_____, 2017.

WITNESSES:

CALCASIEU PARISH SHERIFF'S OFFIC

BY: _____
TONY MANCUSO, Sheriff

Item 8. B.

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

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

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. 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

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.

THUS DONE AND SIGNED in the presence of _____
and _____, competent witnesses and qualified voters of Calcasieu
Parish on this 12th day of December, 2017, at a regular meeting of the Calcasieu Parish School
Board, governing authority of School District No. 23 of Calcasieu Parish, Louisiana, in Lake
Charles, Louisiana, by the undersigned members of said Board present and participating in the
canvass of said election.

WITNESSES:

_____	_____, President Ron Hayes
_____	_____, Member Annette Ballard
_____	_____, Member Billy Breaux
	_____, Member Russell Castille
	_____, Member Mack Dellafosse
	_____, Member John Duhon
	_____, Member Glenda Gay
	_____, Member Chad Guidry
	_____, Member Damon Hardesty
	_____, Member Fredman Hardy
	_____, Member Aaron Natali
_____, Member Eric Tarver	_____, Member Dean Roberts
_____, Member Wayne Williams	_____, Member Alvin Smith

The following resolution was thereupon introduced, and pursuant to a motion made by _____ and seconded by _____, was adopted by the following vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

RESOLUTION

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

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 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 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.

/s/ Ron Hayes

RON HAYES President
Calcasieu Parish School Board

ATTEST:

/s/ Karl Bruchhaus

KARL BRUCHHAUS, Secretary
Calcasieu Parish School Board

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. 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
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 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.

THUS DONE AND SIGNED in the presence of _____
and _____, competent witnesses and qualified voters of Calcasieu
Parish on this 12th day of December, 2017, at a regular meeting of the Calcasieu Parish School
Board, governing authority of School District No. 31 of Calcasieu Parish, Louisiana, in Lake
Charles, Louisiana, by the undersigned members of said Board present and participating in the
canvass of said election.

WITNESSES:

_____	_____, President Ron Hayes
_____	_____, Member Annette Ballard
_____	_____, Member Billy Breaux
_____	_____, Member Russell Castille
_____	_____, Member Mack Dellafosse
_____	_____, Member John Duhon
_____	_____, Member Glenda Gay
_____	_____, Member Chad Guidry
_____	_____, Member Damon Hardesty
_____	_____, Member Fredman Hardy
_____	_____, Member Aaron Natali
_____, Member Eric Tarver	_____, Member Dean Roberts
_____, Member Wayne Williams	_____, Member Alvin Smith

The following resolution was thereupon introduced, and pursuant to a motion made by _____ and seconded by _____, was adopted by the following vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

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;

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

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 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 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.

/s/ Ron Hayes

RON HAYES President
Calcasieu Parish School Board

ATTEST:

/s/ Karl Bruchhaus

KARL BRUCHHAUS, Secretary
Calcasieu Parish School Board

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 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
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 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.

THUS DONE AND SIGNED in the presence of _____
and _____, competent witnesses and qualified voters of Calcasieu
Parish on this 12th day of December, 2017, at a regular meeting of the Calcasieu Parish School
Board, governing authority of School District No. 33 of Calcasieu Parish, Louisiana, in Lake
Charles, Louisiana, by the undersigned members of said Board present and participating in the
canvass of said election.

WITNESSES:

_____, President
Ron Hayes

_____, Member
Annette Ballard

_____, Member
Billy Breaux

_____, Member
Russell Castille

_____, Member
Mack Dellafosse

_____, Member
John Duhon

_____, Member
Glenda Gay

_____, Member
Chad Guidry

_____, Member
Damon Hardesty

_____, Member
Fredman Hardy

_____, Member
Aaron Natali

_____, Member
Eric Tarver

_____, Member
Dean Roberts

_____, Member
Wayne Williams

_____, Member
Alvin Smith

The following resolution was thereupon introduced, and pursuant to a motion made by _____ and seconded by _____, was adopted by the following vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

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, 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 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 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.

/s/ Ron Hayes

RON HAYES President
Calcasieu Parish School Board

ATTEST:

/s/ Karl Bruchhaus

KARL BRUCHHAUS, Secretary
Calcasieu Parish School Board

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:

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:

<u>PRECINCT</u>	<u>NUMBER OF VOTES IN FAVOR OF PROP. NO. 1</u>	<u>NUMBER OF VOTES 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
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.

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.

THUS DONE AND SIGNED in the presence of _____
and _____, competent witnesses and qualified voters of Calcasieu
Parish on this 12th day of December, 2017, at a regular meeting of the Calcasieu Parish School
Board, governing authority of School District No. 34 of Calcasieu Parish, Louisiana, in Lake
Charles, Louisiana, by the undersigned members of said Board present and participating in the
canvass of said election.

WITNESSES:

_____, President
Ron Hayes

_____, Member
Annette Ballard

_____, Member
Billy Breaux

_____, Member
Russell Castille

_____, Member
Mack Dellafosse

_____, Member
John Duhon

_____, Member
Glenda Gay

_____, Member
Chad Guidry

_____, Member
Damon Hardesty

_____, Member
Fredman Hardy

_____, Member
Aaron Natali

_____, Member
Eric Tarver

_____, Member
Dean Roberts

_____, Member
Wayne Williams

_____, Member
Alvin Smith

The following resolution was thereupon introduced, and pursuant to a motion made by _____ and seconded by _____, was adopted by the following vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

RESOLUTION

A RESOLUTION PROMULGATING THE RESULTS OF A SPECIAL BOND ELECTION HELD IN SCHOOL DISTRICT NO. 23 OF CALCASIEU PARISH, LOUISIANA ON NOVEMBER 18, 2017.

WHEREAS, on November 18, 2017, an election was held in School District No. 34 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 Propositions;

NOW, THEREFORE, BE IT RESOLVED by the Parish School Board, governing authority of School District No. 34 of Calcasieu Parish, Louisiana, as follows:

SECTION 1. An election was held in School District No. 34 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 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 propositions failed by a majority of the electors qualified to vote and voting in said election in School District No. 34 of Calcasieu Parish, Louisiana:

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?

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. 34 of Calcasieu Parish, Louisiana.

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

/s/ Ron Hayes

RON HAYES President
Calcasieu Parish School Board

ATTEST:

/s/ Karl Bruchhaus

KARL BRUCHHAUS, Secretary
Calcasieu Parish School Board

REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description:

Upgrades & Improvements- Phase 1 Gillis Elementary School

Funds: Sales Tax District 3 Funds

Designer:

Moss Architects, Inc.

Advertise: To be determined

Karl Bruchhaus, Secretary
Calcasieu Parish School Board

Cc: Bourne, Brown, Bruchhaus, Heath, Trahan, Grigg

REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description:

College Street Vocational Center Plumbing/Electrical Shop Upgrades

Funds: Career Development Grant Funds

Designer:

Brossett Architect, LLC

Advertise: December 22, 29th and January 5th 2018

REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description:

College Street Vocational Center Welding Shop Upgrades

Funds: Career Development Grant Funds

Designer:

Brossett Architect, LLC

Advertise: December 22, 29th and January 5th 2018

CHANGE ORDER

Change Order No.: 07
 Date: December 4, 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>\$682,501.25</u>
Contract Sum Prior to this Change Order	\$14,177,501.25
Contract Sum will be <u>increased</u> by this Change Order	<u>\$41,216.09</u>
New Contract Sum Including this Change Order	\$14,218,717.34

Contract Time will be <u>increased</u> by:	10 days
Revised Contract Completion Date:	October 27, 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: _____



2000 Lake Street
Lake Charles, LA 70601

ph: 337.439.8871
fax: 337.439.8872

www.champeaux.biz

Date: **December 4, 2017**

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. 7 – Recap

Change Order Request No.53

Credit for the NVR allowance – Credit for NVR originally specified. (Refer to supporting documentation, attached hereto.)

Amount Requested:	DEDUCT (\$11,582.40)
Days Requested:	No Change

Change Order Request No.55 (*REVISION OF COR No.52*)

EK Key Elementary – Interior modifications associated with the Innovation Lab and Collaboration Station requested by owner. (Refer to supporting documentation, attached hereto.)

Amount Requested:	ADD	\$52,798.49
Days Requested:	ADD	10 days

Total Contract Amount modification recommended for Change Order No. 7	ADD	\$41,216.09
--	------------	--------------------

Total Contract Time modification recommended for Change Order No. 7	ADD	10 days
--	------------	----------------

Construction Contract Change Order SUMMARY

FIELD ORDER NO: _____

RFI No. (or COR, CPR, etc.) _____

Date: _____

53

11/13/2017

Project No: 2017-05PC

Project Name: Classroom Pods - Phase X

Contractor Name: Miller & Assoc. Dev. Co., Inc.

Description of Work: Credit for the NVR allowance per Brad Evans

General Contractor Direct Costs - Breakdown No. _____

(See attached breakdown)

Total General Contractor Cost

(General Contract Direct Cost plus OH&P)

%

(Max: 15%)

Subcontractor Cost Breakdowns

(See attached.)

Subcontractor Name	Breakdown No.	A Total Direct Cost	B OH&P (Max 15%)	C Total A+(A X B)
Sylvan Special Systems	1	\$ (11,400.00)	%	(11,400.00)
			%	
			%	
			%	
			%	
			%	
			%	
			%	

Subcontractor Direct Costs Total

(Sum column A)

Subcontractor Direct Costs + Subcontractor OH&P

(Sum column C)

General Contractor OH&P on Subcontractor Direct Cost at

(Sum column A times General Contractor OH&P rate.)

10 %

(Max: 10%)

Total Subcontractor Costs

(Subcontractor Direct Costs + OH&P + General Contractor OH&P)

Change Order Subtotal

(Sum of Total General Contractor Costs and Total Subcontractor Costs)

Performance and Payment Bond at

(Change Order Subtotal times Performance and Payment Bond rate)

1.6 %

Amount will be ☒ increased ☐ decreased ☐ unchanged by

(Sum of Change Order Subtotal and Performance and Payment Bond)

Days will be ☒ increased ☐ decreased ☐ unchanged by

(Attach supporting data such as meteorological reports)

(11,400.00)

(11,400.00)

(182.40)

(11,582.40)

Construction Contract Change Order BREAKDOWN

FIELD ORDER
Breakdown No.
Item No.
RFI No. (or COR, CPR, etc.)
Date:

1
1
53
11/13/2017

Project No: 2017-05PC
Project Name: Classroom Pods - Phase X

Contractor/Subcontractor Name: Sylvan Special Systems

Direct Cost of Work:

A. Labor

Check here if explained on the Comment Sheet

1	See attached quote dated 11-9-17
2	
3	
4	
5	
6	
7	



Hourly Wage Rate Hours

Total Cost
(11,400.00)

☐
☐
☐
☐
☐
☐
☐

Add Labor Burden @ %

LABOR TOTAL

(11,400.00)

B. Material

1	
2	
3	
4	
5	
6	
7	

(Copies of invoices may be required.)

☐
☐
☐
☐
☐
☐
☐

Unit Price Unit Units

Total Cost

Add Tax @ %

MATERIAL TOTAL

C. Equipment

1	
2	
3	
4	
5	
6	
7	

(Copies of invoices may be required.)

☐
☐
☐
☐
☐
☐
☐

Unit Rate Unit Units

Total Cost

Add Tax @ %

EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN:

(11,400.00)

(Sum A, B & C)



**Sylvan Special
Systems, Inc.**
SYLVANSECURITY.NET

To: NEWLIN ELECTRIC INC.

*ATTN: SAM
FROM: Kensey*

**645 HODGES STREET
LAKE CHARLES, LA 70601
(337) 436-6880 (FAX) 430-0883**

11/9/2017

RE: CPSB PODS - PHASE X
SPECIAL SYSTEMS CREDIT NO.1

Dear Mr. Newlin,

Below is the Credit requested by the CPSB for the \$950 NVR Allowance as indicated in Addendum No.3 from our original scope of work.

Total NVR Allowance:	\$10,450.00
NVR Allowance for Alternate No.1	\$950.00
Total Credit	-\$11,400.00

Sincerely,

Mel Whalen
Sales Representative

• Access Control • Audio • CCTV • Fire Alarm • Intercom • Nurse Call Systems • Security •
• LA State Fire Marshal License Number: F778 • LA Contractors License Number: 36349 •
• www.sylvansecurity.net •

**Construction Contract Change Order
SUMMARY**

FIELD ORDER NO:

RFI No. (or COR, CPR, etc.)

55

Date:

11/30/2017

Project No: 2017-05PC

Project Name: Classroom Pods - Phase X

****Revision of COR 52****

Contractor Name: Miller & Assoc. Dev. Co., Inc.

Description of Work: EK Key Elementary: Innovation Lab and Collaboration Station changes per Brad Evans on 10-20-17. RFP #9

General Contractor Direct Costs - Breakdown No. 1

(See attached breakdown)

17,207.13

Total General Contractor Cost

(General Contract Direct Cost plus OH&P)

15 %
(Max: 15%)

19,788.20

Subcontractor Cost Breakdowns

(See attached.)

Subcontractor Name	Breakdown No.	A Total Direct Cost	B OH&P (Max 15%)	C Total A+(A X B)
Southern Edge	2	\$ 6,500.00	%	6,500.00
Porche Premier Painting & Specialty Coatings,	3	\$ 150.00	15 %	172.50
Lake Area Plumbing	4	\$ 11,395.86	15 %	13,105.24
Albert K. Newlin, Inc.	5	\$ 3,577.20	15 %	4,113.78
Custom Cabinets by Monty Augustine LLC	6	\$ 4,900.00	15 %	5,635.00
			%	
			%	
			%	

Subcontractor Direct Costs Total

(Sum column A)

\$ 26,523.06

Subcontractor Direct Costs + Subcontractor OH&P

(Sum column C)

29,526.52

General Contractor OH&P on Subcontractor Direct Cost at

(Sum column A times General Contractor OH&P rate.)

10 %
(Max: 10%)

\$2,652.31

Total Subcontractor Costs

(Subcontractor Direct Costs + OH&P + General Contractor OH&P)

32,178.83

Change Order Subtotal

(Sum of Total General Contractor Costs and Total Subcontractor Costs)

51,967.02

Performance and Payment Bond at

(Change Order Subtotal times Performance and Payment Bond rate)

1.6 %

831.47

Amount will be ☒ increased ☐ decreased ☐ unchanged by

(Sum of Change Order Subtotal and Performance and Payment Bond)

52,798.49

Days will be ☒ increased ☐ decreased ☐ unchanged by

(Attach supporting data such as meteorological reports)

10

**Construction Contract Change Order
BREAKDOWN**

FIELD ORDER

Breakdown No.

Item No.

RFI No. (or COR, CPR, etc.)

Date:

1

1

55

11/29/2017

Project No: 2017-05PC

Project Name: Classroom Pods - Phase X

Contractor/Subcontractor Name Miller & Assoc. Dev. Co., Inc.

Direct Cost of Work:

A. Labor	Check here if explained on the Comment Sheet	↓	Hourly Wage Rate	Hours	Total Cost
1 (2) Carpenter- Cement Pad	<input type="checkbox"/>		44.00	8.00	352.00
2 (1) Laborer	<input type="checkbox"/>		15.50	8.00	124.00
3 (2) Carpenter- Door and Hardware	<input type="checkbox"/>		44.00	5.00	220.00
4 (1) Carpenter- F.E.	<input type="checkbox"/>		22.00	4.00	88.00
5 (2) Carpenter- Forming	<input type="checkbox"/>		44.00	30.00	1,320.00
6 (2) Labor	<input type="checkbox"/>		31.00	30.00	930.00
7 (1) Operator	<input type="checkbox"/>		22.00	8.00	176.00
8 (2) Finishers	<input type="checkbox"/>		75.00	8.00	600.00
9 (3) Carpenters- Extra marker board	<input type="checkbox"/>		66.00	4.00	264.00
10 (1) Carpenter-Demo Block	<input type="checkbox"/>		22.00	16.00	352.00
11 (1) Laborer	<input type="checkbox"/>		15.50	19.00	294.50
12 (3) Carpenter- Handrails	<input type="checkbox"/>		66.00	12.00	792.00
13 (2) Masons - Patch block	<input type="checkbox"/>		50.00	8.00	400.00
14 (1) Laborer	<input type="checkbox"/>		15.50	8.00	124.00
Add Labor Burden @ 42.00% %					2,535.33
LABOR TOTAL					8,571.83

B. Material

	Unit Price	Unit	Qty.	Total Cost
1 Claridge- Marker Boards	1,939.00	lot	1	1,939.00
2 Door and Hardware	1,900.00	ea	1	1,900.00
3 Big Lake Hardware- Fire Extinguishers	80.35	ea	8	642.00
4 Misc Fasteners, etc.	250.00	ea	1	250.00
5 Concrete	110.00	yd	8	880.00
6 3/4 C D Plywood	28.00	ea	4	112.00
7 2x4	0.48	ft	110	52.80
8 WWM	42.00	ea	1	42.00
9 Rebar	950.00	ton	0.25	237.50
10 Demo Blade	150.00	ea	1	150.00
11 Patch Blade misc	80.00	ea	1	80.00
12 Handrails (Jerry's Machine Shop)	2,000.00	ea	1	2,000.00
13 Misc Masonry	100.00	ea	1	100.00
MATERIAL TOTAL				8,385.30

(Copies of invoices may be required.)

C. Equipment

	Unit Rate	Unit	Qty.	Total Cost
1 (1) Tractor	160.00	day	1	160.00
2 Demo Saw	90.00	day	1	90.00
Add Tax @ %				
EQUIPMENT TOTAL				250.00

(Copies of invoices may be required.)

TOTAL DIRECT COST FOR THIS BREAKDOWN:

(Sum A, B & C)

17,207.13

Construction Contract Change Order BREAKDOWN

FIELD ORDER

Breakdown No.

Item No.

RFI No. (or COR, CPR, etc.)

Date:

2

1

55

11/29/2017

Project No: 2017-05PC

Project Name: Classroom Pods - Phase X

Contractor/Subcontractor Name Southern Edge

Direct Cost of Work:

A. Subs

Check here if explained on the Comment Sheet

	↓	Hourly Wage Rate	Hours	Total Cost
1 Quote for 118 sf of counter - see attached quote	<input type="checkbox"/>	6,500.00	1.00	6,500.00
2	<input type="checkbox"/>			
3	<input type="checkbox"/>			
4	<input type="checkbox"/>			
5	<input type="checkbox"/>			
6	<input type="checkbox"/>			
7	<input type="checkbox"/>			

Add Labor Burden @ _____ %

LABOR TOTAL

6,500.00

B. Material

		Unit Price	Unit	Units	Total Cost
1	<input type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				
5	<input type="checkbox"/>				
6	<input type="checkbox"/>				
7	<input type="checkbox"/>				

(Copies of invoices may be required.)

Add Tax @ _____ %

MATERIAL TOTAL

C. Equipment

		Unit Rate	Unit	Units	Total Cost
1	<input type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				
5	<input type="checkbox"/>				
6	<input type="checkbox"/>				
7	<input type="checkbox"/>				

(Copies of invoices may be required.)

Add Tax @ _____ %

EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN:

(Sum A, B & C)

6,500.00



Angle Savant <angle@millerandassoc.com>

Re: Calcasieu Parish School Pods - Change Order No.7 / COR #52

Jon Van Weele <jvw622@gmail.com>
To: Sam Cavys <sam@millerandassoc.com>

Wed, Nov 29, 2017 at 6:07 AM

Good morning Sam. It looks like 118 square feet of counter to including a 28 inch full height back splash. There will have to be two seams in the counter top and two seams in the backsplash. I can do this in my lower line of quartz for 50 dollars a square foot and your Undermount sink cutouts are \$150 per sink. I will mount the sink and drill the faucet holes and it will be ready for a plumber to hook it up. The material will be 2 cm thick on both the counter top and backsplash. This is the only thickness it comes. So in Total you would be looking at \$6500. Please give me a call if you have any questions.

Thanks
Jon
Southern Edge.

Sent from my iPhone

On Nov 28, 2017, at 9:39 AM, Sam Cavys <sam@millerandassoc.com> wrote:

Good morning Jon
Please see attach and below and price ASAP

Thank You

----- Forwarded message -----

From: Brad Evans <brad@champeaux.biz>

Date: Mon, Nov 27, 2017 at 1:01 PM

Subject: Calcasieu Parish School Pods - Change Order No.7 / COR #52

To: "sam@millerandassoc.com" <sam@millerandassoc.com>, Gena Miller <gena@millerandassoc.com>,

Chris Miller <chris@millerandassoc.com>

Cc: "Heath, Harold" <harold.heath@cpsb.org>, "Bourne, Wilfred" <wilfred.bourne@cpsb.org>

Sam, Gena, Chris,

Harold has advised that Change Order No.7 must be finalized and forwarded to CPSB for approval by December 5, 2017, in order to be included on the Agenda for the next CPSB meeting.

Harold will set up a meeting with Wilfred Borne prior to this date, in order to review the Costs for Change Order No.7, particularly for Change Order Request No.52 (E.K.Key revisions).

Based on the initial cost, they have asked us to review the pricing for cost savings options, if possible.

The only possibility for savings I see (without deleting items) is the quartz counter tops. I had sent you a contact for Jon VanWheele with Southern Edge in MB. He carries a "budget" line of quartz that is less

Construction Contract Change Order BREAKDOWN

FIELD ORDER

Breakdown No.

Item No.

RFI No. (or COR, CPR, etc.)

Date:

3
1
55
11/29/2017

Project No: 2017-05PC
Project Name: Classroom Pods - Phase X

Contractor/Subcontractor Name Porche Premier Painting & Specialty Coatings, LLC

Direct Cost of Work:

A. Subs

Check here if explained on the Comment Sheet

	↓	Hourly Wage Rate	Hours	Total Cost
1 Prep and paint door and frame	<input type="checkbox"/>	38.50	3.00	115.50
2	<input type="checkbox"/>			
3	<input type="checkbox"/>			
4	<input type="checkbox"/>			
5	<input type="checkbox"/>			
6	<input type="checkbox"/>			
7	<input type="checkbox"/>			
Add Labor Burden @				%

LABOR TOTAL

115.50

B. Material

		Unit Price	Unit	Units	Total Cost
1 Pro Industrial water borne urethane	<input type="checkbox"/>	34.50	1	1	34.50
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				
5	<input type="checkbox"/>				
6	<input type="checkbox"/>				
7	<input type="checkbox"/>				
(Copies of invoices may be required.)					Add Tax @
					%

MATERIAL TOTAL

34.50

C. Equipment

		Unit Rate	Unit	Units	Total Cost
1	<input type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				
5	<input type="checkbox"/>				
6	<input type="checkbox"/>				
7	<input type="checkbox"/>				
(Copies of invoices may be required.)					Add Tax @
					%

EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN:

(Sum A, B & C)

150.00

Construction Contract Change Order BREAKDOWN

FIELD ORDER

Breakdown No.

Item No.

RFI No. (or COR, CPR, etc.)

Date:

4
1
55
11/29/2017

Project No: 2017-05PC

Project Name: Classroom Pods - Phase X

Contractor/Subcontractor Name Lake Area Plumbing

Direct Cost of Work:

A. Subs

Check here if explained on the Comment Sheet

	Hourly Wage Rate	Hours	Total Cost
1 Plumber hours (2 plumbers, 3.5 days)	105.00	56.00	5,880.00
2			
3			
4			
5			
6			
7			
Add Labor Burden @ 30.00% %			1,764.00

LABOR TOTAL

7,644.00

B. Material

	Unit Price	Unit	Units	Total Cost
1 Laboratory Sinks w/	676.58	1	4	2,706.32
2 Instantaneous WH	359.76	1	2	719.52
3 1 1/2" PVC	0.36		30	10.80
4 Tee's	82.02		1	82.02
5 90's	15.60		1	15.60
6 1 1/2" Test Caps	0.42		4	1.68
7 1/2" Copper	1.18		80	94.40
8 1/2 Ball Valves	3.93		4	15.72
9 1/2" 12" Stubouts	2.65		14	37.10
10 Solder, Flex, Insulat	59.30		1	59.30
11 Glue and Primer	9.40		1	9.40
(Copies of invoices may be required.)				
Add Tax @				%

MATERIAL TOTAL

3,751.86

C. Equipment

	Unit Rate	Unit	Units	Total Cost
1				
2				
3				
4				
5				
6				
7				
(Copies of invoices may be required.)				
Add Tax @				%

EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN:

(Sum A, B & C)

11,395.86

Construction Contract Change Order BREAKDOWN

FIELD ORDER

Breakdown No.

Item No.

RFI No. (or COR, CPR, etc.)

Date:

5

1

55

11/29/2017

Project No: 2017-05PC

Project Name: Classroom Pods - Phase X

Contractor/Subcontractor Name Albert K. Newlin, Inc.

Direct Cost of Work:

A. Subs

Check here if explained on the Comment Sheet

	Hourly Wage Rate	Hours	Total Cost
1 See attached quote	3,577.20	1.00	3,577.20
2			
3			
4			
5			
6			
7			

Add Labor Burden @ %

LABOR TOTAL

3,577.20

B. Material

	Unit Price	Unit	Units	Total Cost
1				
2				
3				
4				
5				
6				
7				

(Copies of invoices may be required.)

Add Tax @ %

MATERIAL TOTAL

C. Equipment

	Unit Rate	Unit	Units	Total Cost
1				
2				
3				
4				
5				
6				
7				

(Copies of invoices may be required.)

Add Tax @ %

EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN:

3,577.20

(Sum A, B & C)

540 ELEVENTH STREET
LAKE CHARLES, LA 70001

**PHONES (537) 438-6458
(537) 483-0917**

ALBERT K. NEWLIN, INC

ENGINEER & CONTRACTOR
ELECTRICAL INSTALLATIONS
AUTOMATIC CONTROL SYSTEMS
REFRIGERATION

Our Fax # 337-439-3589

FACSIMILE COVER PAGE

To: *McKen & Assoc*
Attention: *Sam*
Fax #:

From:		<i>Kearney</i>	
Date:	<i>11-6-17</i>	Time:	
Pages		<i>20 of 22</i>	

RE: EK Key Elements

Message:

AKN Total 342.26 - 44 ¹⁵

Sylvan 2581.75

National 1039.60

Total Price \$ 3,963.61 3577 ²⁰

Sincerely,

Mel Whalen
Sales Representative

• Access Control • Audio • CCTV • Fire Alarm • Intercom • Nurse Call Systems • Security •
• LA State Fire Marshal License Number: F778 • LA Contractors License Number: 36349 •
• www.sylvensecurity.net •

540 ELEVENTH STREET
LAKE CHARLES, LA 70601

PHONES (337) 439-3438
(337) 439-0817

ALBERT K. NEWLIN, INC

ENGINEER & CONTRACTOR
ELECTRICAL INSTALLATIONS
AUTOMATIC CONTROL SYSTEMS
REFRIGERATION

Our Fax # 337-439-3589

FACSIMILE COVER PAGE

To:	Miller & Assoc.
Attention:	Sam
Fax #:	

From:	Kersey
Date:	11-6-17
Time:	
Pages	1 of 2

RE:	EK. Key Elem.
-----	---------------

Message:

The following changes to Electrical, HVAC and Special Systems,

360' - 14/3 MC Cable	1.10	396.00
16 - 4" Sq Boxes w/cover	3.50	56.00
130' - 3/4" EMT	1.00	78.00
20 - 3/4" Straps	.15	3.00
16 - 3/4" F.H	.55	8.80
18 - M/C Connectors	.90	16.20
360 - #12 THHN Wire	.25	90.00
45 - Wire Nut	.65	29.25
Total Materials		677.25
29 - Labor @ 65.47	AKN Labor	1898.63
		2575.88
15.20 O&P		386.38
		2962.26
MC Change Credit		2,620.00
Total		342.26

Construction Contract Change Order BREAKDOWN

FIELD ORDER

Breakdown No.

Item No.

RFI No. (or COR, CPR, etc.)

Date:

6
1
55
11/30/2017

Project No: 2017-05PC
Project Name: Classroom Pods - Phase X

Contractor/Subcontractor Name Custom Cabinets by Monty Augustine LLC

Direct Cost of Work:

A. Subs

Check here if explained on the Comment Sheet

	<input type="checkbox"/>	Hourly Wage Rate	Hours	Total Cost
1	<input type="checkbox"/>	4,900.00	1.00	4,900.00
2	<input type="checkbox"/>			
3	<input type="checkbox"/>			
4	<input type="checkbox"/>			
5	<input type="checkbox"/>			
6	<input type="checkbox"/>			
7	<input type="checkbox"/>			

Add Labor Burden @ _____ %

LABOR TOTAL

4,900.00

B. Material

	<input type="checkbox"/>	Unit Price	Unit	Units	Total Cost
1	<input type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				
5	<input type="checkbox"/>				
6	<input type="checkbox"/>				
7	<input type="checkbox"/>				

(Copies of invoices may be required.)

Add Tax @ _____ %

MATERIAL TOTAL

C. Equipment

	<input type="checkbox"/>	Unit Rate	Unit	Units	Total Cost
1	<input type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				
5	<input type="checkbox"/>				
6	<input type="checkbox"/>				
7	<input type="checkbox"/>				

(Copies of invoices may be required.)

Add Tax @ _____ %

EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN:

(Sum A, B & C)

4,900.00



Miller & Associates Development Company, Inc.

P. O. Box 700

Iowa, LA 70647

Office@MillerandAssoc.com

Phone: 337.582.3516

Fax: 337.582.7229

November 29, 2017

Champeaux, Evans, Hotard Architects, APAC

Mr. Brad Evans

702 Dr. Michael Debakey Drive

Lake Charles, LA 70601

RE: Classroom Pods X (MA #1701)

Change Order Request #55-Clarifications

****Revision of COR #52****

1. We have eight (8) hours figured in COR 52 to patch and cut block for the masons. They have already moved off-site, so any other repairs incurred would require a re-mobilization therefore eight (8) is a minimum charge.
2. You requested the quote for door and hardware for COR 52. I send three (3) requests for pricing for one (1) door and hardware to Himmel and have never received a quote. I guessed at the price and hope I guessed close to the real cost. I have nothing to send you due to no response from Himmel.
3. We have all the markerboard/tackboards for the schools in our possession. The up-charge represents four (4) more 12' markerboards and four (4) tackboards.
4. I re-looked at Cabinets by Monty and realized he had the laminated top and labor to install. The adjustments are reflected in COR 55 as a revision of COR 52.
5. Lake Area Plumbing has no change to their original quote.
6. We requested a deduct for the cabinet tops and did not receive one from Cabinets by Monty. The labor was duplicated and therefore adjusted also.

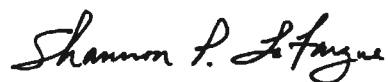
Sincerely,

Sam Cavys

NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
RESIGNATIONS				
Claudia Vazquez	Teacher	Cypress Cove Elementary	10/27/17	Personal reasons
Gretchen Fontenot	Teacher	Maplewood Elementary	11/17/17	Personal reasons
Donna Gire	Paraprofessional	Brenda Hunter	11/13/17	Personal reasons
Daniel Knox	Teacher	Barbe High	11/26/17	Accepted other employment
Steven DeWitt	Teacher	Washington Marion High	12/01/17	Personal reasons
Sara Boudreaux	Cafeteria Manager	S.J. Welsh Middle	12/01/17	Accepted other employment
Tamia Ballou	Paraprofessional	College Oaks Elementary	11/30/17	Accepted other employment
Alana Tezeno	Teacher	Washington Marion High	11/02/17	Personal reasons
Courtney Ashby	Teacher	Barbe Elementary	12/01/17	Personal reasons
Danielle Carpenter	Teacher	S.J. Welsh Middle	11/30/17	Relocating
RETIREMENT				
Patricia Webb	Bookkeeper	Maplewood Middle	12/29/17	
Lisa Weeks	Teacher	CPAS	11/15/17	
Karen Bryant	Bus Driver	Pearl Watson Elementary	11/28/17	
Karen Bruce	Teacher	Maplewood Middle	01/04/18	
Tearesa Green	Paraprofessional	Washington Marion High	05/25/18	
Brenda Warden	Teacher	DeQuincy Elementary	01/04/18	
Michael Oakley	Principal	Iowa High/Middle	01/31/18	
Cathy Cunningham	Teacher	Maplewood Elementary	05/25/18	
Sherry Robertson	Cafeteria Technician	Westwood Elementary	01/03/18	

Helen Kennedy	Teacher	Moss Bluff Middle	01/04/18	
Lisa Fontenot	Teacher	S.P. Arnett Middle	01/25/18	
Henry Jackson	Utility Worker	Maintenance	01/31/18	
MATERNITY LEAVE			Due Date:	
Kelly Carrier	Paraprofessional	Westlake High	1-3-18 - 2-19-18	12-25-17 [B]
Kimberly Duff	Teacher	Molo Middle	1/3/18 - 3/1/18	12/26/17 [B]
Natalie Heinen	Teacher	Moss Bluff Elementary	11/27/17 - 1/8/18	11/21/17 [B]
Ashley Landry	Paraprofessional	Westlake High	1/3/18 - 2/19/18	12/24/17 [B]
Sarah Dupre	Teacher	Vinton Elementary	1/3/18 - 2/7/18	12/26/17 [B]
Rachel Manuel	Teacher	S.J. Welsh Middle	11/27/17 - 3/16/18	1/19/18 [B]
Kayla Dickerson	Teacher	Vinton Elementary	1/15/18 - 3/1/18	1/15/18 [B]
LEAVE WITHOUT PAY				
April Pritchett	Clerk	Transportation Department	1/4/18 - 3/1/18	
Cheryl Jones	Cafeteria Technician	DeQuincy High	1/5/18 - 3/29/18	
MEDICAL SABBATICAL				
Billie Brown	Counselor	Maplewood Middle	Spring 2017-2018	
Debbie Lemonier	Counselor	Ralph Wilson	Spring 2017-2018	
Jessica Carnes	Teacher/Coach	Maplewood Middle	Spring 2017-2018	
Tammy Fontenot	Teacher	CPAS	Spring 2017-2018	
RESCIND PROFESSIONAL DEVELOPMENT LEAVE				
Claudia Perez	Teacher	Frasch Elementary	Rescind Spring 2017-2018	Taking LWOP 1/3/18 - 5/25/18

APPROVED - November 30, 2017



NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
RESIGNATIONS				
Sharron Witherwax	Cafeteria Technician	Iowa High	12/01/17	Personal reasons
Amanda Welch	Teacher	Barbe Elementary	12/01/17	Personal reasons
Rosalind Duplechain	Teacher	Brentwood Elementary	12/19/17	Personal reasons
Jenna Kramer	Teacher	Iowa High	12/08/17	Personal reasons
Stacie Green	Teacher	Kennedy Elementary	11/30/17	Personal reasons
Taylor Hollier	Teacher	Oak Park Elementary	12/31/17	Personal reasons
RETIREMENT				
Tracey Pitre	Cafeteria Technician	Brentwood Elementary	01/19/18	
Victoria Hand	Consultant	Curriculum & Instruction	01/05/18	
MEDICAL SABBATICAL				
Darald Doga	Teacher	RISE	Spring 2017-2018	
Holly Boudreaux	Teacher	Oak Park Elementary	Fall 2017-2018	Beginning 10/3/17

APPROVED - December 6, 2017

