



**TO:** Members, Calcasieu Parish School Board  
**FROM:** Robert Barrentine, Chief Operations Officer  
**DATE:** April 25, 2023 – 5:00 p.m.  
**SUBJECT:** Administrative and Personnel Committee Meeting

**AGENDA**

**A & P Committee Meeting Items**

1. Take Appropriate Action
  - a. ESSER Stipend (Presentation)
  - b. Student Organization - JHC
  - c. Substitutes for Support Personnel - GBRJ-AP
2. Information Only
  - a. Teacher Contract Information
  - b. Department updates:
    - Warehouse
    - Transportation
    - Maintenance
    - Food Service
    - Personnel

**A & P Committee Members:**

Shawn Baumgarten, Vice Chair	Tony O'Banion
Russell Castille	Dean Roberts
Mary Fontenot	Desmond Wallace, Chair
Damon Hardesty	Dr. Betty Washington
Karen Hardy McReynolds	
Aaron Natali	

*Building Foundations for the Future*

Item 1A

ESSER Presentation

Dr. Shannon LaFargue

## STUDENT ORGANIZATIONS

The Calcasieu Parish School Board, recognizing the importance of worthwhile organizations in the school, encourages all students to participate in student organizations and club activities. Students shall have the right to form organizations within the school for cultural, social, athletic, and other authorized purposes which will enrich and extend their education. Such groups shall follow administrative regulations and procedures developed and maintained by the Superintendent and staff governing the creation and operation of student organizations and clubs in accordance with School Board policy.

Student organizations or clubs shall not deny membership to any student because of race, color, creed, sex, national origin, or disability.

Principals shall be responsible for approving or authorizing any student activity and/or organization and shall also be responsible for the operation and oversight of all student activities or organizations to assure compliance with administrative regulations.

### EQUAL ACCESS

As provided by the Federal *Equal Access Act*, any school which allows non-curriculum related groups access to school facilities during non-instructional time must adhere to the following criteria:

1. Equal access will not be denied on the basis of religious, political, philosophical or other content of such meetings or organizations;
2. The meetings are voluntary and student-initiated;
3. There is no sponsorship of the meetings by the school, the government, or its agents or employees;
4. Employees or agents of the school or government are present at religious meetings only in a non-participatory capacity;
5. The meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school;
6. Except for elementary school student groups, non-school persons may not direct, conduct, control, or regularly attend activities of student groups; and
7. If access is given to school media such as bulletin boards, newspapers, or public address systems, it must be given to all non-curriculum related clubs

on an equal basis.

8. With the written permission of the school principal and of the parents of elementary grade students who wish to attend student group meetings, a non-school person may be present and may direct, conduct, control and regularly attend activities of elementary school student groups.

Revised: February, 2003  
Revised: November, 2022

Ref: 20 USC 4071-4074; 20 USC 7905; La. Rev. Stat. Ann. "17:81, 17:2091; Board minutes, 6-3-03.

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# Item 1C

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

**CALCASIEU PARISH SCHOOLS  
ADMINISTRATIVE PROCEDURES**

**DATE ISSUED: 3-11- 92**

**SUBJECT: SUBSTITUTES FOR SUPPORT PERSONNEL**

## **ASSIGNING OF SUBSTITUTE BUS OPERATORS**

The principal or his/her designee shall be responsible for the assigning of substitute bus operators on a daily basis. If a bus operator is to be out for an extended period of time the principal should notify the Supervisor of Transportation. The Supervisor of Transportation shall be responsible for the assigning of substitute bus operators when one is needed for an extended period of time. Extended period of time shall be defined as two (2) weeks or longer.

Under no circumstances shall a person be employed to drive a bus not certified to drive by the Transportation Department and the State of Louisiana. A list of certified operators is available upon request from the Transportation Department.

Recoded: December, 2006

Calcasieu Parish School Board

**FILE: GBRJ-AP**  
**Cf: GBRJ**

**CALCASIEU PARISH SCHOOLS**  
**ADMINISTRATIVE PROCEDURES**

**DATE ISSUED: 3-11-92**

**SUBJECT: SUBSTITUTES FOR SUPPORT PERSONNEL**

**ASSIGNING OF SUBSTITUTE BUS OPERATORS**

School bus operators shall be responsible for promptly notifying the Director of Transportation when they are or will be unable to drive their assigned route(s).

The Director of Transportation or his/her designee shall be responsible for assigning substitute bus operators on a daily basis and when substitute operators are needed for extended periods of time. Bus operators are responsible for obtaining the names and contact information and consent of Louisiana certified, trained, substitute bus drivers who have agreed to drive for them when they are unable to drive.

The Director of Transportation or his/her designee shall be responsible for providing bus operators with forms for them to provide to him appropriate information in the event a substitute driver is needed. This documentation must be completed and returned to the Director of Transportation or his/her designee by the first day of school.

Under no circumstances shall a person who is not certified to drive a bus by the Transportation Department and the State of Louisiana be employed to drive a bus. A list of certified operators is available upon request from the Transportation Department.

Calcasieu Parish School Board



# Item 2A

CONTRACT 2023-2024

TEACHER

Name:

Employee ID:

Location:

This contract is entered into between the Superintendent of the Calcasieu Parish School Board and the above named employee.

The above named employee, being properly certified and qualified under the rules and regulations of the State Board of Elementary and Secondary Education is hereby appointed to the position for the school year shown above.

The above named employee agrees to faithfully and efficiently perform the duties incumbent upon him/her as outlined in his/her job description and to observe and abide by the laws of the State of Louisiana, and the rules and regulations of the BESE, the State Department of Education, the School Board, the Superintendent of Schools, and the Principal of the school to which employee is assigned, provided such rules and regulations are within the province of said authorities.

Salary will be determined from the Calcasieu Parish School Board's Salary Schedule. Individual salary information can be viewed at any time by logging into the Employee Access Center on the CPSB website. Further information can also be provided by contacting the Personnel Department at (337) 217-4040.

The Superintendent may terminate the employee's employment in accordance with the provisions of state law.

If, during the term of this contract, the employee should lose proper certification or otherwise become disqualified to serve in the position listed above for any reason, this contract shall be immediately rendered null and void.

THUS DONE AND SIGNED on the date(s) indicated.



BY: \_\_\_\_\_  
SUPERINTENDENT OF SCHOOLS

BY: \_\_\_\_\_  
EMPLOYEE DATE

\_\_\_\_\_  
DATE OF OFFER Apr 19, 2023

REJECTION OF CONTRACT:

BY: \_\_\_\_\_  
EMPLOYEE DATE

Reason for Rejection \_\_\_\_\_



## WAREHOUSE

### VISION OF THE WAREHOUSE AND STAFF

### ENHANCE AND IMPROVE STAKEHOLDER SAFETY AND LEARNING BY SUPPORTING THE PHYSICAL SITES THEY ATTEND

Spring 2023 Updates:

- Cooler/Freezer Rebuild - May through the first week of July
  1. Temporary Roll-off freezers will occupy 3 of 6 loading bays.
  2. Food Service Delivery will adjust accordingly for the last 3-4 weeks of food delivery.
- Parish-wide Hand Roll Towel Dispenser Replacement
  - Currently using y-notched paper towels due to sole-proprietary hand dispensers. These dispensers were free because of proprietary. However, now with supply chain issues and price increases, the y-notched paper towels are more scarce and more expensive than a universal cut paper towel.
  - CPSB will be requesting permission to bid out for universal cut hand roll towel dispensers to replace the existing y-notched proprietary dispensers. CPSB will recover this cost in 2-3 years due to the decrease in paper towel costs.
- Janitorial/Paper Orders
  - Bid items and winners announced and approved at April 4, 2023 board meeting. These items are in the process of being purchased. Other items are currently being purchased via state contracts.
  - All items are purchased using Louisiana Procurement Guidance and Compliance Requirements.
- Curriculum Orders
  - CPSB Elementary, Middle and High School Curriculum & Instruction personnel are beginning to submit orders for 2023-2024 school year curriculums.
  - The Warehouse Textbook Department will soon execute procedures to order Calcasieu Parish Non-Public Schools' textbooks/curriculums with their state allocations.

- Warehouse Receiving

- March, April, and May are one of Warehouse Receiving Department's busiest times.
- All departments are finishing budgets before current fiscal year ends.
- CPSB warehouse receivers physically touch, inspect, and move each box/package that arrives 2-3 times before deliveries are made to sites. The unload the truck, inspect packages, conduct quality control, and move items to a staging area for delivery.
- Documentation is entered into our system for accounting and recording purposes during this process.

- Fixed Assets

- Fixed assets are being wrapped up.
- Fixed Assets, along with the Tech Department and Data Processing have embarked on a several year plan to condense and clean each site's Fixed Assets files which needed updating. In the past, nearly everything was placed on fixed assets lists for tracking purposes. Now, \$5,000 is the threshold to be entered into fixed assets.
- Federal programs and SPED have a few guidelines that are more stringent and require some items under \$5,000 to be entered.
- Progression and focus of Fixed Assets spreadsheet files:
  - 2021-2022: Last year, CPUs, Laptops, and iPads were accurately verified, moved to Incident IQ and removed from the fixed assets spreadsheet.
  - 2022-2023: Currently, all Prometheans, smart boards, and active votes are being accurately verified and moved to Incident IQ. They will be removed from fixed assets lists this year.
  - 2023-2024: Next year, fixed assets lists will be checked for accurate names and locations.

- Custodian In-Service

- At the end of April and beginning of May, CPSB will in-service and train custodians on general site care and cleanliness. Summertime stripping and waxing of floors will be emphasized.





**Dr. Shannon LaFargue**  
Superintendent

**Aaron D. McDonald**  
Director of Transportation

**Robert Barrentine**  
Chief Operating Officer

*Spring 2023 Update:*

***By the Numbers:***

*319 daily routes spanning 10,000 miles.*

*125+ shuttles and platoon routes to move students amongst campuses for specialized instructions and to alternative sites*

*85+ Individual Transportation Plans to service the needs of students at all our campuses*

***Fleet Update: 352 Total Buses***

*248 Reg Ed*

*70 SpEd*

*13 Leased Reg Ed*

*5 Leased SpEd*

*16 Activity Buses*

***Buses:***

*25 – 2023 Models on the road now (RegEd)*

*20 – 2024 Models on the road now (RegEd)*

*32 – 2024 Models will be added to road by August '23 (Reg Ed)*

*3 - 2024 Model Lift Buses will be added by August '23*

*20 – White Activity Buses have been ordered, one for each HS and wrapped in school colors, and 9 additional buses to be utilized by the entire department. These will be available in Fall 2023 and not eligible for route use as the 16 listed in the Fleet section above are.*

***Funding:***

***\$4 million*** allocated to upgrade Class A (SpEd) fleet once manufactures make them available.... ESSER III funds to be used by 9/30/24

***\$4.5 million*** ESSER III funds allocated for Reg Ed (estimated 30) and Lift Buses (estimated 12)....will be ordered by 5/1/23

***Other:***

***The new wrecker will be here September 2023.***

Calcasieu Parish School Board Department of Transportation  
3310 Broad Street, Lake Charles, LA 70615  
Phone: (337) 217-4330 ext. 5401 | Fax: (337) 217-4331  
An Equal Opportunity Employer Program





## **Calcasieu Parish School Board Maintenance**

*Maintaining Facilities to Ensure a Solid Educational Foundation*

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**Kenny Brown, Maintenance Director**

By the numbers:

- 16,540 work orders submitted since July 1, 2022
- 10,261 work orders completed as of April 19, 2023

*Maintaining Facilities to Ensure a Solid Educational Foundation*

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**Maintenance Offices: 3800 Mallard Cove Dr. Lake Charles, LA 70615 Phone: 337-217-4340 Fax: 337-217-4343**

# SCHOOL NUTRITION PROGRAM

MISSION: FUELING HUNGRY MINDS

## GOALS



Increasing participation in school meals



Improving food quality



Fostering creativity



Building relationships



Improving student wellness

## GREEN ARROWS

- Free student meals for the next two years
- 4.5% increase in students eating lunch
- 3.4% increase in students eating breakfast

## SY 22-23 STATS

Lunches: 2.3M  
Breakfast: 1.2M  
After School Snacks: 115k

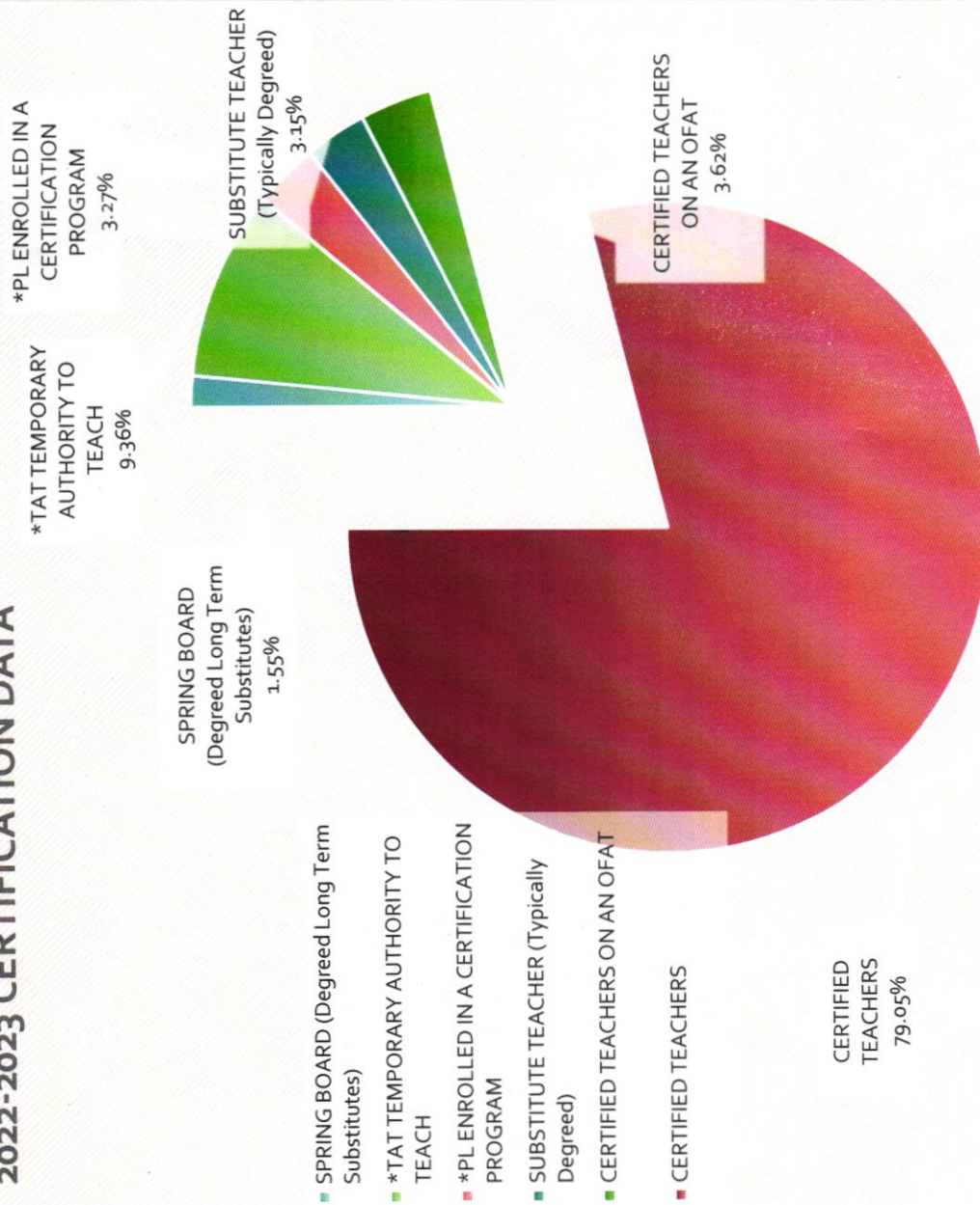


## HIGHLIGHTS

- ✓ Chef Buddy visits elementary school cafeterias
- ✓ New Central Office freezer/refrigerator project in May
- ✓ Student Wellness Educator (Leslie Petross) educating sports teams & students
- ✓ Cafeteria remodel for LaGrange and SHS
- ✓ Expansion of Grab & Go meals for breakfast and lunch
- ✓ Recipe and product taste testing with students
- ✓ Follow School Nutrition Program Facebook and Instagram pages for more updates



## 2022-2023 CERTIFICATION DATA





	NON CERTIFIED TEACHERS				TOTAL	CERTIFIED TEACHERS			GRAND TOTAL					
	SPRING BOARD (Degreed Long Term Substitutes)	*TAT TEMPORARY AUTHORITY TO TEACH	*PL ENROLLED IN A CERTIFICATION PROGRAM	SUBSTITUTE TEACHER (Typically Degreed)		TOTAL NON-CERTIFIED	CERTIFIED TEACHERS ON AN OFAT	CERTIFIED TEACHERS		TOTAL CERTIFIED & OFATS	TOTAL ALL TEACHERS	ASSISTANT PRINCIPALS	TEACHERS CERTIFIED IN CORE SUBJECTS	NON-CERTIFIED IN CORE SUBJECTS
A. A. Nelson Elementary	0	1	0	3	4	4	1	44	45	49	2	30	2	0
A. M. Barbe High	1	7	3	2	13	13	4	101	105	118	5	56	4	4
Alternative	3	6	1	0	10	10	1	9	10	20	0	7	6	1
Barbe Elementary	0	1	1	4	6	6	0	13	13	19	1	4	5	1
Bell City High	0	1	0	0	1	1	3	51	54	55	3	33	0	5
Brenda Hunter Head Start	1	2	0	1	4	4	0	6	6	10	1	4	4	2
Brentwood Elementary	1	7	2	0	10	10	2	15	17	27	1	5	7	5
Clifton Early Learning Center	0	7	0	2	9	9	0	3	3	12	1	2	6	5
College Oaks Elementary	2	6	2	1	11	11	0	18	18	29	1	7	7	8
Combre/Fondel Elementary	2	6	3	0	11	11	2	20	22	33	1	10	9	7
CPAS Main	1	4	1	1	7	7	1	18	19	26	1	14	5	1
CPAS West	1	3	3		7	7	0	6	6	13	1	3	5	1
Cypress Cove Elementary	0	3	1	3	7	7	1	31	32	39	1	22	3	3
DeQuincy Elementary	0	1	2	0	3	3	1	16	17	20	1	9	0	0
DeQuincy High	0	2	1	1	4	4	3	25	28	32	1	12	2	3
DeQuincy Middle	0	1	1	1	3	3	0	20	20	23	1	13	0	1
DeQuincy Primary	0	6	0	3	9	9	0	15	15	24	1	8	3	7
Dolby Elementary	0	0	1	0	1	1	1	34	35	36	1	18	0	1
E. K. Key Elementary	0	4	2	0	6	6	0	38	38	44	1	25	1	5
F. K. White Middle	0	15	3	2	20	20	1	39	40	60	2	16	11	0
Fairview Elementary	0	8	0	2	10	10	1	32	33	43	1	18	7	5
Frasch Elementary	0	2	1	1	4	4	2	39	41	45	1	31	3	5
Gillis Elementary	0	2	0	0	2	2	2	54	56	58	2	37	1	5
Henry Heights Elementary	1	2	5	2	10	10	4	22	26	36	1	14	5	6
Iowa High	1	2	3	2	8	8	5	26	31	39	2	13	4	4
Iowa Middle	1	3	1	2	7	7	6	24	30	37	2	12	6	1
J. I. Watson Elementary	1	4	1	1	7	7	1	34	35	42	1	25	2	0
J. J. Johnson Elementary	1	4	0	0	5	5	2	9	11	16	1	3	5	3
Jake Drost	0	0	0	0	0	0	0	2	2	2	1	0	0	0
Kennedy Early Learning Center	0	2	0	1	3	3	0	4	4	7	1	1	3	0
LaGrange High	1	17	4	3	25	25	6	50	56	81	5	12	17	5



	NON CERTIFIED TEACHERS				TOTAL	CERTIFIED TEACHERS			GRAND TOTAL	TEACHERS CERTIFIED IN CORE SUBJECTS			
	SPRING BOARD (Degreed Long Term Substitutes)	*TAT TEMPORARY AUTHORITY TO TEACH	*PL ENROLLED IN A CERTIFICATION PROGRAM	SUBSTITUTE TEACHER (Typically Degreed)		CERTIFIED TEACHERS ON AN OFAT	CERTIFIED TEACHERS	TOTAL CERTIFIED & OFATS		ASSISTANT PRINCIPALS	TEACHERS CERTIFIED IN CORE SUBJECTS	NON-CERTIFIED IN CORE SUBJECTS	TEACHERS NEW TO OUR SYSTEM
LCB Academy CCR	0	0	0	0	0	0	10	10	10	0	10	0	0
LCB Academy VIP		3	2		5	1	7	8	13	0	8	4	5
LeBlanc Middle	2	1	1	0	4	0	29	29	33	1	23	2	1
LeBleu Settlement Elem.	0	2	1	0	3	1	27	28	31	1	18	3	4
M. J. Kaufman Elementary	0	0	0	2	2	1	23	24	26	1	14	0	1
Maplewood Elementary	0	2	3	1	6	0	42	42	48	1	36	1	0
Maplewood Middle	0	2	1	0	3	0	26	26	29	1	16	2	1
Moss Bluff Elementary	0	3	1	2	6	5	54	59	65	2	37	6	3
Moss Bluff Middle	0	2	3	0	5	1	59	60	65	2	32	1	4
Oak Park Elementary	0	0	0	3	3	2	25	27	30	1	17	3	0
Oak Park Middle	2	12	2	0	16	0	27	27	43	2	15	10	1
Pearl Watson Elementary	2	5	0	2	9	0	19	19	28	1	6	9	0
Positive Connections	1	0	1	0	2	1	9	10	12	0	5	1	1
Prien Lake Elementary	0	3	1	1	5	2	44	46	51	2	34	3	3
R. D. Molo Middle	2	9	2	1	14	0	18	18	32	2	6	12	2
R. W. Vincent Elementary	0	2	1	1	4	0	21	21	25	1	10	4	5
Ralph Wilson Elementary	0	4	1	0	5	0	9	9	14	1	4	2	4
S. J. Welsh Middle	2	5	3	2	12	2	93	95	107	4	46	5	1
S. P. Arnett Middle	0	3	0	1	4	0	24	24	28	1	17	0	4
St. John Elementary	0	2	1	0	3	2	44	46	49	2	29	1	3
Sam Houston High	1	6	2	13	22	1	57	58	80	3	27	11	5
Starks High	3	1	0	0	4	2	32	34	38	1	14	6	5
Sulphur High	1	7	5	3	16	4	89	93	109	3	38	6	8
Sulphur High 9th	0	1	3	1	5	6	20	26	31	1	12	6	0
T & I College St/Westlake	0	0	0	0	0	0	27	27	27	1	N/A	N/A	0
T. H. Watkins Elementary	0	3	1	0	4	1	17	18	22	1	10	2	2
T. S. Cooley Elementary	0	0	0	0	0	0	18	18	18	1	12	0	0
Vincent Settlement Elem.	0	2	0	0	2	1	24	25	27	1	16	1	3
Vinton Elementary	0	1	2	0	3	1	31	32	35	1	18	2	2



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	SPRING BOARD (Degreed Long Term Substitutes)	*TAT TEMPORARY AUTHORITY TO TEACH	*PL ENROLLED IN A CERTIFICATION PROGRAM	SUBSTITUTE TEACHER (Typically Degreed)		TOTAL NON-CERTIFIED	CERTIFIED TEACHERS ON AN OFAT	CERTIFIED TEACHERS		TOTAL CERTIFIED & OFATS	ASSISTANT PRINCIPALS	TEACHERS CERTIFIED IN CORE SUBJECTS	NON-CERTIFIED IN CORE SUBJECTS
Vinton High	2	4	1		7	2	19	21	28	1	8	5	2
Vinton Middle	1	5	0	0	6	1	16	17	23	1	9	2	2
W. T. Henning Elementary	0	2	0	0	2	1	29	30	32	1	17	1	1
W. W. Lewis	0	1	0	1	2	1	59	60	62	3	30	1	0
Washington-Marion High	2	7	2	6	17	1	31	33	50	4	8	8	4
Western Heights Elementary	0	0	0	0	0	1	23	24	24	1	15	0	1
Westlake High	0	4	0	0	4	0	36	36	40	2	19	1	2
Westwood Elementary	0	2	0	1	3	0	29	29	32	1	18	1	1

<b>TOTALS:</b>	39	235	82	79	435	91	1985	2077	2512	98	1118	255	175
%	1.55	9.36	3.26	3.14	17.32	3.62	79.02	82.68	100.00				

\*TAT - TEMPORARY CERTIFICATE ISSUED BY THE LDOE

\*PL - PROVISIONAL LICENSE ISSUED BY THE LDOE