



# **CADDO PARISH SCHOOL BOARD MEETING MINUTES**

**VOLUME XXXIII**

**May 5, 1993 - March 15, 1995**

## Executive Committee

May 5, 1993

The Executive Committee of the Caddo Parish School Board met in regular session Wednesday, May 5, 1993, at 3:30 P.m. in its office at 1961 Midway Street, Shreveport, Louisiana with First Vice President Willie D. Burton presiding and Josephine Allen present. President Judy D. Boykin was absent. Other board members present were Paul Glanville, David Matlock, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mrs. Allen.

**Agenda Items.** The first vice president acknowledged the superintendent who summarized the proposed agenda for the May 19, 1993 school board meeting. Mr. Burton requested that a report on the Caddo Parish School Board's suspension policy be presented to the board, with recommendations from staff regarding the number of days for which a student could be suspended. He further requested that students be given homework assignments while on suspension for extended periods. Mrs. Allen requested a report clarifying the 1992-93 school calendar. Mr. Thibodeaux requested a report on the status of special schools for the 1993-94 school year. The superintendent commented that staff would provide board members with a report on the status of special schools as a point of information; however, staff is not looking at closing any special schools in the coming school year. Following review of the agenda by the committee and other board members, the committee categorized agenda items 12-A (1-8), 13, 15, 16,-17, 18, 19, 20, 22, 23, 24, 25, 26, 28, 30, 31 and 32-A and B as consent agenda. Mrs. Allen moved, seconded by Mr. Burton, that the referenced agenda items be accepted as consent agenda. Vote on the motion carried unanimously.

### CPSB WORK SESSION

The first vice president polled the audience for input on each agenda item.

**IDEA and Preschool Flow Through Budget Application.** Jane Johnston, president of Caddo Association of Educators (CAE), asked if a public hearing would be held on the IDEA and Preschool Flow Through Budget. Staff replied that a public hearing for this budget was advertised and held earlier this week.

### EXECUTIVE SESSIONS

**Student Suspension Appeal.** The first vice president informed the committee that the parent has requested a closed hearing. Mrs. Allen moved, seconded by Mr. Burton, for an executive session to hear a student suspension appeal for approximately 15 minutes. Vote on the motion carried unanimously, and the committee went into executive session at approximately 3:46 p.m. The committee reconvened into open session at approximately 4:27 p.m. Mr. Burton recommended that Larry White, student at Broadmoor Middle Laboratory School, receive homebound instruction for the remainder of the 1992-93 school year. Mrs. Allen expressed no objection to the recommendation.

**Employee Grievance.** The first vice president informed the committee that the employee wishes to have a closed hearing. Mrs. Allen moved, seconded by Mr. Burton, for an executive session to hear an employee's grievance for approximately 20 minutes. Vote on the motion carried unanimously, and the committee went into executive session at approximately 4:31 p.m. The committee reconvened into public session at approximately 4:59 p.m. No action was taken on this hearing.

**Adjournment.** There being no further business, the Executive Committee closed its meeting at approximately 5:00 p.m. Members of the school board went immediately into a 1993-94 General Fund Budget work session.

**May 19, 1993**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana, at 3:30 p.m. Wednesday, May 19, 1993, with President Judy D. Boykin presiding and the following board members present being a quorum: Josephine Allen, Jerry Tim Brooks, Willie D. Burton, David Byerley, Paul Glanville, David Matlock, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Raymond A. Hicks arrived at approximately 4:22 p.m. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Brooks gave invocation and led the Pledge of Allegiance.

#### **MINUTES OF THE PREVIOUS BOARD MEETING**

Mr. Byerley moved, seconded by Mr. Glanville, approval of the minutes of the April 21, 1993 school board meeting. Vote on the motion carried unanimously.

#### **SPECIAL PRESENTATION - MIDWAY MIDDLE SCHOOL LES ELITE ANTI-DRUG CHOIR**

The superintendent made introductory comments and recognized Cecil McCune, director of student services, and Linda Whittlesy, drug education administrative coordinator. Mrs. Whittlesy introduced Jo Ann Stewart and Barbara White, drug education administrative coordinators and Linda Baker, director of the guest choir. The Les Elite anti - drug choir from Midway Middle School has 39 student members and they performed excerpts from "People Got to be Free" which includes "Stand By Me." Roosevelt Crosby is the principal at Midway Middle School.

#### **SPECIAL RECOGNITIONS**

The superintendent recognized Essie Holt, assistant superintendent for curriculum and instruction, who on behalf of the board and staff, recognized and introduced the following special recognitions.

**Kid's World Council.** Jacqueline Harvey was the Louisiana delegate at the first Kids Earth Summit in Orlando, Florida. Jacqueline is a fifth grader at Herndon Elementary Magnet School. She earned this recognition by submitting a winning essay in Nickelodeon's Plan for the Planet competition. Dr. Holt presented Jacqueline with a framed certificate of recognition, and recognized Jacqueline's parent and Principal E. Dean Washam.

**Student of the Year.** Kevin F. Bruce, eighth grade student at Youree Drive Middle School, is the Region I middle school student of the year. Kevin was one of seven finalists in the Louisiana Middle School Student of the Year competition. He serves as the captain of the varsity football and basketball teams, participated in the academic pentathlon, is a straight A honor student, president of the student council, member of the National Junior Honor Society, Booster Club and peer facilitator. Kevin is also active on the Town South swim team and works with the recycling program at Youree Drive Middle School. Kevin was presented a framed certificate of recognition for this honor. Dr. Holt recognized members of Kevin's family and Principal Ollie Tyler.

**Louisiana Social Studies Fair.** Lindsay Whitmore and Devon Whitmore, fourth and sixth grade students, respectively, at Turner Elementary/Middle School are first place state winners of the Louisiana Social Studies Fair. The title of their project is "Folk Houses of Louisiana." The students received framed certificates for this outstanding recognition. Dr. Holt acknowledged Lindsay and Devon's family members and Dr. James Becken, principal at Turner Elementary/Middle School.

**Youree Drive Sixth Grade Academic Pentathlon Winners.** Competition was held Friday, May 7, 1993, and thirteen teams competed in the academic pentathlon in the areas of communications, literature, mathematics, science and social studies. Youree Drive entered two teams in the competition and the White Team won third place in Super Quiz. The Gold Team won first place in the Super Quiz and first place overall for the Sweepstakes trophy. Members of the gold team received framed certificates for this honor and they are: Val Irion, Ben Israel, Matthew Durden, Jacelyn Osborne, Catherine Apgar, Melissa Deso, Jeremy Schirmer, April Blevins, Jacob Scroggins, Ray Smith, Christina Gerteis and Kevin Hoopes. The principal of the school is Ollie Tyler.

**Huntington High School Girls Track Team.** The Huntington Lady Raiders won the 1993 state track championship which is the third track championship in the history of the school. Members of the team were recognized and presented with framed certificates for this outstanding recognition. Members of the track team

are: Henrika Bradford, Shanitha Collins, Jolyne Levingston, Alex McCoy, Tieann Thomas, Chaka Conner, Marita Hunt, Kisha Jones, Anashia Osby, Rashonda Walls, Kiwanis Atkins, Chanae Howard, Kenya Jones, Afi Richardson, and Kamilah Richardson. Don Bihm is the coach, Ethel Davis is assistant coach, and Robert Hudson is principal at Huntington High School.

**Clean Campus Contest Winners.** Dr. Holt recognized Donna Curtis of Shreveport Green, who presented the winners in the Clean Campus Contest and in the telephone directory recycling project. Each winning school in the Clean Campus Contest received an award, banner, plaque, and a \$50 check. The schools are: A. C. Steere Elementary School, Dan Waters, principal; Eden Gardens Fundamental Elementary School, Donna Baker, principal; Youree Drive Middle School, Ollie Tyler, principal; and Northwood High School, James Festavan, principal. McDonalds co-sponsors the Clean Campus Contest.

**Telephone Directory Recycling Project Winners.** Mrs. Donna Curtis recognized Shreveport Green Board Member Larry Ramsey who informed the board that this project is a part of Bell South's recycling program. They recognized the winning schools and presented the winning principals with plaques. The schools are: Arthur Circle Elementary School (1,433 directories); Walnut Hill Elementary/Middle School (1,430 directories); Forest Hill Elementary (2,200 directories); Caddo Middle Magnet (3,500 directories); Herndon Magnet (7,110 directories); Broadmoor Middle Laboratory School (8,728 directories) and Youree Drive Middle School (19,293 directories).

**Black Cherry Tree.** Mrs. Curtis presented a special award to Summer Grove Elementary School for its students raising over one thousand dollars in pennies, in three days, to help save the second largest Black Cherry Tree in the United States. The school has been recognized at the state level and received an award from the Urban Forestry Department.

**Broadmoor S.O.A.R. Club.** Mrs. Curtis presented a special award to the S.O.A.R. Club at Broadmoor Middle Laboratory School. Over the past three years, the club has made great strides in recycling and campus beautification projects.

**PTA Educators of Distinctions.** The following educators were recognized as the 1993 LA PTA Educators of Distinctions. They are: Mary Ann Bargmann, Judson Fundamental School; Judith Butcher, E. B. Williams Stoner Hill Laboratory School; Kimberly Brun, Huntington High School and Lillie Kirkendoll, South Highlands Magnet School. Each educator received a framed certificate of recognition for this outstanding honor.

## **PUBLIC HEARING - 1993-94 GENERAL FUND BUDGET**

The president declared the floor open for input on the 1993-94 General Fund Budget. There was no public input, and the president declared the hearing closed.

## **PUBLIC HEARING - CHAPTER 2 BUDGET**

The president declared the floor open for input on the Chapter 2 Budget. There was no public input, and the president declared the hearing closed.

## **CONSENT AGENDA**

The board reviewed the revised agenda and categorized the following items as consent agenda.

### **Agenda Item No. 12 (A 1-20)**

**Approval of Bids Taken.** Staff recommended approval of the circled low bids for Northwood disabled access, Project 167; North Caddo Stadium renovation, Project 168; Huntington classroom air conditioning replacement, Phase I, Project 171; Herndon office expansion and electrical upgrade, Project 173; recapping tires for transportation department; incandescent and fluorescent lamps for all schools; band uniforms for Caddo Parish Magnet High School; school security guard services for 1993-94; asbestos floor tile removal at Caddo Heights and Linwood; Walnut Hill gym floor replacement (water damage); covered walks at Linear and Vivian; Bethune parking lot and storm drain; water treatment service for boilers and cooling towers; Caddo Career Center auto paint booth; reconditioning football helmets for several schools; computer supplies for all schools; physical education supplies for all schools; projector lamps for all schools; printing of student activity forms for all schools and library supplies for all schools. A copy of the tabulation bid sheets marked "Exhibit A, 25 pages, May 19, 1993" is filed in the official papers of the board.

**Agenda Item No. 13**

**Permanent Drainage and Temporary Construction Servitude for 4600 Line Avenue Drainage, Project No. 91-D006** . Staff recommended that the city of Shreveport permanent drainage and temporary construction servitude for 4600 Line Avenue Drainage Project No. 91-D006 be approved, and that the president be authorized to sign the appropriate documents.

**Agenda Item No. 16**

**Approval of 1993-94 Sales Tax Commission Budget**. Staff recommended that the 1993-94 Sales Tax Commission Budget be adopted as presented. The estimated amount of the school board's share of this budget is \$247,056.

**Agenda Item No. 17**

**Levy of 1993 Property Tax Millage**. Staff recommended that the resolution levying millage on the 1993 tax roll for Caddo Parish be adopted.

**Resolution Levying Millage on the 1993 Assessment Roll for Caddo Parish**

By B. L. Shaw

Be It Resolved, That this school board does hereby levy on all property subject to taxation within the Parish of Caddo the following ad valorem taxes for school purposes on the 1993 tax roll:

I. Parishwide

A. For General Fund

9.64 mills constitutional tax

19.26 mills operation and maintenance tax

6.90 mills operation and maintenance tax

3.46 mills operation and maintenance tax

2.31 mills operation and maintenance tax

B. For Construction Fund

7.71 mills special building, repair and equipment tax

C. For Bond and Interest Fund

6.40 mills for bond and interest tax

Resolved, Further, that the Assessor of Caddo Parish is hereby requested to assess the taxes hereinabove levied.

Resolved, Further, That a copy of this resolution be sent to the Legislative Auditor.

Seconded by Mr. Byerley and Mr. Glanville

On roll call vote this 19th day of May , 1993, the foregoing resolution was adopted as follows:

Yeas: David Byerley  
Johnny Vance, Jr.  
Michael J. Thibodeaux  
B. L. Shaw  
Willie D. Burton  
Judy D. Boykin  
Jerry Tim Brooks  
David Matlock  
Mark Milam  
Josephine Allen  
Paul Glanville  
Absent: Raymond A. Hicks

I hereby certify that the above resolution levying the property tax millage for 1993 was adopted by a vote of

11 yeas and 0 nays being a majority.

**Agenda Item No. 18**

**Request for School Bus Transportation By Boy Scouts of America.** Staff recommended that the request from the Boy Scouts of America to rent school buses in July 1993 be approved in accordance with board policy. The buses will be used to transport needy boys throughout the Shreveport area to the local Boy Scout camp.

**Agenda Item No. 19**

**Request for School Bus Transportation by Southern University - Shreveport.** Staff recommended that the request from the Educational Talent Search Program at Southern University - Shreveport for the use of three buses to transport students from Linear, Linwood and Midway to its summer tutorial sessions be approved. The program will be conducted three days per week, tentatively scheduled for June 14 - July 23, 1993.

**Agenda Item No. 20**

**Section 504 of the Rehabilitation Act of 1973.** Staff recommended that the Section 504 of the Rehabilitation Act of 1973 policy statement, procedural safeguards individual rights and procedures, as included in the mailout, be adopted. Section 504 prohibits discrimination against handicapped persons, including both students and employees, by school systems receiving federal financial assistance.

**Agenda Item No. 21**

**Request From Human Resource Center, Inc. to Use George P. Hendrix Elementary School Facilities.** Staff recommended that the Human Resource Center, Inc. be authorized to use George P. Hendrix Elementary School facilities for the period June 1 through August 6, 1993 for a summer program, with the stipulation that fees be waived and a Hold Harmless Agreement be signed.

**Agenda Item No. 22**

**Request From C-BARC to Use Alexander School Facilities.** Staff recommended that C-BARC be authorized to use four classrooms at Alexander School for the period June 7 through August 6, 1993 for a summer program, with the stipulation that fees be waived and a Hold Harmless Agreement be signed.

**Agenda Item No. 23**

**Alternative School Proposals.** Staff recommended approval of the Alternative School proposals as recommended by staff and included in the mailout. The proposals are descriptions of alternative programs currently operating at Hamilton Terrace Learning Center and J. B. Harville School Away From School, and will be sent to the State Department of Education.

**Agenda Item No. 24**

**Chapter 2 Budget.** Staff recommended approval of the Chapter 2 budget as included in the mailout. The funding level of \$382,663 is for innovative instructional programs which were included in last year's initial application. A copy of the budget is filed in the official papers of the board.

#### **Agenda Item No. 25**

**IDEA and Preschool Flow Through Budget Application.** Staff recommended approval of the IDEA and Preschool Flow Through Budget application as included in the mailout. The application was reviewed by the Special Education Advisory Council. A copy of the document is filed in the official papers of the board.

#### **Agenda Item No. 26**

**Local Vocational Application Plan for FY94 Perkins II Federal Funds.** Staff recommended approval of the Vocational Application Plan for FY94 Perkins II Federal Funds as included in the mailout. The FY94 application will continue to target program quality and improvement for programs in business, marketing, and trade and industry serving high concentration of individuals who are members of special populations enrolled in approved vocational education programs. A copy of the application is filed in the official papers of the board.

#### **Agenda Item No. 27**

**Contracted Clerical Need.** Staff recommended approval of an additional clerical position in the Risk Management/Auditing Department. The cost for the position will be approximately \$17,000.

#### **Agenda Item No. 28**

**Group Health Insurance Program.** Staff recommended that the PPO prescription drug program through Script Care, Inc. be approved, with administrative fees paid out of the Group Insurance Depository Fund. Staff further recommended that the annual allowance for the board's continued participation in the Northwest LA Healthcare Alliance Healthcare Purchasing Organization be increased from \$20,000 to \$25,000 paid from the General Fund Budget.

#### **Agenda Item No. 29**

**CPSB Policy Revisions (GCBD - Professional Staff Leaves and Absences and GCBD/GDBD -Professional and Support Staff Leaves and Absences).** Allen Staff recommended approval of the revised policies as presented to board members. The affect of the revision is to expand the list of persons the superintendent may grant employees the privilege to use accumulated sick leave for.

#### **Agenda Item No. 31**

**Requests for Proposal - Free-Standing Dental Plan (Thibodeaux).** The school board authorized the superintendent to send requests for proposal to Caddo Parish School Board' agents of record who want to submit bids for a free-standing dental plan. The purpose of this action would be to find a cheaper and more comprehensive free-standing dental plan than is now available to employees. The purpose of sending requests to only school board agents of record is so as not to add any more companies to CPSB payroll deduction.

#### **Agenda Item No. 37-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, Fall Semester, 1993-94 School Year

Renee Neugart, Teacher, Captain Shreve High School  
Lenora Cowel, Teacher, Eighty-First Street ECE

Sabbatical Leave for Study, Entire 1993-94 School Year

Sonya Webb, Teacher, Caddo Magnet High School

Sabbatical Leave for Rest and Recuperation, Entire 1993-94 School Year

Connie Pope, Teacher, Summer Grove Elementary

Leave Without Pay (Personal), Entire 1993-94 School Year

Michael Abbiatti, Teacher, Booker T. Washington High School

Lila Finney, Teacher, South Highlands Magnet  
Katherine Sanders, Assessment Teacher, Special Education Center  
Jane Shea, Teacher, Caddo Middle Magnet

**Requests of the Board.** Dona Amidon, counselor at Summerfield Elementary School, requested to rescind her leave without pay and return to Summerfield at the beginning for the 1993-94 school year.

Teena Parkinson, school aide at Caddo Middle Magnet, requested five days without pay (May 10-15, 1993) to accompany her husband to Georgia.

Mary Hughes, part-time sweeper at Barret, submitted a request April 21 for a leave without pay until the end of the 1992-93 school year due to continuing health problems.

#### **Agenda Item No. 37-B**

**Renewal of Promotional or Administrative Contracts.** The board approved staff's recommendation to renew the promotional or administrative appointment contract forms included in the mailout, with the appropriate salaries reflected by the CPSB salary schedule applicable to the positions to which they are appointed.

#### **Agenda Item No. 37-C**

**Personnel Recommendation.** The superintendent recommended that Bonnie Johnson be appointed assistant supervisor for employee education and training for child nutrition programs. Ms. Johnson will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed.

Dr. Shaw moved, seconded by Mr. Byerley and Mr. Glanville, approval of the consent agenda as amended. Vote on the motion carried with Dr. Hicks absent for the vote. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville.

Dr. Shaw moved, seconded by Mr. Glanville, to suspend the rules to allow Mr. Burton an opportunity to add an item to the agenda. Vote on the motion carried with board members Burton, Hicks, and Milam absent for the vote. Board members supporting the motion were Byerley, Thibodeaux, Vance, Shaw, Boykin, Brooks, Matlock, Allen and Glanville. Mr. Burton added "Honor Students" to the agenda.

#### **INSTRUCTIONAL PRESENTATION - ENGLISH SECOND LANGUAGE (ESL) PROGRAM**

The superintendent recognized Dr. Holt who introduced Marie Rinaudo, supervisor of English (6-12). Ms. Rinaudo summarized the ESL program and informed the board that staff's aim is to provide students whose first language is other than English, those skills that are needed to achieve academically, and skills needed to achieve as citizens and as social beings in the community. Ms. Rinaudo recognized Pat Frazier, coordinator for the program, and Rita Rhodes and Mary Hammond who are teachers in the program. The board heard supportive testimonies from ESL student participants.

**Section 504 Committee.** Mr. Slack acknowledge the nine members of the Section 504 Committee who worked to develop procedures and policies that were recommended and approved by the board today. He expressed appreciation to committee members for their sacrifice of time, and for their commitment to complete the project. The committee was successful in developing one plan which addresses students and employees.

#### **VISITORS**

Lester Smith expressed concern about the increasing number of expulsion of black male students from school. He asked the board and staff to investigate a particular case at Turner Elementary/Middle School. Dr. Hicks asked Mr. Smith to speak with James Foster, assistant superintendent for administration, about the case before leaving the building. Mr. Brooks asked to be listed under old business to discuss this matter.

Terry Z. Garner, parent, expressed concern about the restructuring of special education schools. Mrs. Garner said that parents are interested in having a choice of schools.

Jane Johnston, president of Caddo Association of Educators (CAE), requested staff to update the handbook for classified employees; encouraged the adoption of the proposed 1993-94 General Fund Budget; recommended



the development of a priority spending list for educational needs that impact students once MFP funds are allocated and received, i.e. maintaining the assistant custodial positions, replacing monies for materials and supplies, for Act 504 materials, and for maintaining coordinator positions in the large elementary/middle schools. Ms. Johnston expressed concern about increased duties for teachers at the school level.

Debbie Gibson, parent, spoke in support of the inclusive education program. Mrs. Gibson informed the board of the LA Association of School Executives conference scheduled for June 8-10 in St. Francisville, LA. The conference will focus on school reform which involves inclusive education. Also, on June 22-24, 1993 there is a severe disability summer institute at the University of New Orleans.

Kathryn Folse, citizen, publicly apologized to Mr. Glanville, school board representative from district 12, for having quoted erroneous figures regarding his school board business

travels at an earlier school board meeting. She expressed appreciation to the finance staff for providing her with certified documentation of the travel expenses.

Reverend Joe R. Gant, parent, commended the board and staff for the quality instructional presentation and special recognitions that were awarded today. He encouraged the board and staff to place certified teachers in areas of their expertise. Representing a group of concerned parents, Reverend Gant asked the board and staff to revisit its policy/practice regarding students who don't pass the LEAP examination. Mr. Brooks asked to be placed under old business to discuss this issue.

Sallie Thomas, Local 100, asked that school board maintenance vehicles be equipped with radio transmission devices; that the board upgrade all maintenance employees every 18 months; and, that the school board would support the reinstatement of assistant custodial positions for 1993-94. Mr. Brooks asked to be listed under old business to discuss these concerns.

John Kerley, principal at Caddo Heights Elementary School, informed the board that he was speaking on behalf of 17 elementary school principals. He spoke in support of continued funding of the assistant custodial positions in the budget. Mr. Kerley noted that these employees are a big benefit to the schools in terms of cleaning, maintenance, and security.

#### **ADOPTION OF THE 1993-94 GENERAL FUND BUDGET**

Dr. Shaw moved, seconded by Mr. Brooks and Mr. Glanville, that the board continue with the budget that it is currently operating under, that would maintain custodians and coordinators until such time as the board knows what funding it will actually have. Discussion followed on projected MFP funding and the projected General Fund ending balance. Mr. Brooks moved, seconded by Mr. Burton and Matlock, to call for the question. Vote on the motion to end debate carried with board members Byerley, Thibodeaux, and Boykin opposed. Board members supporting the motion were Vance, Hicks, Shaw, Burton, Brooks, Matlock, Milam, Allen and Glanville. Vote on the motion carried with board members Milam and Boykin opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Brooks, Matlock, Allen and Glanville.

#### **APPOINTMENT OF FISCAL AGENT FOR TWO YEAR PERIOD BEGINNING JULY 1, 1993**

Dr. Shaw moved, seconded by Mr. Thibodeaux, that the bid of Premier Bank to be fiscal agent for the period July 1, 1993 through June 30, 1995 be accepted. Vote on the motion carried with Mr. Matlock abstaining. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Milam, Allen and Glanville.

#### **TRANSFER OF FUNDS TO GREEN OAKS HIGH SCHOOL ACTIVITIES BUDGET (VANCE)**

Mr. Vance moved, seconded by Mr. Burton, that \$3,500 be transferred from the School Police Liaison Account in the General Fund Budget to the Green Oaks High School Athletic Activities Fund. Mr. Vance noted that Green Oaks High School does not have an officer and he requested that the allocated funds be transferred to another account so that the athletic program could be upgraded. Mrs. Allen questioned if approval of the request would be creating a precedent for other schools to follow. The superintendent replied that changes in the General Fund Budget are not made unless authorized by the school board. Following more discussion on security needs and discipline in the school, Mr. Matlock moved, seconded by Mr. Burton, to call for the question. Vote on the motion carried with board members Byerley, Milam, and Boykin opposed. Dr. Hicks was absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Shaw, Burton, Brooks,

Matlock, Allen and Glanville. Vote on the original motion carried with board members Byerley, Shaw, Matlock and Milam opposed. Board members supporting the motion were Vance, Thibodeaux, Boykin, Burton, Brooks, Allen and Glanville. Dr. Hicks was absent for the vote.

### **CONTRACTED LEGAL REPRESENTATION (VANCE)**

Mr. Vance moved, seconded by Mr. Burton, that the 1993-94 budget assign an additional one-fourth of the normally budgeted amount to be used for contracted legal assistance. Mr. Thibodeaux requested clarification of the motion. Mr. Vance said that the budget would be increased by one-fourth of the normally budgeted amount. Ben Wreyford, director of finance, said that the amount would be an additional \$39,000. Dr. Shaw made a substitute motion, seconded by Mrs. Allen, that the proposed 1993-94 budget for legal expenses be increased by an additional 25 percent to be used by the school board's retained legal counsel to refer to associate or otherwise contract with other qualified attorneys in the community, including minorities, to perform some of the litigation or other legal work for the school system; the hourly rate of \$85 per hour for such services shall apply unless the complexity of the matter or special expertise of the attorney justifies a larger hourly rate. The time and charges for such work shall be approved by the retained legal counsel and submitted to the director of finance for payment. Mr. Milam asked when would the additional 25 percent apply; if it would be applied once the initial retention amount has been exceeded. Dr. Shaw answered that the 25 percent could apply on day one. Mr. Byerley cautioned the board about adding items to the proposed budget, and suggested that the board should wait until anticipated MFP funds are received. Mr. Glanville asked who would make the determination on additional legal counsel when the board moves into this area. The president said that the board would make the determination. Mr. Burton moved, seconded by Mr. Matlock and Mr. Glanville, to call for the question. Vote on the motion carried with board members Byerley, Vance, and Milam opposed. Board members supporting the motion were Thibodeaux, Shaw, Hicks, Burton, Boykin, Brooks, Matlock, Allen and Glanville. Mr. Milam asked if the 25 percent funding would start during the 1992-93 school year, or if it would be applied beginning July 1, 1993. The superintendent said that it would be applied beginning July 1. Dr. Shaw added that it is his opinion that if this motion passes, and if on tomorrow there is a legal necessity of the Caddo public school system and legal counsel needs assistance, then it would kick in because this action by the board would amend the budget. Vote on the substitute motion failed in a tie vote with board members Byerley, Thibodeaux, Matlock, Milam, Allen and Glanville opposed. Board members supporting the motion were Vance, Hicks, Shaw, Burton, Boykin and Brooks. Vote on the original motion failed with board members Vance, Burton, Hicks and Brooks supporting the motion. Board members opposed were Byerley, Thibodeaux, Shaw, Boykin, Matlock, Milam, Allen and Glanville.

Mr. Matlock moved, seconded by Mr. Burton, to reconsider the substitute motion. Mr. Byerley again cautioned the board about adding items to the agenda at taxpayers' expense. Dr. Hicks clarified that as he appreciates the substitute motion, if it passes, it is a mandate to ensure that at the end of the fiscal year that a certain percentage of funds budgeted for legal services will be contracted out. Vote on the motion to reconsider the substitute motion carried with board members Byerley, Thibodeaux, Milam, Allen and Glanville opposed. Board members supporting the motion were Vance, Shaw, Hicks, Burton, Boykin, Brooks and Matlock. Mr. Thibodeaux commented that since the school board has voted to adopt the 1992-93 numbers as the budget for 1993-94, and if the substitute motion passes, it would be increasing the legal funds by \$64,000. He asked the board to defeat the substitute motion. Mr. Burton moved, seconded by Dr. Shaw and Mr. Matlock, to call for the question. Vote on the motion to end debate carried with board members Byerley, Hicks, Milam and Allen opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock and Glanville. Vote on the substitute motion carried with board members Byerley, Thibodeaux, Milam, Allen and Glanville opposed. Board members supporting the motion were Vance, Shaw, Hicks, Burton, Boykin, Brooks and Matlock.

### **WORKERS' COMPENSATION SETTLEMENT**

Mr. Glanville moved, seconded by Mr. Burton, to approve a settlement of the workers' compensation claim of Mr. Walter Robinson for \$21,250. Dr. Shaw moved, second by Mr. Burton, to call for the question. Vote on the motion to end debate carried with board members Byerley and Milam opposed. Dr. Hicks was absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Allen and Glanville. Vote on the motion carried with board members Matlock and Milam opposed. Dr. Hicks was absent for the vote. Board members Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Allen and Glanville supported the motion.

## **AUTHORIZATION TO SETTLE WORKERS' COMPENSATION AND MEDICAL MALPRACTICE CLAIM**

Dr. Shaw moved, seconded by Mr. Glanville, to authorize legal counsel and Dwight Collier, director of auditing and risk management, to act on behalf of the Caddo Parish School Board to enter into a settlement of the workers' compensation claim of Ms. Mary Collins as well as all claims against the Louisiana Patients' Compensation Fund and the Louisiana Patients' Compensation Fund Oversight Board relating to this claim. Vote on the motion carried with board members Matlock and Milam opposed. Dr. Hicks was absent for the vote. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Allen and Glanville.

## **HONOR SYSTEM (BURTON)**

Mr. Burton moved, seconded by Mr. Brooks, that the Caddo Parish School Board establish the following definition of honor student at the elementary and middle school levels: "Any student having a minimum 3.0 grade point average out of a possible 4.0." This definition would be retroactive to the beginning of the 1992-93 school year. Mr. Burton expressed concern that some public schools in Caddo Parish have their own honor role criteria, and said that this motion is designed to establish some consistency in this area. Mr. Byerley asked Mr. Burton if he had discussed this motion with proper staff, and Mr. Burton answered in the affirmative. Dr. Holt commented that there is some inconsistency in this area, and passage of this motion would be helpful. Mr. Byerley questioned if the issue was discussed with school principals, and Dr. Holt said that the matter had not been discussed with principals. Mr. Thibodeaux spoke in support of standardizing the honor roll program; however, he suggested that more input should be received from the school level. After more discussion, Mr. Thibodeaux moved, seconded by Mr. Byerley, to postpone this item until the June 1993 school board meeting.

**Recess.** The president called for a 15 minute recess at approximately 5:53 p.m. and the board reconvened at approximately 6:10 p.m.

Discussion resumed on the honors program. Mr. Vance moved, seconded by Mr. Matlock, to call for the question. Vote on the motion carried with board members Byerley and Burton opposed. Dr. Hicks was absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Shaw, Boykin, Brooks, Matlock, Milam, Allen and Glanville. Vote on the motion to postpone failed with Dr. Hicks absent for the vote; board members Byerley, Vance, Thibodeaux and Shaw supporting the motion; and board members Boykin, Burton, Brooks, Matlock, Milam, Allen and Glanville opposing the motion. More discussion followed and Mr. Thibodeaux moved, seconded by Mr. Matlock, to call for the question. Vote on the motion to close debate carried with board members Byerley and Shaw opposed. Dr. Hicks was absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville. Vote on the original motion carried with board members Byerley, Thibodeaux, Shaw and Boykin opposed. Board members supporting the motion were Vance, Burton, Brooks, Matlock, Milam, Allen and Glanville. Dr. Hicks was absent for the vote.

## **SUPERINTENDENT'S REPORT**

**Acknowledgements.** The superintendent thanked the board for approving in the consent agenda the requests for leaves and renewal of promotional or administrative contracts. He announced that Ms. Bonnie Johnson was appointed as the assistant supervisor for employee education and training for the child nutrition programs.

**Midway Choir.** The superintendent expressed appreciation for the performance by the Midway Middle School anti-drug choir. He noted that the Midway Les Elite Anti-Drug Choir has performed across the parish, and is doing an outstanding job.

**Youree Drive Middle School.** The superintendent complimented the principal, faculty, staff, and students for the outstanding work that they are doing at Youree Drive Middle School. He applauded them for the numerous recognitions and awards that they received earlier today.

**General Fund Budget Revision.** The superintendent asked the board to think about revising the board's motion on passing the 1993-94 General Fund budget. He said that what is in place now, as a result of board action, is the 1992-93 General Fund budget. This means that increments and other things remain as they are presently. He asked the board to consider a motion to pass the 1993-94 General Fund budget as presented by the staff, with the restoration of assistant custodians and coordinators. This would leave an ending balance of approximately \$650,000. Dr. Shaw moved, seconded by Mr. Brooks and Mr. Glanville, approval of the 1993-94 General Fund budget as presented by staff, with the restoration of assistant custodians and coordinators. Dr. Hicks requested

clarification of not staffing a counseling position at the J. B. Harville School Away From School. Willie Henderson, assistant superintendent for human resource services, explained that this position was not included in the budget. Dr. Hicks made a motion to amend the motion, seconded by Mr. Byerley, that the position of counselor added to the J. B. Harville School Away From School at a funding level of \$35,000 that includes salary and fringe benefits; and, that the budget's ending balance for 1993-94 reflect this amendment. Mr. Thibodeaux commented that he hopes that the person in this position will be available for counseling purposes, and not to do paper work. Mr. Matlock called for point of order and said that this business is out of order. He called for the order of the day. Dr. Hicks noted that this item is an agenda item. Mr. Matlock stated that the motion is out of order, that the board is now addressing the superintendent's report. Dr. Hicks moved, seconded by Mr. Brooks, to reconsider this item. Vote on the motion to reconsider carried with board members Thibodeaux and Matlock opposed. Board members supporting the motion were Byerley, Vance, Shaw, Burton, Hicks, Boykin, Brooks, Milam, Allen and Glanville. Mr. Burton moved, seconded by Dr. Shaw, to call for the question. Vote on the motion to end debate carried with board members Byerley, Vance, and Milam opposed. Board members supporting the motion were Thibodeaux, Shaw, Hicks, Burton, Boykin, Brooks, Matlock, Allen and Glanville. Vote on the amendment carried with board members Thibodeaux and Matlock opposed. Board members supporting the motion were Byerley, Vance, Shaw, Hicks, Burton, Brooks, Boykin, Milam, Allen and Glanville. Vote on the original motion, as amended, carried with board members Byerley, Matlock, and Milam opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Burton, Hicks, Boykin, Brooks, Allen and Glanville.

**Name Change for Sweepers.** Dr. Hicks moved, seconded by Mr. Burton, to postpone this item until the June 1993 school board meeting. Vote on the motion carried unanimously.

**Report of Maintenance Employees' Survey.** Mr. Vance asked if there is any discussion on this item. The president said that this item was a report, and was included in the mailout.

## **OLD BUSINESS**

**Clarification of 1992-93 School Calendar (Allen).** Mrs. Allen moved, seconded by Mr. Burton and Mr. Brooks, to clarify the 1992-93 school calendar by defining the reduction of the school calendar by two days since no snow days were used. Students' last day will be Friday, May 28, 1993. The day for teachers to complete their duties may be left to the discretion of the principal: Saturday morning, Monday or Tuesday of the following week. This permits school faculties to opt for Memorial Day observation with their families. The closing schedule for other certified personnel should be reduced by two days. Reduction of days for classified personnel may be done to the extent that it does not affect their income. Dr. Shaw said that it is the board's responsibility to set the calendar. Dr. Shaw made a motion to amend the motion, seconded by Dr. Hicks, to delete the statement "...may be left to the discretion of the principal" and that Monday of the following week would be the last work day for teachers. Mr. Byerley made a motion to amend the amendment that teachers be dismissed on May 26. The amendment to the amendment died for lack of a second. Discussion followed on the motion and amendment, and the superintendent said that his concern is with the reference to classified personnel. He said that staff is considering this as classified personnel who work in conjunction with the school year, not 12 month classified personnel. Mrs. Allen agreed with staff's interpretation. Mr. Vance expressed concern that all employees be treated fairly across the board. The superintendent said that if the motion passes as amended, then school is out for youngsters on May 28, 1993, and teachers would work through Monday. If the amendment does not pass, and the original motion does, then students would be dismissed on May 28, and the principal would determine which of the three days (Saturday, Monday, or Tuesday) the teachers would work. Counselors, librarians, assessment teachers, special education personnel, and other certified employees who work within the confines of the school year (less than a 12-month year) would be reduced by two days. Classified staff (sweepers, cafeteria workers) that work in conjunction with the school year would also get some time off, but they would not get off early so that they would have to be paid extra to come back and finish the school year. Discussion followed on reduced work schedules, contracted work days, teacher aides' work schedules, the cost to the school system and site based management. S. L. Slack, assistant superintendent for support services, said that teacher aides days are the same number as students. Dr. Hicks moved to call for the question, seconded by Mr. Burton. Vote on the motion to end debate carried with board members Byerley, Shaw, and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Burton, Brooks, Matlock, Milam, Allen and Glanville. Vote on the amendment failed in a tie vote with board members Byerley, Hicks, Shaw, Brooks, Matlock and Boykin supporting the motion. Board members opposed were Vance, Thibodeaux, Burton, Milam, Allen and Glanville. Mr. Burton moved to call for the question, seconded by Mr. Glanville. Vote on the motion carried with Mr. Matlock opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Milam, Allen and Glanville. Vote on the original motion was called and carried with board members Vance, Shaw, Brooks and Matlock opposed. Dr.

Hicks abstained. Board members Byerley, Thibodeaux, Burton, Boykin, Milam, Allen and Glanville supported the motion. The superintendent restated the board's action -- that the last day of school for Caddo's students is the 28th of May; the last day of school for teachers and other certified employees who work on the students' calendar will be decided by the building principal or the supervisor from Saturday, Monday or Tuesday; the last day for classified employees will be done so that it does not affect their income; therefore, the last day for a certified aide would be the day that the students are out; the last day for cafeteria workers will be Friday, and sweepers would be off two days earlier.

Ed Hearron, director of middle and secondary schools, asked if this action would reduce days for administrators, and the superintendent commented that the motion references certified personnel and he interprets this action as everybody less than a 12 month employee. Chuck Miller, director of school plant, noted that sweepers are employed for 197 days and their last day of work is June 7. The superintendent advised that two days be reduced from the 197 days, and the employees get paid for 195 days.

**Adjournment.** Mr. Matlock moved, seconded by Mr. Glanville, for adjournment. Vote on the motion carried with board members Vance, Thibodeaux, Hicks and Brooks opposed. Mr. Burton was absent for the vote. Board members Byerley, Shaw, Boykin, Matlock, Milam, Allen and Glanville supported the motion. The meeting adjourned at approximately 6:53.

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Terry L. Terril, Ed.D., Secretary

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Judy D. Boykin, President

## EXECUTIVE COMMITTEE

June 2, 1993

The Executive Committee of the Caddo Parish School Board met in regular session Wednesday, June 2, 1993, at 3:30 P.M. in its office at 1961 Midway Street, Shreveport, Louisiana with President Judy D. Boykin presiding, and Willie D. Burton and Josephine Allen present. Other board members present were David Matlock, Mark Milam, B. L. Shaw and Michael J. Thibodeaux. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mrs. Allen.

**Agenda Items.** The president recognized the superintendent who reviewed the proposed agenda for the June 16, 1993 school board meeting. The president asked that an evaluation of the early release program for seniors at Northwood High School, from the principal, be included in the mailout packet. Mr. Burton requested an evaluation from the instructional principals and sex education teachers on the sex education curricula that was taught in 1992-93. He asked that the evaluation be presented to the board by September 1993. Mrs. Allen added "Clarification of CPSB Policies GCBD and GCBBD/ GDBD (Professional and Support Staff Leaves and Absences)" to the agenda. Following review of the proposed agenda by the committee and other school board members, the committee categorized agenda items 12-A (1-14), 13-19, 21-23-A and 24-A as consent agenda. Mr. Burton moved, seconded by Mrs. Allen, approval of the proposed consent agenda. Vote on the motion carried unanimously.

### CPSB WORK SESSION

The president polled the audience for input on each agenda item.

**Special Education Advisory Council Nominees.** Margie Rayburn, member of the Special Education Advisory Council, asked the board to be careful in selecting nominees to serve on the Special Education Advisory Council. She emphasized that persons appointed to the council have a three-year obligation to serve, and that appointed council members should be willing to become knowledgeable about the needs of handicapped children. She further requested that the nominees be selected in a public meeting.

The superintendent informed the committee and others about state requirements for nominating and appointing persons to serve on the Special Education Advisory Council. He reported that 20 people serve on the advisory council, representing eight categories. Supportive information on the categories, school board policy, and a ballot was shared with board members. Discussion ensued on nominating procedures and board policy. The superintendent said that the preliminary material given to board members today is for informational purposes, and more official data will be included in the mailout. Dr. Shaw expressed concern about the school board

picking and choosing appointees. He said that he would be interested in receiving a slate of nominees, from staff or from a committee appointed by the president of the board, for the school board to vote on. The superintendent and legal counsel noted that the board does have the authority to appoint a committee. More discussion followed on operational procedures, individuals with disabilities serving on the committee, and term limitations for council members. Mr. Matlock expressed concern about the nomination process with reference to how volunteers could be affected. He asked if the board president could appoint a committee to develop a slate for nominations, and legal counsel answered in the affirmative. Mr. Milam said that he was opposed to a committee being named, and that he would like for the school board to vote on each nominee.

Mr. Burton requested clarification as to how individuals are notified that they, could make nominations, and staff capsulized the procedure, including contacting agencies, individuals and newspaper advertisement. Mr. Burton said that he would be interested in receiving additional biographical information on the candidates. Mr. Matlock cautioned staff and the board about conducting a survey regarding nominees' backgrounds. He asked staff to make sure that ADA does not have some kind of preclusion.

**Approval of Bids/Proposals Taken.** Mr. Matlock suggested that when bids are opened after the mailout, that staff should include the item(s) as unanimous consent items; with the understanding that board members could pull the item(s) from the consent agenda at the school board meeting.

**Appointment of an Official Printer.** Mr. Matlock asked if bids are received for an official printer; if so, what is the cost. The superintendent replied that staff will identify the criteria for an official printer and will provide bids for the board's review.

**Special Education Interagency Agreements and Contracts.** Mr. Matlock requested that the Special Education Advisory Council chairman be afforded an opportunity to review the interagency agreements and contracts.

## **EXECUTIVE SESSION - STUDENT EXPULSION APPEAL**

The president informed the committee that the parent has requested a closed hearing. Mr. Burton moved, seconded by Mrs. Allen, for an executive session to hear a student expulsion appeal for approximately 20 minutes. Vote on the motion carried unanimously, and the committee went into executive session at approximately 4:10 p.m. The committee reconvened into open session at approximately 4:40 p.m. The president announced that the student expulsion appeal hearing will be continued at the July 1993 Executive Committee meeting pending information that will be brought at that time.

## **ANNOUNCEMENTS**

**BellSouth CABL (Council for a Better Louisiana).** The president called board members' attention to a notice placed at their station about the BellSouth CABL leadership series. She asked board members to review the information. Mr. Matlock asked the board and staff to look at the CABL deal to guarantee that it complies with the open meetings law.

**Schumpert Medical Center.** The president announced that the Caddo Parish School Board is continuing its contract with Schumpert Medical Center without interruption in the contract. The president requested that David Hennigan, budgetary accountant and insurance coordinator, be prepared to make a report on this matter at the next school board meeting.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mrs. Allen seconded the motion, and the meeting adjourned at approximately 4:42 p.m.

## **June 16, 1993**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana, at 3:30 p.m. Wednesday, June 16, 1993, with President Judy D. Boykin presiding and the following board members present being a quorum: Josephine Allen, Willie D. Burton, David Byerley, Raymond A. Hicks, David Matlock, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Jerry Tim Brooks arrived at approximately 3:35 p.m. Paul Glanville was absent due to illness. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Matlock gave invocation and led the Pledge of Allegiance.

## **MINUTES OF THE PREVIOUS BOARD MEETING**

Dr. Shaw moved, seconded by Mr. Burton, approval of the minutes of the May 19, 1993 school board meeting. Mrs. Allen requested clarification of the statement regarding the reduction of work days for sweepers, and noted that the motion made was that the reduction of work days for classified workers would be done to the extent that it does not affect their income. The superintendent concurred with her understanding of the motion, and S. L. Slack, assistant superintendent of support services, commented that adjustments were made in days and not to salaries. Vote on the motion carried unanimously.

### **PUBLIC HEARING - 1993-94 DEBT SERVICE FUND BUDGET**

The president declared the floor open for public input on the 1993-94 Debt Service Fund Budget. No public input was received, and the president declared the hearing closed.

### **PUBLIC HEARING - 1993-94 CAPITAL PROJECTS FUND BUDGET**

The president declared the floor open for public input on the 1993-94 Capital Projects Fund Budget. No public input was received, and the president declared the hearing closed.

### **PUBLIC HEARING - EISENHOWER BUDGET**

The president declared the floor open for public input on the Eisenhower Budget. No public input was received, and the president declared the hearing closed.

### **PUBLIC HEARING - CHILD NUTRITION PROGRAMS BUDGET**

The president declared the floor open for public input on the Child Nutrition Programs Budget. No public input was received, and the president declared the hearing closed.

## **CONSENT AGENDA**

The board reviewed the revised agenda and categorized the following items as consent agenda.

#### **Agenda Item No. 13 (A 2-16)**

**Approval of Bids Taken.** Staff recommended approval of the circled low bids for central office fire code modifications, Project 163A; refuse collection and disposal from Caddo school facilities; relocation of portable classroom buildings; financial management software system; art supplies for all schools; first aid supplies for all schools; paper supplies for all schools; federal funds classroom supplies for Chapter I schools; classroom supplies for all schools; office and school supplies for all schools; teaching supplies for all schools; printing paper and supplies for Caddo Career Center; computers for C. E. Byrd, Captain Shreve, Fair Park, North Caddo, Booker T. Washington and Woodlawn bread and bread products (all schools); milk and dairy products (all schools); and, production equipment for North Caddo and Herndon. A copy of the tabulation bid sheets marked "Exhibit A, 64 pages, June 16, 1993" is filed in the official papers of the board.

#### **Agenda Item No. 14**

**Adoption of the 1993-94 Debt Service Fund Budget.** Staff recommended that the 1993-94 Debt Service Fund Budget be approved as included in the mailout. The Debt Service Fund is used only for the payment of bonded indebtedness of the school board. The projected balance at June 30, 1994 is \$1,686,968. A copy of the budget is filed in the official papers of the board.

#### **Agenda Item No. 16**

**Adoption of the Eisenhower Budget.** Staff recommended approval of the Eisenhower Budget as included in the mailout. This program is designed to improve the skills of teachers in mathematics and science by providing teacher training. The funding level is \$192,813. A copy of the 1994 budget is filed in the official papers of the board.

### **Agenda Item No. 17**

**Adoption of the Child Nutrition Programs Budget.** Staff recommended that the 1993-94 Child Nutrition Programs Budget be approved as included in the mailout. The proposed 1993-94 budget is \$2,150,251.75. A copy of the budget is filed in the official papers of the board.

### **Agenda Item No. 22**

**Special Education Interagency Agreements and Contracts.** Staff recommended approval of the special education agreements and contracts as included in the mailout. Agreements and contracts approved are: The Adolescent Center, Blind Services Agreement (Division of Rehabilitation Services), Caddo Oaks Hospital, CPC-Brentwood Hospital, Head Start Programs, Highland Hills Hospital, Holy Angels, Joy Home for Boys, Juvenile Detention and LA Child Care and Placement Services. A copy of each agreement is filed in the official papers of the board.

### **Agenda Item No. 23**

**Grant Request (Northside Library Media Center).** Staff was authorized to submit a grant request to the Mars Foundation to upgrade the Northside Elementary School Library. The grant will assist in the automation of the library, and funds requested are in the amount of \$19,840.

### **Agenda Item No. 25**

**Pupil Progression Plan Revisions for 1993-94.** Staff recommended approval of the Pupil Progression Plan revisions for 1993-94, as included in the mailout. A copy of the plan is filed in the official papers of the board.

### **Agenda Item No. 26**

**Renewal of Promotional or Administrative Contracts.** Staff recommended renewal of the promotional or administrative appointment contracts forms for the assistant superintendents of administrative services, human resource services, and curriculum and instruction with the appropriate salaries reflected by the Caddo Parish School Board salary schedule applicable to the positions to which they are appointed. Terms of contract for each position are June 15, 1993 through June 15, 1995. Dr. Hicks inquired about restructuring plans for administrative staff at central office, and the superintendent noted that a study is underway, but not at this particular level.

### **Agenda Item No. 27**

**Drug-Free Schools and Communities Act Grant Application for 1993-94.** Staff recommended approval of the Drug-Free Schools and Community Act Grant application for 1993-94 as included in the mailout. A copy of the application is filed in the official papers of the board.

### **Agenda Item No. 29-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, 1993-94 School Year

Penny Johnson, Librarian, Werner Park Elementary  
Eleanor Powell, Teacher, Vivian Elementary/Middle School

Sabbatical Leave for Rest and Recuperation, Fall Semester 1993-94 School Year

Betty Adkins, Teacher, South Highlands Magnet  
Jodi Dehondt, Teacher, Forest Hill Elementary

Sabbatical Leave for Rest and Recuperation, 1993-94 School Year

Joseph Carter, Principal, Hillsdale Elementary

Leave Without Pay (Personal), 1993-94 School Year



Catharine Basham, Teacher, C. E. Byrd High School  
Johnna Davison, Teacher, Oak Park Elementary  
Laura Smith, Teacher, Caddo Magnet High

Leave Without Pay (Personal), Fall Semester 1993-94 School Year

Brookie Walker, Librarian, Lakeshore Elementary

**Requests of the Board.** Elizabeth Spaht, teacher at Caddo Middle Magnet, asked to rescind her leave without pay that was granted for the 1993-94 school year.

Tim Hutches, teacher aide at Captain Shreve High School, requested five days without pay in order to travel out of town with his wife May 24-28, 1993.

### **Agenda Item No. 30-A**

**Clarification of CPSB Policies G CBD and G CBD/G DDB (Professional and Support Staff Leaves and Absences (Allen).** Mrs. Allen clarified that the change in policy regarding use of accumulated sick leave for death or serious illness of in-laws, stepchildren, etc. which was approved at the May 19, 1993 CPSB meeting, to be retroactive to the beginning of the 1992-93 school year.

Mr. Thibodeaux moved, seconded by Mr. Byerley, approval of the amended consent agenda. Vote on the motion carried unanimously.

### **SPECIAL RECOGNITIONS**

**1992-93 Caddo Parish School Board (CPSB) Retirees.** The superintendent announced that 70 certified employees with a cumulative total of 1,585 years of service and 55 classified employees with a total of 1191.5 years of service were retiring from the Caddo public school system. He recognized Katie McQuaig, personnel administrator, and Assistant Superintendent Willie Henderson, who on behalf of the board, introduced the 1992-93 CPSB retirees. Superintendent Terril and Mrs. Boykin presented retirees with framed certificates of recognition for their service. Certified retirees present were: Athalean C. Archey, Maredia P. Bowdon, Teddy J. Brunson, Trudie A. Dixon, Velma Fuller Mazie R. Gillen, Charles Gouthiere, Jr., Velma P. Hudson, Marilyn L. Johnson, Sarah D. Jopling, Elsie M. Pittman, Lois D. Wilson, Peggy S. Wisterman and Ella Wysinger. Certificates were mailed to: Jack Anderson, Dorothy O. Banks, Barbara A. Beadle, Linda G. Caffarel, Rita M. Caldwell, Doris M. Cherry, Ruby L. Cherry, Janis Chopin, Kathleen G. Connell, Margie J. Cornelius, Sandra C. Crowder, Willie Carol M. Daly, Elizabeth A. Dodson, Lonnie E. Dunn, Gloria L. Echols, Susie W. Edwards, Orville L. Evans, Jr., Thomas Fitzgerald, III, Ottis L. Fletcher, Shirley A. George, Lonzie D. Green, Sandra Grissom, William C. Hall, Temple Henderson, Aurmandy Johnson, Mary B. Johnson, Daisy G. Kime, Margaret A. Langlois, Eddie R. Lathon, Sarah M. Kittle, Katie L. Loyd, Nettie S. Manuel, Lois G. Marcum, Lillye T. Mayfield, William T. Means, Gloria B. Millender, Purvis Milner, JoAnn M. Mitchell, Odessa R. Nichols, Norman L. Pope, Lylia D. Powers, Lamar V. Reid, Henriette H. Rhodes, Hanry H. Seymour, James R. Small, Bennie R. Stewart, Nelda S. Thompson, Thomas C. Veillon, Carolyn Warner, Ora L. Warren, Bettye J. Wheeler, Pearl C. White, Delois B. Wilder, Euridel P. Williams and family of Jerry L. Williams (deceased).

Classified retirees present were: Bobbie J. Brown, Louella L. Brown, Mamie L. Burns, Beatrice Byrd, Fannie M. Crosby, Lurie Davis, Lois M. Ford, Annie B. Gafford, Laverne W. Harmon, Lorene W. Hill, Athe Johnson, Jr., Thelma C. Jones, Ezera Kirkendoll, Ida M. Lee, Ethel M. Lewis, Johnnie S. Nichols, Willie L. Pryor, Georgia M. Scott, Geoprge Stanford, Lillian W. Stephens, Bertiel Upton, Rosie L. Washington, Martha L. Wilson, and Jake Youngblood, Jr. Certificates were mailed to: Elsie T. Acree, family of Rita W. Alford (deceased), Rosie M. Anderson, Fannie Brown, Walter Cain, Katheryn Douglas, Nina M. Duncan, Ella M. Eubanks, Mary F. Evans, Geraldine Fisher, Elvern "Chris" Flanagan, Ardis M. Gafford, Ora L. Gantt, Sharon E. Hall, Doris M. Harris, Mae F. Holmes, James C. Hynes, Katie T. Johnson, Maureen Jones, Charline B. Lummus, Marie C. Martin-Nez, Donald R. Moore, Laura J. Nash, Joanne L. Patterson, Nancy J. Raborn, Velma L. Bradford Ross, Bernice Samuel, Shirley C. Starks, Doris Stevens, Bertha W. Thompson, Hazel Thompson and Simmie W. Wilson.

The superintendent thanked the retirees for the service they have rendered to the children, schools and communities.

**Presidential Scholar.** The superintendent recognized Essie Holt, assistant superintendent for curriculum and instruction, who recognized Elizabeth Neugart, student at C. E. Byrd High School, for being named a 1993

Presidential Scholar. Elizabeth will be traveling to Washington, D. C. to meet President Clinton and will receive a medallion at a special White House ceremony. Mrs. Neugart, mother, was recognized, as well as Principal R. Lynn Fitzgerald. Ginny Boyd, Elizabeth's English teacher, will accompany her on the trip. Dr. Holt presented Elizabeth with a framed certificate of recognition for this outstanding honor.

### **SPECIAL PRESENTATION - SHREVE MEMORIAL LIBRARY**

Dr. Holt introduced Mrs. Mavice Walette, former Caddo public school principal, who made introductory comments and presented Ms. Cindy Ortego who gave an overview of the special improvement plans for the Shreve Memorial Library (branches). Brochures highlighting library propositions (No. 1 - renewal of 5.16 mills property tax to continue Shreve Memorial Library System basic service and operations for ten years; No. 2 - 5.2 mills property tax to expand Shreve Memorial's branch services) were shared with board members and staff. Everyone was encouraged to vote and support the propositions on July 17, 1993.

### **VISITORS**

Rev. William B. Hines, expressed concern about the hiring and promotional practices of minorities. He asked the board and staff to provide incentive packages to prospective employees.

Margie Rayburn, Special Education Parental Review Committee member, asked that committee members be kept apprised of activities during the school year and that they be informed of council nominations and the election processes.

Sallie Thomas, Local 100 representative, expressed concern about: (a) sweepers being required to lift heavy objects, and asked that they be provided with weight belts; (b) reported pressure being applied to employees from other professional organizations that are recruiting members. Mr. Brooks asked to be listed under announcements and requests to discuss these concerns.

Susie Payne, president of Caddo Association of Educators (CAE), introduced the 1993-94 CAE Executive Committee and members are: Kathy McClure, president elect; area vice presidents Joe Duhon, Sweetie Williams and Gayle Griffin; recording secretary Mary Trammel; Sara Clinton, treasurer; Margaret Brown, administrator-at-large; and Jane Johnston, immediate past president. Miss Payne thanked the Employee Benefits Committee and staff for their success in getting Schumpert Medical Center on board as a health care provider. She noted concerns about more general funds being allocated for instructional purposes.

Mary Ellen Hoffman, parent, requested information relative to legal expenses incurred by the CPSB as a result of pending lawsuits (Case No. 376,618 and No. 385,230). She further requested copies of all billings sent to the school board by legal counsel, copies of written minutes of meeting of the school board approving legal fees and expenses for payment, and a narrative description of procedures used by the CPSB or its agents to review legal fees and expenses. Mrs. Hoffman provided a copy of her letter of requests to the superintendent and board president.

### **BIDS**

**Approval of Bids/Proposals Taken - Central Office Fire Code Modifications Project 163A.** Mr. Byerley informed the board of a concern that was brought to his attention regarding bid qualifications for the central office fire code modifications, Project 163A. Mr. Byerley moved, seconded by Mr. Thibodeaux, to reject the bid on this item and authorize staff to re-advertise. Mr. Byerley said that the board should take precaution in spending and reconsider this item. Board members and staff reviewed the matter with reference to whether the bidder qualification form has substance. Legal counsel reviewed the school board's policy referencing the statement that all contractors should make a reasonable effort to contact minority contractors. Mr. Milam suggested that bid qualification forms should include a reminder sentence (check list) for all contractors to review before submitting a bid. Dr. Hicks expressed concern about the bid procurement process, and said that a check list should be provided to make sure that all required information is provided. Mr. Vance requested that in the future, that board members be informed of bid awards to minority groups, and that the process be monitored. Dr. Hicks requested a copy of the bid qualification form. Vote on the motion carried with board members Shaw, Matlock, Milam, Boykin and Allen opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Burton and Brooks.

## **ADOPTION OF THE 1993-94 CAPITAL PROJECTS FUND BUDGET**

Mr. Milam requested clarification of the budget information regarding the construction reserve. Mr. Slack said that at the time of planning, no funds were available which is why staff did not recommend the \$100,000 transfer this year. Mr. Milam asked if the \$100,000 taken from the money is actually spent on projects. Mr. Slack explained that the board transfers funds back and forth, with the initial intent being to reserve funds for classroom wings or new buildings. Transfers are only made when funds are available. The balance in the account is \$465,000. Mr. Burton moved, seconded by Mr. Byerley, that the 1993-94 Capital Projects Fund Budget be approved as recommended by staff. Vote on the motion carried unanimously.

## **APPOINTMENT OF OFFICIAL PRINTER**

Mr. Byerley moved, seconded by Mr. Thibodeaux, that the Caddo Citizen be awarded the title as official journal for the Caddo Parish School Board. Discussion followed on the bidding process and subscription cost. Mr. Byerley said that this paper is the lowest bidder and suggested that the school board should take a subscription with the Caddo Citizen. Dr. Hicks made a substitute motion, seconded by Mr. Burton, that the official proceedings of the Caddo Parish School Board be printed in The Times, Caddo Citizen, and the Shreveport Sun. Dr. Hicks said that publication of school business in each of the newspapers would provide information to all areas, and the board would be satisfying the spectrum of the readership in Caddo Parish. Mrs. Allen inquired about the expense to the school board if the proceedings are printed in the three newspapers. Ben Wreyford, director of finance, said that the monthly expense would be an additional \$500 to \$1,000. He informed the board that the official printer prints more than school board minutes for the school board. Dr. Hicks said that his reference is for the printing of school board minutes. Legal counsel informed the board that state law requires that the school board should appoint one official journal. Further, that the law has another provision that allows for political subdivisions to have an auxiliary journal in addition to an official journal, provided the auxiliary journal does not require a greater pay rate. After more discussion, Dr. Hicks made a motion to amend the substitute motion, seconded by Mr. Burton, that The Times be designated as the official journal for the Caddo Parish School Board; the Caddo Citizen and the Shreveport Sun be designated auxiliary journals, and that the official proceedings of school board meetings also be printed in the auxiliary journals. Dr. Shaw asked if the Caddo Citizen could be considered a legal printer, and the superintendent answered in the affirmative. Mr. Wreyford commented that the financial increase would be approximately \$5,000 to \$10,000 extra per year, if the amended substitute motion passes. More discussion followed on bid awards. Mr. Burton moved, seconded by Mr. Matlock, to call for the question on all motions and amendments. The president said that vote on the motion to end debate requires a two-thirds vote, and the motion failed with board members Byerley, Vance, Thibodeaux and Shaw opposed. Board members supporting the motion were Hicks, Burton, Boykin, Brooks, Matlock, Milam and Allen. Vote was called on the amendment to the substitute motion which failed with board members Vance, Burton, Hicks and Boykin supporting the motion. Board members opposed were Byerley, Thibodeaux, Shaw, Brooks, Matlock, Milam and Allen. Vote on the substitute motion failed with board members Vance and Hicks supporting the motion. Board members opposed were Byerley, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Milam and Allen. Vote on the original motion carried with board members Vance, Hicks, and Allen opposed. Board members supporting the motion were Byerley, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock and Milam.

## **APPROVAL OF EARLY RELEASE FOR SENIORS AT NORTHWOOD HIGH SCHOOL FOR 1993-94**

Dr. Shaw moved, seconded by Mr. Thibodeaux, approval of early release for seniors at Northwood High School for 1993-94 as recommended by staff. Dr. Hicks asked if a summary evaluation of the project was prepared, and if other high schools had implemented the program. The superintendent said that the school principal had reported that all youngsters in the program were either gainfully employed or involved in meaningful activities. James Foster, assistant superintendent for administrative services, reported that 14 students were in the program; students were monitored closely; and no problems were incurred. Dr. Hicks asked the superintendent to provide board members with a written report on the program at the next school board meeting. Mr. Vance commended the school principal for implementing the program; however, he expressed concern that no other high school in the parish had sought to implement the program. The superintendent said that other students were involved in the Cooperative Office Education (COE) or Distributive Education (DE) program. Dr. Foster commented that students enrolled in the early release program have ample credits to complete high school requirements without taking additional hours. Vote on the motion was called, and carried. Mr. Matlock was absent for the vote. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Milam and Allen.

## **SPECIAL EDUCATION ADVISORY COUNCIL NOMINEES**

Mrs. Allen called board members' attention to the packet of information that was placed before them highlighting Special Education Advisory Council nomination plans. The committee of board members recommended the postponement of the selection of new advisory council members to the July meeting, and Mrs. Allen reviewed the information included in the packet. Dr. Hicks recommended that a box ad be placed in the official journal and auxiliary journals advertising council vacancies. He further recommended that the full board should vote on all nominees to determine who will serve on the council. Mr. Thibodeaux moved, seconded by Mr. Byerley, that the board accept all nominees that are currently presented, including the insert presented today by Mrs. Allen (Gay Colvin), and this would be the group of people the board will choose from; and, that the full board will vote on each member. Further, that this item be tabled until July, 1993. Mr. Vance encouraged the board to move cautiously and consider going beyond the month of July. He encouraged the board and staff to advertise all council seat vacancies. Mr. Brooks echoed the same sentiments and said that he would like to see more parents appointed to the council. Dr. Hicks made a motion to amend the motion, seconded by Mr. Brooks, that the deadline for accepting nominees be extended to June 30, 1993. Discussion followed on school board policy regarding the appointment of council members, board and staff's involvement in the nomination process, the appointment of a board committee, and timeline for advertising and nomination. Dr. Shaw asked the superintendent if he would continue to provide the board with some guidelines, and the superintendent answered in the affirmative. Dr. Hicks requested that the board be notified of the official appointment of school board committees. He asked staff to secure the nominees' consent for their name to be placed on the ball to serve on the council. Mr. Matlock inquired about the inclusion of the name of a gentleman who has filed a complaint against the state, and Mrs. Allen identified that the gentleman's name would fall under category "D" which is already filled. Mr. Matlock suggested that some nominees could be eligible for more than one category, and he proceeded to suggest another name for consideration. More discussion continued on the involvement of CAE and the PTA. Mr. Matlock expressed concern about the nomination process, and encouraged staff to seek input from the referenced organizations. Mr. Byerley inquired about the possibility of council members stepping down or rotating off the council. The president called for the vote on the amendment which carried with board member Byerley opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Milam and Allen. Mr. Burton requested clarification of the amendment and the motion. The superintendent commented that passing the amendment changes the motion, thus, the motion would read that the matter would be re-advertised until June 30, 1993 and acted on at the July, 1993 school board meeting with all recommended nominees included on the ballot, including additional names if added by June 30, 1993. Legal council said that the 17 nominees presently recommended would be considered; the period for accepting additional nominations would be extended until the date specified; and, action would be delayed until the school board meeting in July. Vote on the motion, as amended, carried with board members Byerley and Vance opposed. Board members supporting the motion were Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Milam and Allen. The president announced that the board committee's job is completed, and the board as a whole will consider all nominations.

## **PARLIAMENTARY CLARIFICATION (BURTON)**

Referencing debate at the May 19, 1993 school board meeting, Mr. Burton clarified his position in the involvement of interrupting board proceedings. He informed the board that as long as he represents district three and the children of Caddo Parish, that he will continue to use his parliamentary rights to call for points of order if he feels that something is not conducive to the needs of his community and Caddo Parish.

## **SUPERINTENDENT'S REPORT**

**Requests for Leaves.** The superintendent expressed appreciation to the board for its approval of the requests for leaves which were approved as part of the consent agenda. Referencing an informational bulletin of June 9, 1993 from his office which was mailed to board members, the superintendent called the board's attention to an employee on sabbatical leave who has resigned her position with the Caddo Parish School Board. He informed the board of the employee's plan for repayment of funds to the school system, and said that staff will proceed with the employee's suggested plan for repayment.

**8G Grants.** The superintendent informed the board that six 8g grants totaling \$323,092 were approved for funding from the Louisiana Quality Education Support Fund in FY 93-94. He said that the grants were well-planned and written, and the Caddo public school system was in line for approval of additional grants, if funds had been available.

**Staffing.** The superintendent informed the board that within the next few days he would be providing board members with a report on overcrowding conditions at one of the high schools. The report will include suggested

plans for addressing the matter. Also, board members will be receiving, in the mail, a request and recommendation from the administration for extra teachers for the next school year. The superintendent advised the board that when people approach board members about ideas for needing extra teachers in the schools, that it is staff's plan to place the requests on the board's agenda.

**Name Change for Sweepers.** Dr. Hicks moved, seconded by Mr. Matlock, to postpone this item until the September, 1993 school board meeting. He said that the State Department of Education is doing research in terms of employment categories for school districts which might include this position. Vote on the motion carried unanimously.

**Recess.** The president called for a ten minute recess at approximately 6:00 p.m., and the board reconvened at approximately 6:10 p.m.

**Report of Maintenance Employees' Survey.** The superintendent commented that information, as a result of the survey, was provided for the board's consideration in the last mailout. He recognized Mr. Henderson who made brief comments and he introduced Staff Development Specialist Mary Robinson, who apprised the board of staff's involvement and the survey compilations/results. Mr. Burton requested a copy of the Staff Development Center staffs' recommendation(s) for maintenance employees. Discussion followed on employees' job growth interests, employment status (seniority), and education/training opportunities. Mr. Vance inquired about staff's efforts to respond to the survey finding! and Mr. Henderson informed the board about staff's efforts to react to employees' needs. Mr. Thibodeaux encouraged that during annual evaluations and conferences with employees, that administrators should inquire of employees' job growth interests, and employees should be provided with appropriate advancement information, i.e. job descriptions. Mr. Matlock spoke in support of the development of a scholarship or grant program that would fund educational/training opportunities for employees. The superintendent recognized appropriate staff and thanked them for the informative report.

**Administrators.** The superintendent acknowledged Assistant Principal Melvin "Chief" Lars who was in the audience. He applauded Coach Lars for the recent publication of his book of original poetry. Mr. Vance encouraged the board to purchase a copy of the publication. Mr. Milam commended Coach Lars for his work.

The superintendent informed the board that Principal Tommy Powell (Captain Shreve High School) was recently released from the hospital.

## **NEW BUSINESS**

**Emergency Procurement - Captain Shreve Chiller Motor Failure.** Mr. Thibodeaux moved, seconded by Mr. Burton and Mr. Milam, that the replacement of the Captain Shreve High School 200 ton chiller motor be declared an emergency action, and that staff's action in this regard to order the replacement Trane equipment from Storer Equipment Co., Inc. be approved, with the cost of \$22,609 being taken from the 1992-93 Capital Projects ending balance. Vote on the motion carried unanimously.

**Local 100.** Mr. Brooks encouraged staff to work with Sallie Thomas of Local 100, and cautioned staff not to violate school board policies and procedures in advising employees about joining organizations.

**Brochures.** Referencing the brochure "Challenges and Choices," Mr. Milam asked staff to prepare a similar brochure highlighting neighborhood schools, as well as magnet schools. The superintendent said that staff would update the brochure and incorporate more information on neighborhood schools.

Dr. Hicks and Mr. Burton excused themselves from the remainder of the school board meeting at approximately 6:40 p.m.

**Organizations.** Mr. Milam asked that a letter be sent to organizations seeking to recruit employees' membership and request information on membership enrollment, dues, etc. The superintendent said that such a report has already been compiled and the information will be shared with board members.

**Character Education.** Mr. Milam called the board's attention to Memo 350-93 which was placed at board members' seats regarding Character Education. He encouraged board members to read the report.

**Health Insurance.** Mr. Milam commended staff (David Hennigan) for their work in getting the coalition together in an effort to increase savings in health care expenses for the group.

**Request for School Bus Transportation by Alliance for Community Development, Inc. and Request for School Bus Transportation by LSU-S Nature Day Camp.** Mr. Thibodeaux moved, seconded by Mr. Vance, to waive school board policy to amend the board's June 16, 1993 agenda and to suspend the rules to address items 20 and 21 on the revised agenda. Mr. Thibodeaux noted that it is staff's responsibility that if neither of these organizations meet school board requirements to use the school buses, then the requests would be denied. Vote on the motion carried with Mr. Byerley opposed. Board members Vance, Thibodeaux, Shaw, Boykin, Brooks, Matlock, Milam and Allen supported the motion.

Mr. Thibodeaux moved, seconded by Dr. Shaw, passage of items 20 and 21 as listed on the revised agenda for the June 16, 1993 school board meeting. Vote on the motion carried with board member Byerley opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Boykin, Brooks, Matlock, Milam and Allen.

**JROTC Trip.** The president expressed appreciation for the recent experience of visiting Fort Sill, Oklahoma to observe the JROTC program. The president said that school board visitors were allowed to participate in JROTC activities and the experience was great.

**CABL BellSouth.** The president asked if the board would be in violation of the public meeting law if board members attended the conference. The superintendent replied that if the board attends as a body, then it would be in violation of the public meetings law, and the meeting would need to be advertised as an open meeting. Legal counsel said that he would like to review the document regarding the class before offering an opinion.

**Board/Employee Meeting.** The president asked if a meeting has been scheduled for employees to address the Executive Committee/board regarding personal concerns or suggestions. Burnadine M. Anderson, administrative assistant to the superintendent/ communications, commented that the meeting is tentatively scheduled for September 1, 1993 which would allow staff ample time to announce the meeting to all employees. Mrs. Anderson asked if it is the board's desire that the meeting be scheduled in conjunction with the September Executive Committee meeting, and the president answered in the affirmative.

**Adjournment.** There being no further business, Mr. Vance moved for adjournment. Mr. Matlock seconded the motion, and the meeting adjourned at approximately 7:01 p.m.

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Terry L. Terril, Ed.D., Secretary

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Judy D. Boykin, President

### **July 21, 1993**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana, at 3:30 P.M. Wednesday, July 21, 1993, with President Judy D. Boykin presiding and the following board members present being a quorum: Josephine Allen, Jerry Tim Brooks, Willie D. Burton, David Byerley, Paul Glanville, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. David Matlock arrived at approximately 3:35 p.m., and Raymond A. Hicks arrived at approximately 3:42 p.m. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Milam gave invocation and led the Pledge of Allegiance.

### **MINUTES OF THE PREVIOUS BOARD MEETING**

Dr. Shaw moved, seconded by Mr. Thibodeaux, approval of the minutes of the June 16, 1993 school board meeting. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The president called the board's attention to the revised school board meeting agenda and said that since there was no Executive Committee meeting held in July, that the board would designate consent agenda items. Following review of the revised agenda, the board categorized the following items as consent agenda.

### **Agenda Item No. 7 (A-2-5; B-1)**

**Approval of Bids Taken.** Staff recommended approval of the circled low bids for fruit juice for child nutrition programs (all schools); paper and supplies for child nutrition programs (all schools); and, cafeteria dining room

air conditioning at Hillsdale, Newton Smith and Shreve Island (Project 172A). Staff recommended that the bids for lease of the 103 East 79th Street facility be rejected. Further, staff was authorized to sell, at public auction, surplus used vehicles (buses, trucks, tractors, etc.). The date for the public auction is to be determined. A copy of the tabulation bid sheets marked "Exhibit A, eight pages, July 21, 1993" is filed in the official papers of the board.

#### **Agenda Item No. 8**

**Agreement for Emergency Medical Service (football games).** Staff recommended that the agreement with Shreveport Fire Department to provide emergency medical services at football games during the 1993-94 school year be approved. The agreement provides for continuation of arrangements the school board has had for the last several years. A copy of the agreement is filed in the official papers of the board.

#### **Agenda Item No. 9**

**Resolution to Approve Systems Survey and Compliance Questionnaire.** Staff recommended that the resolution to approve the Systems Survey and Compliance Questionnaire, as required by the Legislative Auditor, be adopted.

A RESOLUTION APPROVING A SYSTEMS SURVEY AND COMPLIANCE QUESTIONNAIRE AS REQUIRED OF STANDARDS FOR AUDIT OF GOVERNMENTAL ORGANIZATIONS, PROGRAMS, ACTIVITIES, AND FUNCTIONS PROMULGATED BY THE UNITED STATES COMPTROLLER GENERAL.

By: B. L. Shaw

WHEREAS, the Caddo Parish School Board authorized the superintendent to execute a letter of engagement with the accounting firm of KPMG Peat Marwick to audit its financial statements for the period July 1, 1992 - June 30, 1993; and

WHEREAS, since that time, the Legislative Auditor of the State of Louisiana has approved the letter of engagement conditioned upon the School Board completing and approving the attached Systems Survey and Compliance Questionnaire.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish School Board, in due and legal session convened, that the attached System Survey and Compliance Questionnaire has been presented to and is hereby approved.

BE IT FURTHER RESOLVED that the completed questionnaire and a copy of this resolution be given to the firm KPMG Marwick.

Seconded by Michael J. Thibodeaux

I hereby certify that the above resolution was adopted by a vote of 12 yeas, 0 nays, and 0 absent being a majority.

Adopted July 21, 1993

#### **Agenda Item No. 10**

**Contract With LSU-S Regarding Cooperating Teachers.** Staff recommended that the contract with LSU-S regarding cooperating teachers be renewed as included in the mailout. LSU-S will provide the school board with information needed to process the payroll and will reimburse Caddo for the salaries and retirement costs. A copy of the contract is filed in the official papers of the board.

#### **Agenda Item No. 12**

**General Fund Budget Update.** Staff recommended that the 1993-94 General Fund Budget recommendations in the amount of \$1,140,000, as included in the mailout, be approved. (Note: This item was reconsidered in later portion of meeting.)

### **Agenda Item No. 13**

**C-BARC.** Staff recommended that no exception be made to school board policy JECC and that the current policy regarding student transfers remain in effect for the 1993-94 school year. (Note: This item was reconsidered in later portion of meeting.)

### **Agenda Item No. 16**

**Student Accident Insurance for 1993-94.** Staff recommended approval of the renewal of the student accident insurance with Pan American Insurance Company for the 1993-94 school year. The student accident insurance will be renewed for the same premium as was in effect during the past school year.

### **Agenda Item No. 17 (A)**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, 1993-94 School Year

Kimberly Brun, Teacher, Huntington High School

Leave Without Pay (Personal), 1993-94 School Year~J

Sheri Block, Speech Therapist, Eighty-First Street ECE

Sheri Gault, Speech Therapist, Itinerant

Mary Ann Williams, Teacher, Sunset Acres Elementary School

Abraham Campos, Teacher, Bethune Middle School

**Requests of the Board.** Arthur J. Duhon, teacher at Woodlawn High School, was on sabbatical leave for rest and recuperation for the 1992-93 school year. He is still experiencing major health problems and his doctors recommend that he not return to work, and that he should retire immediately. Mr. Duhon requested to be relieved of the obligation to repay the school system for monies paid to him while on leave. Necessary doctors' statements were provided.

Vela Kay Skillignstad, teacher at Ridgewood Middle School, was on sabbatical leave for rest and recuperation for the 1992-93 school year. She is still experiencing severe health problems, and her doctors recommend that she resign her position. Mrs. Skillignstad requested to be relieved of the obligation to repay the school system for monies paid to her while on leave. Necessary doctors' statements were provided.

Pamela Schmidt, teacher at Youree Drive Middle School, was granted a leave without pay for January, 1993 to the end of January, 1994. Ms. Schmidt requested to rescind her leave of absence as of the start of the 1993-94 school year.

Gussie Franklin, sweeper at Caddo Middle Magnet, requested a leave without pay December 1-17, 1993 in order to travel to Italy.

### **Agenda Item No. 18 (A)**

**Caddo Parish Track and Field Complex (Shaw).** The school board approved a motion that the Caddo Parish Track and Field Complex, located at the Caddo Parish Stadium behind Captain Shreve High School, be named the Woodrow "Woody" Turner Track and Field Complex.

Dr. Shaw moved, seconded by Mr. Thibodeaux, approval of the amended consent agenda. Vote on the motion carried unanimously.

### **VISITORS**

Nathan Manning expressed concern about the following: disparity in course offerings at Caddo Parish public high schools; C. E. Byrd High School operating as a neighborhood and magnet school; and, the standards/requirements expected of students for participation in the proposed engineering prep program at Captain Shreve High School. Mr. Burton asked Mr. Manning to share with him the statistical data that he introduced to the board.



Reverend Herman Farr, member of Citizens For Better Schools and NAACP, made general comments and expressed concern regarding the percentages of minority teachers employed by the Caddo Parish School Board. He also stated that the ratio clause for hiring minority teachers, as identified in the consent decree, should not be removed.

Dorothy Barnes Jefferson, parent, informed the board of her outrage for her perception of the lack of truth being told by school board representatives; that she feels that she and her children are constantly under attack. Ms. Jefferson encouraged the board to move forward and do what is best for students.

Mimie Cherry, citizen, made general comments and expressed concern about the welfare of all children and the Caddo public school system. Mrs. Cherry said that there is division among school board members, administrators, and staff; and, that better race relations should be practiced. She also expressed concern about the breakdown in homes (families), and suggested the reading of the book of Proverbs (Bible) as a guide for everyone.

Jan Hammond, South Park Mall representative, informed the board of the mall's commitment to serve the community. She capsulized a project, New Clothes for Needy School Children, that is being sponsored by the mall which targets underprivileged children/families financially unable to buy new clothes for school (age groups ECE-8). The president asked Burnadine Moss Anderson, administrative assistant to the superintendent/communications, to meet with Ms. Hammond to exchange information regarding this project.

Reverend Joe R. Gant, concerned parent, pastor in the community, and president of Citizens for Better Schools, brought several matters of concern to the attention of the board for its consideration, and they are: (1) the motivation/purpose behind the proposed engineering program at Captain Shreve High School and equal curricula in all Caddo Parish high schools; (2) the motive for contracted cleaning services as proposed for Atkins Elementary; (3) the report of the removal of the telecommunications program from Booker T. Washington High School campus; (Note: The superintendent informed Reverend Gant that this information is erroneous.); (4) problems with staff honoring school board policy as it relates to minority-to-majority transfers; (5) the placement of a kindergarten class at Laurel Street ECE; and, (6) examination of proposed jamboree activities. Dr. Hicks asked the superintendent to meet with the principal at Booker T. Washington High School and ask him to present a report on the telecommunications program at the board's August, 1993 meeting.

Mariah Underwood, parent and concerned citizen, encouraged the board and staff to establish kindergarten classes at the Laurel Street ECE Center. She provided the board president with a petition for this request, and with a copy of her letter to staff asking for the classes. Mr. Brooks asked to be listed under old business to discuss this matter.

Linda Scott, teacher aide with the Caddo Parish School Board (CPSB), expressed concern that non-certified employees are denied use of the Teacher Resource Center for professional purposes. She petitioned the board and staff to look into this matter and to allocate additional funding to expand the center. Mr. Burton asked that this issue be placed on the agenda under the heading of announcements and requests. The superintendent informed the board that the center is not open to school board personnel, other than teachers, because of the lack of funding for materials and supplies. He further noted that if funds become available, then staff would consider making a recommendation to open the center to others.

Susie Payne, president of Caddo Association of Educators (CAE), highlighted CAE's interest in addressing the budgeting of additional MFP monies that have been appropriated under the new formula. She made known CAE's concern for a proposal to earmark additional funds for the implementation for the requirements at the school level for Section 504. She encouraged the funding level at the Teacher Resource Center. Miss Payne made the board aware of CAE's concern about the proposal to reduce Capital Projects funds in an effort to relieve overcrowding at magnet schools.

Sallie Thomas, Local 100 representative, expressed appreciation to staff for meeting with her to discuss various concerns. She encouraged staff to respond to concerns that were made known at the meeting, and to consider upgrading maintenance employees every 18 months. Ms. Thomas noted that some employees are receiving wages below poverty level, and she asked staff to investigate this matter, and to investigate plans for inclusion of all high schools in jamboree activities.

## **GENERAL FUND BUDGET UPDATE**

Mr. Thibodeaux moved, seconded by Mr. Matlock, for the board to reconsider agenda item 12 - General Fund Budget Update. Vote on the motion carried with board members Vance, Burton, and Shaw opposed. Board

members supporting the motion were Byerley, Thibodeaux, Hicks, Boykin, Brooks, Matlock, Milam, Allen and Glanville.

## **BIDS**

**Approval of Bids/Proposals Taken (7-A-1)**. Mr. Burton moved, seconded by Dr. Hicks and Mr. Brooks, to approve the rejection of the bid for contract cleaning services for Atkins Technology Elementary School, as recommended by staff. Mr. Thibodeaux asked how did this concern evolve. The superintendent replied that the principal made the initial contact with staff and felt that significant savings could be realized and put back into the instructional program. Staff conducted an investigation and recommends that the bid be rejected. Mr. Matlock encouraged black entrepreneur participation in this area. He spoke in favor, on a pilot basis, of privatizing contract cleaning services at Atkins, and said that the board and staff could visit the issue if it proves not to be cost effective and if there are problems with the quality of services. Mr. Thibodeaux expressed an interest in developing a pilot program that would include a cluster of schools. Mrs. Allen spoke of concern for the possible displacement of employees at Atkins, for the loss of employee benefits and for property security. Mr. Brooks asked the board to forego making a study on this matter and suggested that the board should continue operating as is. The president called for the vote on the motion which carried with Mr. Matlock opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Milam, Allen and Glanville.

## **PLAN - BONDING (C. E. BYRD AND BOOKER T. WASHINGTON HIGH SCHOOL)**

Dr. Shaw moved, seconded by Mr. Burton, approval of the bonding plan as presented by staff. Dr. Shaw commended staff for using innovative and creative ways in trying to meet the needs of the Caddo public school system. Dr. Hicks requested clarification of the motion, and the superintendent summarized the outlined bonding plan as included in the mailout (\$800,000 to add space on the C. E. Byrd campus to become a science technology center; \$150,000 to complete the covering of the outside student commons area at Booker T. Washington High School; \$150,000 to purchase equipment to enhance the instructional program -- additional telecommunications equipment and enriched program will be integrated with the AM radio program; and \$100,000 to purchase land adjacent to an elementary school to make space available for possible consolidation of some elementary schools and to develop a state-of-the-art facility in the central area of the city). He emphasized that with the current favorable bond rates, staff felt that this is a way to answer some problems; but, the downside is that it would reduce the capital improvements budget by approximately \$125,000 to \$150,000 per year. Dr. Hicks asked if this financial plan targets specific projects. The superintendent identified a science technology center at C. E. Byrd High School for the parish along with funding of some JROTC projects; covering work at Booker T. Washington High School in the commons area and purchase of equipment for the telecommunications program; and to purchase some land in the city for the for possible future school expansion. Discussion followed on: (a) the status of the engineering program at Captain Shreve High School (curriculum concept); (b) concerns for reducing funds in the Capital Projects budget; (c) the need to expand overcrowded schools in the southern region of the parish; and, (d) involvement of the Facilities Study Committee. The superintendent informed the board that the plan was submitted to representatives of the Facilities Study Committee and the chairman indicated to him that the plan compliments the committee's proposed recommendations. Mr. Milam moved, seconded by Mrs. Allen, to table this item until the August, 1993 school board meeting, with the exception of number four (capping Caddo Magnet High School student enrollment). The president called for the vote on the motion to table which failed with board members Hicks, Milam, Boykin, Allen and Glanville supporting the motion. Board members opposed were Byerley, Vance, Thibodeaux, Shaw, Burton, Brooks and Matlock. Mr. Burton encouraged the board to move ahead with this plan and to focus on providing quality education for all students. Dr. Hicks expressed support of the concept to identify finances for special projects, but he expressed concern that more information is needed on this proposed plan. He further stated that he would like to see something done to add spaces to schools rather than capping student enrollment.

Dr. Hicks moved, seconded by Mr. Burton, to divide the issue -- that items one through three be combined, and item four would become the second item. Mr. Matlock requested that the cap on student enrollment at C. E. Byrd be included with item four. Dr. Hicks concurred with the request. Vote on the motion carried with board member Milam opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Allen and Glanville. More discussion followed on the needs for the proposed programs with board members emphasizing that the science technology program would serve the entire parish and would create opportunities to receive grant monies. Mr. Matlock moved, seconded by Mr. Burton, to call for the question. Vote on the motion failed with board members Burton, Shaw, Matlock, Boykin and Glanville supporting the motion. Board members opposed were Byerley, Vance, Thibodeaux, Hicks, Brooks, Milam and Allen. Mr. Byerley inquired about bonding fees and interest rates. S. L. Slack, assistant

superintendent for support services, reported that the cost would be in the neighborhood of \$10,000 and the interest rate is not certain -- at least five to six percent. Mr. Byerley asked if staff has a blueprint and the superintendent said that drafting a blueprint would have been presumptuous of staff. Mr. Byerley complimented staff and board members for the plan development. After more debate, Dr. Hicks moved, seconded by Mr. Matlock, to call for the question on items one, two and three. Vote on the motion to end debate carried with board members Milam, Boykin and Allen opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Brooks, Matlock, and Glanville. Vote on the original motion carried with board members Vance, Milam, Boykin and Allen opposed. Board members supporting the motion were Byerley, Thibodeaux, Hicks, Shaw, Burton, Brooks, Matlock and Glanville.

Dr. Hicks made a substitute motion, seconded by Mr. Brooks, to postpone for clarification items one and four (dealing with enrollment caps at C. E. Byrd High School and Caddo Magnet High School) until the issue can be analyzed and a report submitted to the board by staff at the December, 1993 school board meeting. Dr. Hicks concurred that the demand for the plan is present, but he feels that an analysis of the demands at the two schools should be reviewed in terms of possible expansion of the facilities to enhance programs; or develop other options at other schools within the parish for the location of similar programs. Mr. Matlock expressed opposition to capping student enrollments at any school. Dr. Shaw expressed appreciation for the intent of the motion, however, he pointed out that the enrollment caps in the plan are for 1994-95. Vote on the motion was called and carried with board members Vance and Milam opposed. Board members supporting the motion were Byerley, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Allen and Glanville.

### **GENERAL FUND BUDGET UPDATE**

Dr. Shaw moved, seconded by Mr. Byerley, that the 1993-94 General Fund Budget recommendations in the amount of \$1,140,000, as included in the mailout, be approved. Mr. Thibodeaux moved, seconded by Mr. Milam, to table the recommendations until the August, 1993 school board meeting; and, the board be allowed to meet after the Executive Committee meeting in August, 1993 to discuss these and other personnel and/or other need that board members have that would fit in this category. Vote on the motion carried with board members Byerley, Vance, Burton and Shaw opposed. Board members supporting the motion were Thibodeaux, Hicks, Boykin, Brooks, Matlock, Milam, Allen and Glanville. Mr. Vance expressed concern about substitute employees filling instructional-type positions at the opening of schools.

### **C-BARC**

Mr. Vance moved, seconded by Mr. Milam, for the board to reconsider item 13 - C-BARC. Vote on the motion carried with board members Shaw and Matlock opposed. Mr. Brooks was absent for the vote. Board members Byerley, Vance, Thibodeaux, Hicks, Burton, Boykin, Milam, Allen and Glanville supported the motion. Mr. Vance requested clarification of the information included in the mailout. Staff reviewed the current student transfer policy and summarized C-BARC's request for a waiver for current and future children who reside in the C-BARC community home which is located in the Linear Middle School and Green Oaks High School attendance area. James Foster, assistant superintendent for administrative services, summarized C-BARC's request for a permanent waiver and informed the board that staff is recommending that the current student transfer policy be followed -- that no exceptions be made to the current policy, and that all student transfer requests, except majority to minority, continue to be reviewed on an annual basis. Lucy Poison, executive director of C-BARC, addressed the board and explained C-BARC's position relative to its staff's inquiries about the home's school attendance area. She emphasized that the home was purchased predicated on school board staff's verbal assurances that the home was in the Donnie Bickham Middle School area. Dr. Hicks asked if the students' needs are being met, and Ms. Poison replied that student needs were well-met at Donnie Bickham. Mr. Vance moved, seconded by Dr. Hicks, to uphold staff's recommendation that no exception be made to school board policy JECC and that the current policy regarding student transfers remain in effect for 1993-94. Dr. Hicks asked if the board's vote would be applicable for the 1993-94 school year, and the superintendent responded in the affirmative. Vote on the motion was called and carried with board members Byerley and Allen opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Milam and Glanville. Dr. Hicks informed the board that he will bring a motion at the next school board meeting to clarify the issue and permanent status for C-BARC residents. Mr. Matlock asked if policy JECC only relates to C-BARC, and the superintendent answered no; that C-BARC asked for waiver of this policy. Mr. Matlock clarified that the wording of the motion itself does not limit action to C-BARC.

### **SURPLUS TEACHERS (informational)**

The president noted that information on this matter was included in the mailout and board members could ask staff questions about the report at this time. Mr. Matlock asked if staff is moving towards reducing the number

of surplus teachers (33), and Mr. Henderson said that the number of surplus teachers is reduced significantly, that the total now is 8.5. Mr. Matlock noted that if the board and staff needs to enhance programs at particular schools to offer additional curricula items, then additional staffing might be required. Dr. Hicks inquired about the staffing of teachers in their primary/secondary areas of certification. Mr. Brooks also expressed concern about teachers being placed in their certified teaching area(s).

### **SEX EDUCATION CURRICULA (HICKS)**

Dr. Hicks moved, seconded by Mr. Burton, that the sex education curricula (Sex Respect, et al) be evaluated by the curriculum staff, and that a formal written report be submitted at the October, 1993 regular school board meeting. Mrs. Allen requested clarification as to who would make the evaluation, and Dr. Hicks said that the curriculum staff (Dr. Essie Holt's staff) would be responsible for making the evaluation, and staff will determine the source of information. Mr. Brooks asked how much money has been spent to date by the school board on law suits regarding this matter, and Mr. Slack said that approximately \$60,000 has been spent. Mr. Brooks encouraged the board to put this matter to rest and cease additional spending. Mr. Brooks made a substitute motion, seconded by Mr. Byerley, that the Caddo Parish School Board go on record as putting a cap on the entire sex education curricula, and move back and let staff develop a curricula suitable for the parish. Mr. Thibodeaux requested clarification of the term "cap." Mr. Brooks said that the "cap" reference is that everything that is being done by the board and staff at this time would come to an end; no more money would be spent and no more meetings would be held. Mr. Burton moved, seconded by Dr. Shaw, to call for the question. Vote on the motion to end debate carried with Mr. Byerley opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville. Vote on the substitute motion failed with board members Byerley, Vance, Burton, Hicks and Brooks supporting the motion. Board members opposed were Thibodeaux, Shaw, Boykin, Matlock, Milam, Allen and Glanville. The president called for the vote on the original motion which carried with board members Matlock, Milam, Boykin and Allen opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Brooks and Glanville.

### **SUPERINTENDENT'S REPORT**

**Personnel Recommendations.** The superintendent recommended that Clay Slagle be appointed program researcher and evaluator (Chapter I). Mr. Thibodeaux moved, seconded by Mr. Milam, approval of the superintendent's recommendation. Vote on the motion carried with Mr. Brooks opposed. Board members Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Matlock, Milam, Allen and Glanville supported the motion. Mr. Slagle will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he is appointed. The superintendent recognized and introduced Mr. Slagle to the board.

The superintendent recommended that Leisa Edwards be appointed principal at Hillsdale Elementary School for the 1993-94 school year. Dr. Hicks moved, seconded by Mr. Glanville, approval of the superintendent's recommendation. Vote on the motion carried unanimously. Mrs. Edwards will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed. The superintendent recognized and introduced Mrs. Edwards to the board.

The superintendent recommended that John Anderson be appointed assistant principal for discipline at Broadmoor Middle Laboratory School. The terms of contract are August 10, 1993 through June 15, 1996. Dr. Shaw moved, seconded by Mr. Glanville, approval of the superintendent's recommendation. Vote on the motion carried unanimously. Mr. Anderson will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed. The superintendent recognized and introduced Mr. Anderson to the board.

The superintendent recommended that Jan Scheen be appointed principal at Blanchard Elementary School. The terms of contract are August 9, 1993 through June 15, 1996. Mr. Glanville moved, seconded by Dr. Hicks, approval of the superintendent's recommendation. Vote on the motion carried with board members Milam and Thibodeaux abstaining. Board members supporting the motion were Byerley, Vance, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Allen and Glanville. Ms. Scheen will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed. The superintendent recognized and introduced Ms. Scheen to the board.

The superintendent recommended that William Robinson, who has served as acting principal at Woodlawn High School for the 1992-93 school year, be made permanent in this position and placed on a two-year contract. He also recommended that Michael Moncrief, who has served as acting assistant principal at Booker T.

Washington High School for the 1992-93 school year, be made permanent in this position and placed on a two-year contract. Mr. Matlock moved, seconded by Dr. Shaw, approval of the superintendent's recommendations. Vote on the motion carried unanimously. Mr. Robinson and Mr. Moncrief will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which they are being appointed. Mr. Moncrief and Mr. Robinson were absent from the meeting.

**504 Position.** Mr. Matlock moved, seconded by Mr. Milam, that the 504 position be changed from a coordinator to a director. Dr. Hicks asked staff to explain the 504 program. The superintendent recognized Mr. Slack and asked him to define the 504 program. Mr. Slack explained that 504 is part of the Handicapped With Disability Act of 1973. Section 504 deals with the accommodations for persons with handicaps. Employers have the responsibility to make reasonable accommodations to make services and facilities available to persons with handicaps. There are several federal and state guidelines that must be complied with, and this applies to all agencies that receive federal funds. Dr. Hicks asked if this position has been identified on the organizational chart. The superintendent said that initially staff planned to place this position in the support services division; but if the motion is approved, the position will be placed in administration. He further explained that the reason the request is being recommended for the position change is because this person will share some responsibilities with the current director of middle and secondary education. Dr. Hicks expressed appreciation for the explanation and said that he thinks that this position should probably be placed in the human resource services division. He made a substitute motion, seconded by Mr. Brooks, that this matter be postponed until the August, 1993 school board meeting. Vote on the substitute motion failed with board members Vance, Burton, Thibodeaux, Hicks and Brooks supporting the motion. Board members opposed were Byerley, Shaw, Boykin, Matlock, Milam, Allen and Glanville. More discussion followed on the specific duties of this position. Mr. Thibodeaux asked what the additional cost would be to change the position from a coordinator to a director, and the superintendent said that the cost would be approximately \$5,000. The superintendent informed the board that the position has not been advertised and no one has been interviewed for the position. Mr. Brooks encouraged staff to fill the position with someone with expertise in special education. Mr. Milam moved, seconded by Dr. Shaw, to call for the question. Vote on the motion to end debate carried with board members Byerley, Vance and Hicks opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Boykin, Brook, Matlock, Milam, Allen and Glanville. Vote on the original motion carried with Dr. Hicks opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville.

## **OLD BUSINESS**

**Special Education Advisory Council Nominees.** Mrs. Allen moved, seconded by Dr. Shaw, that the selection of the new members for the Special Education Advisory Council be limited to the categories as follows: Categories B, C, E and F (one position each), and categories A and G (two positions each). Dr. Hicks requested clarification of the board's responsibility, and the superintendent and legal council summarized the board's policy, advisory council vacancies, and the nomination process. Vote on the motion was called and carried with board members Hicks and Milam opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Allen and Glanville. Mrs. Allen moved, seconded by Dr. Shaw, that the board elect new council members by majority vote. Vote on the motion carried with board members Byerley and Vance opposed. Board members supporting the motion were Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville. Dr. Hicks expressed concern for the voting process. Dr. Shaw moved, seconded by Mr. Matlock, that board members read aloud their nominees, and that they be tallied and announced. Vote on the motion carried with Dr. Hicks opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville. The president polled each board member with the following results:

### **Category A - Individuals With Disabilities: (2 vacancies)**

Dunn, Robbie (For: Milam, Allen, Glanville, Boykin, Thibodeaux, Byerley, Burton, Hicks, Shaw and Matlock Grant, Fronnie T. (no votes)  
Head, Donna Marie (no votes)  
Hoffman, Sarah (For: Brooks, Vance)  
Wilson, Mattie (For: Byerley, Thibodeaux, Burton, Hicks, Shaw, Matlock, Brooks, Milam, Allen, Boykin, Glanville and Vance)  
Robbie Dunn and Mattie Wilson were elected to serve on the advisory council representing Category A.

### **Category B - Teachers of Children in Special Education Services: (one vacancy)**

Bennett, Carolyn (no votes)

Gardner, Carolyn (no votes)  
Goeders, Ramonda P. (no votes)  
Hart, Debbie (no votes)  
McBride, Suzie S. (For: Byerley)  
Mitchell, Dana (For: Vance)  
Neeson, Richard (For: Thibodeaux, Shaw, Matlock, Boykin, Milam,  
Allen and Glanville)  
Rosbottom, Pat (no votes)  
Shakesnider, Debra (For: Burton, Brooks, Hicks)  
Tison, Janice (no votes)  
Richard Neeson was elected to serve on the advisory council representing Category B.

**Category C - Teachers of Nondisabled Children: (one vacancy)**

Coburn, Kimberly (For: Thibodeaux)  
Griffin, Gail (For: Burton, Shaw, Brooks, Matlock, Milam, Allen,  
Boykin, Hicks, Glanville and Vance)  
McDonald, Demetra (no votes)  
Strange, Pam (For: Byerley)  
Gail Griffin was elected to serve on the advisory council representing Category C.

**Category E - Parents of Regular Classroom Children: (one vacancy)**

Black, Constance (For: Vance)  
Carroll, Jo W. (For: Milam)  
Cook, Dr. J. Michael (For: Thibodeaux, Allen and Glanville)  
Cutcher, Anne W. (no votes)  
Failey, Rhonda (no votes)  
Hemmings, H. Richard (no votes)  
Hill, Susie (no votes)  
Jelks, Bobby J. (For: Hicks)  
Lewis-Boyd, Verlon (no votes)  
Nacher, Tamara (no votes)  
Powell, Christie (no votes)  
Roberts, Jane S. (For: Byerley, Shaw, Boykin and Matlock)  
Sloan, Belinda C. (For: Burton and Brooks)

There was no majority vote, therefore, the president called for a runoff vote considering Cook, Failey, Roberts and Sloan.

Cook, Dr. J. Michael (For: Thibodeaux, Hicks, Glanville and Milam)  
Failey, Rhonda (no votes)  
Roberts, Jane S. (For: Byerley, Vance, Shaw, Matlock, Allen and Boykin)  
Sloan, Belinda (For: Burton and Brooks)

There was no majority vote, therefore, the president called for a runoff vote considering Cook and Roberts.

Cook, Dr. J. Michael (For: Thibodeaux, Hicks, Milam and Glanville)  
Roberts, Jane S. (For: Byerley, Vance, Burton, Shaw, Brooks, Matlock,  
Allen and Boykin)

Jane S. Roberts was elected to serve on the council representing Category E.

**Category F - State and Local Education Program Administrators: (one vacancy)**

Brown, Margaret (For: Burton, Brooks, Hicks)  
Hearron, Ed (For: Byerley, Thibodeaux, Shaw, Matlock, Allen,  
Glanville and Boykin)  
Noschese, Margot (For: Vance)  
Scudder, Robert (For: Milam)

Ed Hearron was elected to serve on the council representing Category F.

**Category G - Special Education Administrators: (two vacancies)**

Gaensehals, Joy (For: Byerley, Vance, Thibodeaux, Shaw, Burton,

Boykin, Brooks, Matlock, Milam, Allen and Glanville)

Nix, Sheryl (For: Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville)

(Note: There were only two nominees for Category F, and Dr. Hicks abstained from voting on either.)

Joy Gaensehals and Sheryl Nix were elected to serve on the council representing Category G.

## **NEW BUSINESS**

**Jamboree-type Activities.** Mr. Brooks moved, seconded by Dr. Hicks, that all jamboree-type football activities be cancelled. Mr. Brooks expressed concern about a report that was brought to his attention regarding the scheduling of schools for participation in jamboree games. He said that it was reported that some principals have made a schedule which excludes other (minority) schools. He asked that Carl Pierson, supervisor of physical education K-12, if he provided input to the principals and asked Mr. Pierson to apprise the board of his findings with regard to this matter. Mr. Pierson summarized the concerns (security) that were expressed last school year by citizens and principals which precipitated a change in plans for jamboree activities. He informed the board of dialogue (meetings) that was exchanged between principals and staff regarding jamboree participation, and no authorization was given to approve or disapprove the proposed jamboree schedules. Mr. Pierson said that staff's position is that although there was no real objection to changing the jamboree format, that staff was opposed to the way that it would appear. He further stated that staff's position is that though it may be a good idea to spread the jamboree out and not have every school at the same place at the same time, that it might not appear as it should. This position did not change the mind of principals who were adamant to making the change. A meeting was later scheduled to see if the matter could be resolved and a letter was sent to principals under the superintendent's and Mr. Pierson's signatures outlining procedures and schedules. A subsequent meeting with principals was to be held by principals to make some decisions and changes for the 1993 jamboree, but if the meeting was held, Mr. Pierson was not informed of the results. Mr. Brooks asked that the board go on record as being opposed to scheduling the jamboree unless staff and principals could develop a program schedule that would be suitable for the system. Mr. Brooks asked Mr. Pierson for his personal position on this matter, and Mr. Pierson said that he personally feels that while there are a lot of ways to schedule jamborees, that the proposed plan is not appealing. Dr. Hicks commented that he believes that the decision regarding the jamboree should be a system-wide decision. Mr. Brooks withdrew, with Dr. Hick's consent, his original motion. He made a substitute motion, seconded by Mr. Burton, that staff be directed to finalize plans for a jamboree. Discussion followed on:(a) the distribution of funds generated from jamborees, (b) LA High School Athletic Association's requirements, (c) security (game times), (d) employment of game officials, (e) insurance coverage and cost, and (f) scrimmage activities and football teams' responsibility and/or obligations to participate in jamboree activities. Mr. Burton moved, seconded by Dr. Shaw, to call for the question. Vote on the motion to end debate failed in a tie vote with board members Byerley, Vance, Shaw, Matlock, Milam and Allen opposed. Board members supporting the motion were Thibodeaux, Burton, Hicks, Boykin, Brooks and Glanville. Mr. Matlock said that he believes that this is a matter that could be handled by the superintendent. Mr. Milam asked staff to make sure that no schools are disappointed and that they suffer no loss of funds. Dr. Shaw reminded the board that it is the board's responsibility to provide security at extracurricular activities, and not the responsibility of individual schools. The superintendent clarified that the letter that was sent to principals under his signature read that if this matter does not reach satisfactory resolution this year, that staff would settle it next school year; however, he would be happy to move the matter forward to this school year. He further stated that all schools will participate in jamboree activities. Dr. Hicks commented that whenever there is a sign of racial division within the school system, then the board should clean up the matter. Mr. Vance moved, seconded by Dr. Shaw to call for the question. Vote on the motion carried with Mr. Matlock opposed. Board members Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Milam, Allen and Glanville supported the motion. Vote on the motion to accept the substitute motion carried with board member Matlock opposed. Board members Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Milam, Allen and Glanville supported the motion. Vote on the substitute motion carried with board members Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Milam, Allen and Glanville supporting the motion. Mr. Matlock was opposed. Mr. Brooks said that the board needs to send a message to the entire parish that the school board is not going to stand for corruption at games and in the schools.

## **ANNOUNCEMENTS AND REQUESTS**

**LSBA Convention.** Mrs. Boykin encouraged board members to indicate to staff their plans regarding attendance at the LSBA Convention in New Orleans in 1984. She said that housing accommodations could be secured perhaps at the headquarters site if reservations are made as quick as possible.

**Southern Regional Conference.** Dr. Shaw expressed appreciation to board members Glanville and Allen for attending the Southern Regional Conference that was recently held in Nashville, TN. He informed the

superintendent that he would be sharing with him information that was received at the conference, i.e. site-based management.

**General Fund Budget.** Mr. Vance expressed concern that this item included recommendations for teacher placements, and he would like to have this matter resolved before school begins in August. Dr. Hicks moved, seconded by Mr. Brooks, that the board suspend its rules to make a motion that was not advertised. Vote on the motion failed in a tie vote with board members Thibodeaux, Shaw, Matlock, Milam, Boykin and Glanville opposed. Board members supporting the motion were Byerley, Vance, Hicks, Burton, Brooks and Allen.

**Kindergarten Class.** Dr. Hicks requested the superintendent to provide the board with preliminary information on the feasibility of adding kindergarten classes at Laurel Street ECE. Mr. Brooks expressed support of Dr. Hick's request.

**Adjournment.** There being no further business, Mr. Matlock moved for adjournment. Dr. Hicks seconded the motion, and the meeting adjourned at approximately 7:12 p.m.

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Terry L. Terril, Ed.D., Secretary

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Judy D. Boykin, President

### **Executive Committee**

**August 4, 1993**

The Executive Committee of the Caddo Parish School Board met in regular session Wednesday, August 4, 1993, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Judy D. Boykin presiding and Willie D. Burton and Josephine Allen present. Other board members present were Jerry Tim Brooks, Paul Glanville, Raymond A. Hicks, David Matlock, Mark Milam, B. L. Shaw and Michael J. Thibodeaux. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mr. Brooks.

#### **SPECIAL PRESENTATION - BOARD OF ELEMENTARY AND SECONDARY EDUCATION (BESE) PARTNERS IN EDUCATION AWARD**

The president recognized the superintendent who introduced Ms. Sally Cox, member-at-large. On behalf of the Willis-Knighton Health System and the Caddo Parish School Board (CPSB), Ms. Cox received the Distinguished Partners In Education Award which was presented at a BESE dinner in June, 1993 in Baton Rouge, Louisiana. Ms. Cox informed the committee of the criteria for selection for this award, and applauded the Willis-Knighton Health System for the impact that its programs has on student achievement in Caddo Parish. Ms. Cox presented the award to Mrs. Charlotte Lockard, education director for Willis - Knighton Health System, and the CPSB. Mrs. Lockard expressed delight in sharing the honor with the CPSB. She recognized cohorts Shirley Culbert, principal at Queensborough Elementary School, Burnadine Moss Anderson, administrative assistant to the superintendent, and Bonnie Robertson, who works through Willis - Knighton with the adopt - a - school program funds. Mrs. Lockard shared with board members a brochure highlighting Willis-Knighton's involvement in forming a perfect partnership with Caddo public schools. The CPSB president and superintendent expressed appreciation for the award and the partnership with Willis - Knighton.

#### **REQUEST FROM GENERAL MOTORS TO USE CADDO PARISH SCHOOL BUSES**

The president informed the committee that due to a close timeline, a special request is being presented from General Motors to use approximately four school buses on August 11, 12, 13, 16 and 17. The buses are needed prior to the next regular school board meeting, therefore, Executive Committee approval is requested with the committee's action being submitted to the board at its August 18 meeting for ratification. Staff recommended approval of the use of school buses by General Motors. Mr. Burton moved, seconded by Mrs. Allen, approval of the use of school buses as requested by General Motors and recommended by staff. Vote on the motion carried unanimously.

#### **OVERHAUL THE SOUTHWOOD HIGH SCHOOL CENTRIFUGAL CHILLER**

The superintendent informed the committee of this emergency item requesting the overhaul of the centrifugal chiller at Southwood High School. Staff requested the Executive Committee to declare the chiller overhaul a



public emergency in an attempt to complete the work before school starts. Mr. Burton moved, seconded by Mrs. Allen, approval of emergency action to overhaul the Southwood High School centrifugal chiller and to ratify staff's action in this regard. Vote on the motion carried unanimously.

## **LSBA LEGISLATIVE UPDATE**

The president informed board members that packets of information prepared by staff are at their seat which explains legislation that passed or failed. Some legislation could impact school operations. The president said that time could be set aside to discuss information in the packet at the next school board meeting, if board members are interested.

**Agenda Items.** The president recognized the superintendent who summarized the proposed agenda for the August 18, 1993 school board meeting. Dr. Hicks requested that the special presentation on the telecommunications program be removed from the August 18 agenda, and rescheduled at another time. Dr. Hicks also requested that "Kindergarten Feasibility Study - Laurel Street ECE" be added to the agenda. Following review of the proposed agenda, the committee categorized agenda items 9-A (1-5), 10, 11, 13-24, and 27-A as consent agenda. Mr. Burton moved, seconded by Mrs. Allen, that the consent agenda be accepted as presented. Vote on the motion carried unanimously.

The superintendent recognized science supervisors Robert Williams and Don Fowler for their involvement with the LaSIP (hands-on science) program at LSU-S. He commended the supervisors for their involvement and for the success of the program. The superintendent informed board members that these supervisors wrote and developed the program, approximately 60 to 70 teachers and as many students participated, and teachers received a stipend.

## **CPSB WORK SESSION**

The president polled the audience for input regarding the proposed agenda items, and received the following responses.

**Ratification of the Executive Committee's Action (August 4, 1993 ) Regarding the Overhaul of the Southwood High School Centrifugal Chiller.** Mr. Milam requested clarification of the request and expressed concern about the timeframe for completing the work. The superintendent noted that the Executive Committee is being asked to act on this matter today, and the full board will be asked to ratify the committee's action on August 18. Chuck Miller, director of school plant, explained that bids have been received, and emphasized that the one existing chiller will not cool the facility.

**KID-MED (Title 19) Health Program Budget.** Dr. Hicks asked if the funds generated by this program are rolled back into the nursing/health education program for the system, or if they go into the general fund. The superintendent explained that the budget being presented calls for a nurse and direct student services. James Foster, assistant superintendent for administrative services, informed the committee that the budget is generated by the work that KID-MED nurses do on a per student basis; then the school board is reimbursed by the state. The program pays for itself.

**Adoption of Policy AFC (also GCN) - Evaluation of Professional Personnel.** Susie Payne, president of Caddo Association of Educators, asked if this is a new policy. Willie Henderson, assistant superintendent for human resource services, answered in the affirmative. He noted that the policy is brief, it will be in the mailout, and it establishes the board's official position on the personnel evaluation plan.

**JROTC Academy Proposal (C. E. Byrd High School).** Mrs. Allen asked if the program would address at-risk students at C. E. Byrd High School or students from all over the parish. The superintendent said that for the first year, the program would target ninth grade students who are enrolled in JROTC at C. E. Byrd. The program will target 20-25 students for the first year. He further noted that originally several high schools were involved, but concern was expressed regarding the timing for developing a proposal and for the size of the program. C. E. Byrd's staff followed through with a proposal. Essie Holt, assistant superintendent for curriculum and instruction, commented that the timeline was close, and the first year will be for planning. The actual academy will start in 1994-95. The superintendent said that the government will provide capital funds. Caddo's project is based around global technology that would take students to several places in the work place and/or in school. Among the items the government will provide: (a) capital for computers (hardware and software), (b) teachers for several years, and (c) a director. Planning allocation for the first year is approximately \$200,000. Dr. Foster commented that the government will provide the entire salary for the director during the first year.

## EXECUTIVE SESSIONS

The president informed the committee that the parent is desirous of having a closed hearing. Mr. Burton moved, seconded by Mrs. Allen, that the committee go into executive session for approximately ten minutes to hear a student expulsion appeal (continued from the June 2, 1993 Executive Committee meeting). Vote on the motion carried unanimously. The committee went into executive session at approximately 4:05 p.m. and reconvened at approximately 4:15 p.m. Mr. Burton moved, seconded by Mrs. Allen, that Broderick Linnear be returned to school under contract pending the outcome of the court case on August 24; that he undertakes counseling, and if he is caught with any illegal substance in his possession during this time period, that he will be immediately expelled from school. Vote on the motion carried unanimously.

The president informed the committee that employees' grievance is on the agenda, however, the employees wish to have an open session. The president recognized Pat England, executive director for CAE, who distributed supportive documentation to committee members. Doris Adams, representing Joyce Clemons and herself, made the initial presentation. Mrs. Adams referred to the existing school board policy relative to personnel upgrade procedures. She said that the policy states that it is to be applied objectively and consistently; however, they contend that in this instance, it was not done. Further, that the provisions of the equal opportunity employment policy were violated in the denial of their request for an upgrade. Mrs. Adams noted that in their efforts to attain an upgrade the following occurred: a) they presented substantial documentation on changes in their positions; b) five other positions held by non-minority female employees were upgraded with no changes in their job descriptions and/or duties; c) they were required to show substantial job changes with no regard for the other criteria -- that criteria being that the positions were initially incorrectly rated, as acknowledged by the director of human resources; d) formerly two administrators with two clerical assistants provided the employee services that they now perform; and, e) in both instances, both the persons that were upgraded with no changes, and their administrators were non-minority employees. Mrs. Adams summarized that they are requesting placement at the A-1 level, the staffing of a clerical position, as provided in the original job description; and, compensation retroactive to November, 1991 (date of the first request for an upgrade). Mrs. England noted that this grievance personifies all of the concerns that have been presented by various employees in various classifications and grades.

Mr. Henderson commented that the requests of the employees came to the personnel evaluation committee; the committee reviewed the request; and the decision of the committee was that there was not sufficient ground to grant the request. He said that there was no intent on the part of the committee to discriminate against the employees.

Board members, staff, and Mrs. England conversed about: 1) the composition of the evaluation committee and its vote on the upgrade; 2) clarification of the employees duties/responsibilities; 3) the requirement to show changes in job duties; 4) the lack of consistent application of board policy; and 5) job responsibilities. Dr. Hicks expressed concern about the composition of the evaluation committee, and suggested that the chairman of the committee should serve on a rotating basis based on the department involved. He noted that changes in duties are to be verified and validated, and suggested that the committee should take another look at this case. Mrs. Allen inquired about the status of employing an employee benefits administrator and the grievants' qualifications (skills/education upgrade). Discussion ensued on the organizational structure within the human resource division, employees' reassignments that have occurred (assigned duties and additional responsibilities), improved skills and technological systems and present grade classification of the grievants. Mr. Matlock commented that the board has asked staff to decrease administrative positions and have a flatter organizational chart in central office. He expressed appreciation for staff's decision; however, he said that he believes that there is a problem with the procedures for upgrades. Mr. Matlock suggested that the issue should be reviewed as well as staff's recommendation.

Mr. Burton moved, seconded by Mrs. Allen, that the grievances be accepted and the employees be given the correct grade with due compensation (retroactive to November, 1991). Discussion followed on the amount of money involved, and S. L. Slack, assistant superintendent for support services, said that he would need to know the grade of the position in order to compute the salary. The president requested clarification of the documents provided committee members relative to job assignment and grade placement. Mrs. Allen made a motion to amend the motion, seconded by Mr. Burton, that this grievance be referred back to Mr. Henderson and the committee to have them draft a job description for this particular job; and to involve other people (benefits/finance persons) other than the upgrade committee; that the committee look at the relief of this grievance (develop a new job description, and consider how far back to make it retroactive). The president requested clarification of the amendment, that being to uphold the grievance, but to instruct Mr. Henderson to give a corresponding change in the job description; or to refer to Mr. Henderson and instruct him to upgrade them with a corresponding change in their job description. Mrs. Allen answered in the affirmative, and said that

it should be something appropriate to the job description; that the job description be appropriate for the A-1-0 placement. Mr. Burton said that the retroactive date should be reflected also. The president stated that the matter is confusing, and questioned if staff understood the directive. Mr. Henderson agreed that staff was not clear on the matter. Mrs. Boykin asked if the amendment upholds the grievance and the request for a higher level, and Mrs. Allen answered in the affirmative. Mrs. Allen said that she does not feel that based on the job description of a clerical grade eight that this would justify raising the classification to A-1-0. The president asked if Mr. Henderson is to include more responsibilities in the job descriptions and Mrs. Allen said that the employees already have additional responsibilities because of the new software that they will be working with. More discussion followed on the current job description and ranking. Mr. Milam suggested that the matter should be returned to the committee for a grade level assignment recommendation. Mr. Thibodeaux asked the Executive Committee to return this matter to Mr. Henderson and the evaluation committee for reconsideration and that it could come to the board at its August 18 meeting. He emphasized that a job description should be in place before assigning a grade level. The president expressed concern about the report that upgrades have been given with no corresponding increase in responsibilities, and said that she will be visiting with the superintendent about this matter. She further stated that inequities may occur in job responsibilities and levels, and she would like to see the board address the upgrade system. Dr. Shaw encouraged the committee to consider the grievance for what it is, that being a violation of procedures. Mr. Brooks encouraged the committee to support the grievants. The superintendent said that approval of the motions would be reorganizing the human resource division with the addition of two administrators. He suggested that the board should get things together as a body, so that philosophically staff could follow a philosophy.

Mrs. Allen made a request to change her amendment to a substitute motion -- that the committee refer this back to Mr. Henderson; that he and the committee prepare job descriptions that actually and accurately describe what the ladies do; then, Mr. Henderson will bring it back to the board on August 18 with staff's recommendation. Mr. Burton seconded this motion. Mrs. Allen asked Mr. Henderson if enough time is being allowed for him to work, and he answered in the affirmative. Mrs. Allen asked if there was any opposition to her changing this to a substitute motion. Executive committee members expressed no opposition to Mrs. Allen withdrawing her other motion and offering this substitute motion. Mr. Burton asked that the monetary compensation increase (retroactive) be included in the directive to staff. Mr. Henderson clarified what was requested and stated his understanding -- that he is to bring to the board a new organizational plan for the division that would include any consideration that he feels is appropriate with these positions, accompanying job descriptions, and taking into consideration the committee and board's discussion and the grievance. Mr. Henderson said he views this action as an opportunity for him to work on the organizational plan for the division that was previously rejected by the board. Mrs. England reemphasized the employees' grievance -- the lack of consistency or fairness of the application of the procedure in which upgrades are given. Mr. Henderson stated his position in dealing with this issue, emphasizing that he is interested in doing as the board directs as long as his conscience will allow it; further, that staff will do what they believe is to be in the best interest of the school system. Mr. Thibodeaux said that a comparison needs to be made of the job descriptions and salaries, and a recommendation needs to be given by the superintendent. He said that staff needs to compare what the employees are hired to do versus what they are actually doing. Mrs. Allen asked what would passage of the motion do to the grievance. Legal counsel said that approval of the motion would be to bring the information back to the full board with a recommendation. He further stated that the full board has the right to examine the grievance as presented to the Executive Committee and to consider the committee's action. Mr. Burton made a motion to amend the substitute motion, seconded by Mrs. Allen, to remand this grievance to the full board to be considered at its August 18, 1993 meeting, with a comparison of job descriptions. Vote on the motion to amend the substitute motion carried with Mrs. Boykin opposed. Committee members supporting the motion were Burton and Allen. Mr. Burton asked staff to provide him with pertinent information on grievances before hand so that he will have ample time to study all documents. Mrs. England asked if per board policy, is the board's action today, (relative to the grievance) is taking no action to the relief that they seek. Mr. Burton answered in the affirmative. Legal counsel commented that the action of the Executive Committee is that it does not feel that there is ample information; therefore, the committee is referring the matter to the full board for consideration, with additional information.

**Leave Request.** Mr. Henderson informed the board that Jane Wojecki, staff development specialist presently on sabbatical leave, would like to make a request of the Executive Committee to extend her leave. Mrs. Allen moved, seconded by Mr. Burton, to suspend the rules to permit Mrs. Wojecki an opportunity to speak. Vote on the motion carried with Mrs. Boykin opposed. Mr. Burton and Mrs. Allen supported the motion. The superintendent informed the board that Mrs. Wojecki worked in staff development and was injured in some training (approved staff development activity) that was sponsored by another company. She has undergone surgeries and has been incapacitated, and there are questions regarding leave options. Mrs. Wojecki informed the committee of her injury, surgeries (past and pending), and rehabilitation needs. Due to the need for additional surgery, she asked the board to extend her sabbatical leave for one semester. Mrs. Wojecki said that she is presently receiving workmans' compensation, and summarized why she feels that her work circumstance

makes this request unique. She asked the committee to grant her an additional semester of sabbatical leave, if it is within the committee's power. Committee members, legal counsel, and the superintendent/ reviewed and discussed the parameters of sabbatical leaves statutes and workers' compensation regulations. Legal counsel advised that Mrs. Wojecki does not meet the requirements of the sabbatical leave law, and to grant the request is not in the purview of the Executive Committee, neither the full board. The president stated that it is not within the power of the Executive Committee to address this request. Legal counsel said that this is his interpretation based on statute and the facts presented by staff. Mr. Thibodeaux asked if the full board could grant Mrs. Wojecki a personal leave, and legal counsel said that the board could grant a leave without pay in any instance where it would be in the best interest of the school system. Mrs. Wojecki said that if a leave is not granted, then she would stay on workmans' compensation until she returns to work. Discussion followed on sabbatical leave pay, workmans' compensation, and personal leave. Mr. Glanville asked if the board could pay the difference between workmans' compensation and sabbatical leave pay. Legal counsel said that he did not believe this is possible, but he would look into the matter.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mrs. Allen seconded the motion which carried unanimously, and the meeting adjourned at approximately 5:50 p.m.

### **August 4, 1993**

The Caddo Parish School Board met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 6:12 p.m., Wednesday, August 4, 1993, with President Judy D. Boykin presiding and the following board members present being a quorum: Josephine Allen, Willie D. Burton, Paul Glanville, David Matlock, Mark Milam, B. L. Shaw and Michael J. Thibodeaux. Board members David Byerley, Jerry Tim Brooks, Raymond A. Hicks and Johnny Vance, Jr. were absent. Invocation and the Pledge of Allegiance were dispensed with since this special meeting immediately followed the Executive Committee meeting. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Other visitors were also present.

The purpose of the special board session was for the board to review General Fund Budget revisions.

Mr. Thibodeaux moved, seconded by Dr. Shaw, to suspend the rules to consider the General Fund Budget. Vote on the motion carried with Mr. Matlock opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Boykin, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent. Dr. Shaw moved, seconded by Mr. Burton, to approve the General Fund Budget update recommendations, as submitted to the board and dated July 30, 1993. Mr. Thibodeaux made a substitute motion, seconded by Mr. Glanville, to divide the recommendations as listed in the General Fund Budget update that is talked about in the original motion; divide the question whereby one part of the question deals with personnel only and the other part deals with everything else (programs, textbooks, testing, etc.). Vote on the substitute motion carried with board members Burton and Shaw opposed. Board members supporting the motion were Thibodeaux, Boykin, Matlock, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

Mr. Thibodeaux moved, seconded by Mr. Glanville, that the following items on the General Fund Budget recommendation list be funded: No. 2 - Textbooks; No. 3 - Testing; No. 4 - Musical Instruments; No. 5 - Technology/Science Instruction; No. 6 - School Away From School/Caddo Career Center Proposal; No. 8 - Multiethnic Education; No. 18 -Hardware: Computer, file server and printer; software: Microsoft access data base system -- Human Resources Division; No. 20 - Replacement of School System Vehicles; No. 21 - Teacher Center Supplies; No. 24 - Loan to Capital Projects Fund; and No. 25 -School Libraries.

Mr. Matlock made a substitute motion, seconded by Mr. Glanville, to divide the motion and vote on all of the recommendations one by one. After discussion, the president stated that the substitute motion would apply to the items referenced in Mr. Thibodeaux's motion. Vote on the motion carried with board members Burton and Shaw opposed. Board members supporting the motion were Thibodeaux, Boykin, Matlock, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent. Mr. Burton made a motion to amend the substitute motion, seconded by Dr. Shaw, to add item 23 - Instructional Equipment -- Booker T. Washington High to the list of recommendations presented by Mr. Thibodeaux. The superintendent questioned whether this motion could be voted down since the board previously voted to bond against capital; the item has already been approved. Legal counsel said that the board did approve the concept of bonding against capital.

Mr. Burton requested that this item stay on the list and that it be voted on. Vote on the substitute motion carried unanimously. Board members Byerley, Vance, Hicks and Brooks were absent.

Dr. Shaw made a motion, seconded by Mr. Burton, to approve the following recommendations: No. 2 - Textbooks (\$100,000). Vote on the motion carried with Mr. Matlock opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Boykin, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 3 - Testing (\$20,000). Vote on the motion carried with Mr. Matlock opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Boykin, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 4 - Musical Instruments (\$100,000). Vote on the motion carried with board members Matlock and Boykin opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 5 - Technology/Science Instruction (\$58,000). Vote on the motion carried unanimously. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 6 - School Away From School/Caddo Career Center Proposal (\$25,000). Vote on the motion carried with Mr. Matlock opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Boykin, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 7 - Character Education (\$25,000). Vote on the motion carried unanimously. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 8 - Multiethnic Education (\$30,000). Vote on the motion carried with board members Matlock and Boykin opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 18 - Hardware: Computer, file server and printer; software: Microsoft access data base system -- Human Resource Division (\$7,000). Vote on the motion carried with board member Boykin opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Matlock, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 20 - Replacement of School System Vehicles (\$100,000). Vote on the motion carried with board members Matlock and Boykin opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 21 - Teacher Center Supplies (\$20,000). Vote on the motion carried with board member Boykin opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Matlock, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 23 - Instructional Equipment -- Booker T. Washington High (\$150,000). Vote on the motion carried with board member Matlock opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Boykin, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 24 - Loan to Capital Projects Fund (\$200,000). Vote on the motion carried with board member Matlock opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Boykin, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 25 - School Libraries (no cost line item). Vote on the motion carried unanimously Board members Byerley, Vance, Hicks and Brooks were absent.

No. 27 - Fundamental Lab Technology School at Fairfield Elementary (\$86,000). Mr. Matlock moved, seconded by Dr. Shaw, to provide funding for operating a fundamental lab technology school at Fairfield Elementary School in the amount of \$86,000. Vote on the motion failed in a tie vote with board members Burton, Thibodeaux, Milam and Boykin opposed. Board members supporting the motion were Shaw, Matlock, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 26 - Two staff persons at Woodlawn High School (\$60,000). The president moved, seconded by Mr. Glanville, to fund two additional staff persons at Woodlawn High School. Vote on the motion carried with board members Shaw, Matlock and Milam opposed.

Board members supporting the motion were Thibodeaux, Burton, Boykin, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 27 - (Reconsideration Fundamental Lab Technology School at Fairfield Elementary). Mr. Milam moved, seconded by Mr. Matlock, to reconsider the motion for funding of a fundamental lab technology school at Fairfield Elementary School. Vote on the motion carried with Mr. Burton opposed. Board members Thibodeaux, Shaw, Boykin, Matlock, Milam, Allen, and Glanville supported the motion. Board members Byerley, Vance, Hicks and Brooks were absent. Mr. Matlock moved, seconded by Dr. Shaw, to amend his original motion to reduce the amount of funding for operating a fundamental lab technology school at Fairfield Elementary School to the amount of \$46,000. Vote on the amendment carried unanimously. Vote on the motion as amended carried unanimously. Board members Byerley, Vance, Hicks and Brooks were absent.

Dr. Shaw moved, seconded by Mr. Burton, for the board to vote on the existing items, one by one, and then consider additions. Vote on the motion carried with Mr. Glanville opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Boykin, Matlock, Milam and Allen. Board members Byerley, Vance, Hicks and Brooks were absent. In considering personnel items, Mr. Thibodeaux requested staff to inform the board if the positions would be over the staffing formula.

No. 1 - Two special education teachers and two special education teacher aides (\$82,000). The superintendent said that staff is projecting the need for these teachers. Vote on the motion carried with Mr. Matlock opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Boykin, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 9 - Four teachers and one assistant principal (C. E. Byrd High) (\$170,000). The superintendent reported that based on enrollment projections, these positions become part of the staffing formula. Vote on the motion carried unanimously. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 10 - Two teachers - Fair Park Medical Careers (\$60,000). These positions are within the staffing formula. Vote on the motion carried unanimously. Board members absent were Byerley, Vance, Hicks and Brooks.

No. 11 - One teacher - Caddo Magnet High (\$30,000). The superintendent said that this position is within the staffing formula. Vote on the motion carried unanimously. Board members absent were Byerley, Vance, Hicks and Brooks.

No. 12 - Four teachers - Green Oaks High (\$120,000). These positions are above the staffing formula. Vote on the motion carried with board members Thibodeaux and Matlock opposed. Board members supporting the motion were Shaw, Burton, Boykin, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 13 - One and one-half teachers - Booker T. Washington High (\$45,000). This position is above the staffing formula. Vote on the motion carried with board members Thibodeaux and Matlock opposed. Board members Shaw, Burton, Boykin, Milam, Allen and Glanville supported the motion. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 14 - One teacher - North Caddo High (\$30,000). This position is above the staffing formula. Vote on the motion carried with board members Thibodeaux and Matlock opposed. Board members Shaw, Burton, Boykin, Milam, Allen and Glanville supported the motion. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 15 - One teacher - Caddo Career Center (\$30,000). Staffing is based according to enrollment figures, and students are there for the program. Vote on the motion carried unanimously. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 16 - One counselor - Martin Luther King Area Schools (\$30,000). This position is above the staffing formula. Vote on the motion carried with Mr. Milam opposed. Board members Thibodeaux, Shaw, Burton, Boykin, Matlock, Allen and Glanville supported the motion. Board members Byerley, Vance, Hicks, and Brooks were absent.

No. 17 - One teacher - Captain Shreve High (\$30,000). This position is over the staffing formula. Vote on the motion carried unanimously.

No. 19 - Improve two-way communications activities with publics by telling the Caddo story through more printed and visual methods -- communications (\$35,000). Mr. Milam made a motion to amend the motion, seconded by Mr. Thibodeaux, that the \$35,000 allocation be reduced to \$10,000. Vote on the amendment failed with board members Thibodeaux, Matlock and Milam opposed to the motion. Board members Shaw, Burton,

Boykin, Allen and Glanville supported the motion. Board members Byerley, Vance, Hicks and Brooks were absent for the meeting. Vote on the original motion carried with board members Thibodeaux and Matlock opposed. Board members Shaw, Burton, Boykin, Matlock, Allen and Glanville supported the motion. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 22 - Salary increases for Employees (\$1,416,000). Vote on the motion failed in a tie vote with board members Burton, Shaw, Boykin and Glanville supporting the motion. Board members Thibodeaux, Matlock, Milam and Allen were opposed. Board members Byerley, Vance, Hicks and Brooks were absent.

Nos. 28-30 - Two temporary buildings at Southwood High; \$35,000 covered walkways at Forest Hill Elementary, and funds for the half-day Discoveries teacher at Forest Hill Elementary to become full time. Mrs. Allen moved, seconded by Mr. Thibodeaux and Mr. Glanville, to replace two temporary buildings at Southwood High; allocate \$35,000 from the General Fund Budget to the Capital Projects Budget to install covered walkways at Forest Hill Elementary School (includes funds to bury the electrical service that currently runs overhead); and provide funding for the half-day Discoveries teacher at Forest Hill Elementary to become full time. Staff informed the board that a duplex temporary building construction cost is approximately \$32,000. The temporary buildings are constructed by staff and students at the Caddo Career Center. Vote on the motion carried with Mr. Matlock opposed. Board members Thibodeaux, Shaw, Burton, Boykin, Milam, Allen and Glanville supported the motion. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 31 - Instructional Equipment at Huntington High for business administration magnet concept program (\$45,000). Mr. Glanville moved, seconded by Mrs. Allen, to add instructional equipment at Huntington High School (\$45,000) to initiate the establishment of a business administration magnet concept program. Expenditures are to be made at the recommendation of the superintendent. Dr. Shaw made a motion to amend the motion, seconded by Mr. Thibodeaux, that the concept be referred to the superintendent and staff for exploration rather than putting dollars into the program tonight. Mr. Glanville reminded the board that he had provided a list of equipment that would be necessary to initiate the program, and clarified that no money would be expended until the superintendent gives approval. He encouraged the board to support this motion. Dr. Shaw stated that he had missed Mr. Glanville's previous explanation, and requested to withdraw his amendment. No objection was expressed by board members to the withdraw of the amendment. Vote on the original motion carried unanimously.

No. 32 - One staff person at North Highlands Elementary (\$30,000). Mr. Burton moved, seconded by Mr. Glanville, that an additional teacher be staffed at North Highlands Elementary School (\$30,000). The superintendent said that the addition of another teacher would be over the staffing formula. Vote on the motion carried with Mr. Thibodeaux opposed. Board members supporting the motion were Shaw, Burton, Boykin, Matlock, Milam, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 33 - One middle school teacher (horticulture/landscaping) (\$30,000); \$500 for supplies plus traveling expenses). Mr. Milam moved, seconded by Mr. Thibodeaux, to provide funds for staffing a middle school teacher to work with disruptive students (learning horticulture and landscaping skills) for the 1993-94 school year, with an evaluation after one year (\$30,000 for teacher's salary, \$500 for supplies plus travel expenses). Vote on the motion carried with board members Burton, Thibodeaux, and Boykin opposed. Dr. Shaw abstained, and board members Matlock, Milam, Allen and Glanville supported the motion. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 34 - One elementary physical education coordinator (\$30,000 plus travel expenses). Mr. Milam moved, seconded by Mr. Thibodeaux, to provide funding for an elementary physical education coordinator for the 1993-94 school year with an evaluation performed at the end of the year (\$30,000 plus travel expenses). Vote on the motion carried unanimously. Board members Byerley, Vance, Hicks and Brooks were absent.

No. 22 - (Reconsider) Salary Increases for employees (\$1,416,000). Mr. Matlock moved, seconded by Mr. Burton and Mr. Glanville, to reconsider recommendation number 22 - salary increases for employees. Vote on the motion carried with board members Thibodeaux and Milam opposed. Board members supporting the motion

were Shaw, Burton, Boykin, Matlock, Allen and Glanville. Board members Byerley, Vance, Hicks and Brooks were absent. Dr. Shaw moved, seconded by Mr. Glanville and Mr. Burton, that salary increases (one percent) for all Caddo Parish School Board employees be granted (\$1,416,000). Vote on the motion carried with board members Thibodeaux and Milam opposed. Board members supporting the motion carried with board members Shaw, Burton, Boykin, Matlock, Allen and Glanville supporting the motion.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Matlock seconded the motion which carried unanimously, and the meeting adjourned at approximately 10 P.M.

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Terry L. Terril, Ed.D., Secretary

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Judy D. Boykin, President

### **August 18, 1993**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana, at 3:30 p.m. Wednesday, August 18, 1993, with President Judy D. Boykin presiding and the following board members present being a quorum: Josephine Allen, Jerry Tim Brooks, Willie D. Burton, David Byerley, Paul Glanville, Raymond A. Hicks, David Matlock, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. The president gave the invocation and led the Pledge of Allegiance.

### **MINUTES OF THE PREVIOUS BOARD MEETINGS (JULY 18, 1993 and AUGUST 4, 1993)**

Mrs. Allen requested that the August 4, 1993 Executive Committee minutes, under the heading of "Special Presentation," be corrected to read that Sally Cox is BESE member-at-large appointed by the Governor. She further requested that the July 21, 1993 minutes, under the heading of Consent Agenda - Approval of Bids Taken, be corrected to reflect East 79th Street rather than East 70th Street. Mr. Glanville moved, seconded by Dr. Shaw, approval of the corrected minutes. Vote on the motion carried with Dr. Hicks absent for the vote. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville.

Mr. Matlock requested the recording secretary to shorten the school board minutes. He stated that generally there is too much of the discussion recorded and there is no reason to pay for publication of such in that audio tapes are also on file. Further, school board guidelines (Robert's Rules of Order) provide that all motions and action of the board will be recorded.

### **CONSENT AGENDA**

The president called the board's attention to the school board meeting agenda. Following review and revision of the agenda, the board categorized the following items as consent agenda.

#### **Agenda Item No. 9**

**Approval of Bids/ Proposals Taken.** Staff recommended approval of the circled low bids for central office fire protection, Project 163A; science supplies and small equipment for all schools; midsize pickup truck for transportation department; automobiles for driver education program, and science furniture for C. E. Byrd. A copy of the tabulation bid sheets marked "Exhibit A, six pages, August 18, 1993" is filed in the official papers of the board.

#### **Agenda Item No. 10**

**Ratification of the Executive Committee's Action (August 4, 1993) Regarding General Motors Request for School Bus Transportation.** The board ratified the Executive Committee's action authorizing General Motors to use approximately four school buses during the dates of August 11, 12, 13, 16 and 17, 1993.

#### **Agenda Item No. 11**

**Ratification of the Executive Committee's Action (August 4, 1993) Regarding the Overhaul of the Southwood High School Centrifugal Chiller.** The board declared the overhaul and repair of the Southwood High School chiller a public emergency, and ratified the staff's and Executive Committee's action in this regard.



#### **Agenda Item No. 12**

**Agreement With Association for Community Training, Inc. for After School Study Program.** Staff recommended approval of the agreement with the Association for Community Training, Inc. for an after school study program for 1993-94 at Midway, J. S. Clark and Northside, and to provide transportation and snacks.

#### **Agenda Item No. 13**

**Facility Use Agreement With Caddo Parish Head Start.** Staff recommended approval of the agreement with Caddo Community Action Agency for the 1993-94 Head Start Program to use available classrooms and to provide meal service to participants.

#### **Agenda Item No. 14**

**Request by Alliance for Community Development, Inc. to Use Lakeshore Elementary School During 1993-94.** Staff recommended approval of the agreement with Alliance for Community Development, Inc. for 1993-94 Saturday Prep program at Lakeshore Elementary School. The goal of the Saturday Prep program is substance abuse prevention through values education, counseling, academic tutoring, recreation, health and nutrition.

#### **Agenda Item No. 15**

**Renewal of Contract for Use of Independence Stadium.** Staff recommended approval of the contract with the city of Shreveport for use of Independence Stadium for football games to be played there during the 1993-94 football season.

#### **Agenda Item No. 16**

**Renewal of Youth Enrichment Program (YEP) Agreements.** Staff recommended approval of the Facility Usage Agreement and Food Service Agreement with YEP for the period August 19, 1993 through June 1, 1995.

#### **Agenda Item No. 17**

**JROTC Academy Proposal (C. E. Byrd High School).** Staff recommended approval of the proposal to establish a JROTC Academy at C. E. Byrd High School as included in the mailout. The academy is an educational innovation designed to provide a unique program for at - risk students.

#### **Agenda Item No. 18**

**Proposal: Options That Work in Integrating Vocational and Academic Learning (Caddo Career Center).** Staff recommended approval of the proposal for the Caddo Career Center as included in the mailout. Staff is seeking a federal grant through the U. S. Department of Education to promote the development of integrated student learning experiences.

#### **Agenda Item No. 19**

**Special Education Contract.** Staff recommended approval of the special education contract as included in the mailout. This is a contract with local physicians to provide psychiatric evaluations to students referred by the special education center.

#### **Agenda Item No. 20**

**Family Crisis Center Agreement.** Staff recommended approval of the Family Crisis Center Agreement as included in the mailout. The agreement ensures that disabled students at -facility receive special education services.

#### **Agenda Item No. 21**

**Agreement Between LSU-S and CPSB for Post Secondary Campus Option.** Staff recommended approval of the agreement between LSU-S and the Caddo Parish School Board (CPSB) for post secondary campus options as included in the mailout. The agreement will provide age-appropriate special education experiences for disabled students 19-21 years of age.

## **Agenda Item No. 22**

**KID-MED (Title 19) Health Program Budget.** Staff recommended approval of the KID-MED Title 19 health program budget as included in the mailout. Expenses for the program are paid by Medicaid on the basis of health screenings performed for eligible students.

## **Agenda Item No. 23**

**Adoption of Policy AFC (also GCN) - Evaluation of Professional Personnel.** Staff recommended approval of the adoption of Policy AFC/GCN as included in the mailout. The policy is needed to place the board in compliance with the requirements of Revised Bulletin 1525.

## **Agenda Item No. 26**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical for Rest and Recuperation, 1993-94 School Year

Bettye Day, Teacher, Southern Hills Elementary  
Richard Jarrell, Teacher, Fair Park High School  
Gail Thompson, Teacher, Blanchard Elementary

Sabbatical for Rest and Recuperation, Fall Semester, 1993-94 School Year

Claudette Thomas, Teacher, Linwood Middle School

Leaves Without Pay (Personal), 1993-94 School Year

Anita Bozeman, Teacher, Ridgewood Middle School  
Kelbi Burlison, Teacher, Westwood Elementary  
Milda Eakin, Teacher, Hamilton Terrace  
Robert Lane, Teacher, Woodlawn High School  
Roxanne Lane, Teacher, C. E. Byrd High School  
Larry Pannell, Band Director, Midway Middle School  
Janice Pennywell, Teacher, C. E. Byrd High School  
Karon Rankin, Teacher, Broadmoor Middle Lab  
Pamela Raspberry, Teacher, Blanchard Elementary  
Malcolm Spencer, Band Director, Itinerant

Leave Without Pay (Personal), Fall Semester, 1993-94 School Year

Suzette Sullivan, Teacher, Shreve Island Elementary

**Requests of the Board.** Sandy Ammons, special education computer specialist, requested to rescind her sabbatical leave for the fall semester of the 1993-94 school year.

Billie Smith, teacher aide at Turner Elementary/Middle, requested a leave without pay for the fall semester of the 1993-94 school year to care for her mother who is ill.

Sharron Barrett, child nutrition programs technician, requested a leave without pay for the 1993-94 school year to attend school.

Remonia Young, child nutrition programs cashier, requested a three month leave without pay because of transportation problems August 19 through December 6, 1993.

**Personnel Recommendation.** The superintendent recommended that Beverly Paige be appointed assistant principal for instruction at Turner Elementary/Middle School for the 1993-94 school year. Ms. Paige will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed.

Mr. Thibodeaux moved, seconded by Mr. Glanville, approval of the amended consent agenda. Vote on the motion carried unanimously.

The superintendent recognized and introduced Ms. Beverly Paige, newly - appointed assistant principal at Turner Elementary/Middle School.

Mr. Burton requested that "Change of Attendance Area" be placed on the agenda for the September, 1993 school board meeting. A memo explaining this request was distributed to board members.

## **SPECIAL PRESENTATIONS**

**State of Caddo Public School System Address.** The superintendent presented an informative state of Caddo public schools address in which he summarized the school system's 1992-93 achievements and accomplishments, and highlighted directions for 1993-94. In the address, the superintendent cited critical objectives for 1993-94, namely: (a) provide more opportunities for student success; (b) recognize diversity among students and staff; and (c) encourage principals to explore new approaches to successful learning and to be a team player in building dynamic schools and programs. During the 1993-94 school year, staff proposes the following expectations: anti-alcohol public campaign, increase of accessible schools (by 10) for the disabled, asbestos abatement (floors) in 73 schools, air conditioning of cafeterias, Facilities Study Report, re-roof four schools, replace four gymnasium floors, Staff Development and Teacher Resource Center for all instructional personnel, state assessment internship program (pilot), personnel evaluation plan implementation, neighborhood schools brochure, general school system brochure, Saturday Seminars versus suspension, student assistance teams training, multi-ethnic training, financial management system implementation, opening of parent centers, two additional English as second language center, Project LIFT expansion, elementary curriculum guidelines implementation, six 8g grants programs, LASIP follow-up of elementary teachers, multi-sensory art program, JROTC Academy, telecommunication program, elementary fundamental technology program (Fairfield) and business enrichment program (Huntington). The president expressed appreciation to the superintendent for the enlightening overview. Dr. Shaw echoed the president's sentiments and further expressed appreciation for the leadership that the superintendent brings to the Caddo public school system. The superintendent expressed appreciation to Burnadine Moss Anderson, administrative assistant/communications, and Mike Roy, audio visual technician, for developing and orchestrating the technical aspects of the presentation.

**Special Honorees/Recognitions:** Dr. Essie Holt, assistant superintendent for curriculum and instruction, introduced the following honorees: 1) Mr. and Mrs. George Martin were recognized for donating a slide collection to the CPSB which was made in the memory of the late Lt. Col. Garnett W. Martin (retired U. S. Army). Lt. Martin was Mr. George Martin's brother. 2) Robert Bauman, student at the Caddo Career Center, received the National VICA gold medal for technical drafting. Jack Crawford, instructor at the Caddo Career Center, is Robert's teacher, and Gayle Flowers is school principal. Robert is eligible to represent the United States in the next International Youth Skills Olympics in Paris, France. 3) Tabitha Beatty and Danielle Vercher, first place team -First Aid/CPR; Nipa Parikh and Chanci Burden, second place team winner - First Aid/CPR at Health Occupations Students of America national competition (Nashville, TN). These students are enrolled in the Fair Park Medical Careers program. Barbara Sullivan coordinates the medical careers program and John Dilworth is principal at Fair Park. 4) South Central Bell Mini Grant Winners were presented awards by Larry Ramsey and Gary Pennywell of South Central Bell. Mini grants and adopt-a-school awards totaled more than four thousand dollars. Recipients were: Sheryl Sweeney and Cathy Smith of Shreve Island Elementary, Laura] F. Harris of Herndon, Kathleen J. Dancy of Southern Hills Elementary, Judy Edwards and Kathryn Field of Forest Hill Elementary, Janet P. Graff of Caddo Midd' Magnet and Stephanie C. Holoubek of South Highlands. South Central Bell's partnership award winners were: Rebecca Watson and Janie Moran of Southern Hills Elementary and Chris Culpepper of Alexander Special School. Youree Drive Middle School received a mini grant as a result of its partnership with employees at South Central Bell. Principals, relatives, and friends of honorees were recognized, and honorees received framed certificates of recognition for their accomplishments.

Mr. Burton excused himself from the meeting at approximately 5:15 p.m.

## **SCHOOL SAFETY PRESENTATION (VANCE)**

Mr. Vance made a presentation on school safety in which he presented statistical data attained from national publications and from participation in a recent school safety seminar in Galveston, TX. Mr. Vance highlighted the fears of students and school staffs, and reminded board members that the school board is responsible for providing students with the best education possible and for students and staff safety at schools. Mr. Vance presented a blueprint plan of action for developing a department of school safety for which some funding could come through President Clinton's proposed Safe Schools Act of 1993. He encouraged the board to be pro-active and consider approving for the 1994-95 school year the school safety concept by creating a department, establishing a boot camp for disruptive students, authorizing the superintendent to seek legislative approval and exploring other funding sources.

## **VISITORS**

Margie Rayburn, member of the Sex Education Parental Review Committee (PRC), requested that a meeting of the entire committee be called before August 30, 1993 to elect a new committee president, to inform members of the status of the sex education program and to inform committee members of the procedure to be used in staff's compilation of an evaluative report.

Susie Payne, president of Caddo Association of Educators (CAE), addressed the board and, 1) thanked the board for approving the one percent salary increase for all CPSB employees; 2) reminded the board of the need to allocate additional funds for classroom materials and supplies; and 3) encouraged staff to work to implement a kindergarten class at Laurel Street ECE.

Mariah Underwood, citizen, expressed appreciation to the board and staff for considering citizen's request to establish kindergarten classes at the Laurel Street ECE site.

## **KINDERGARTEN FEASIBILITY STUDY (LAUREL STREET ECE) (HICKS)**

Dr. Hicks moved, seconded by Mr. Brooks, that the General Fund's ending balance be reduced by \$30,000 to add one kindergarten class at Laurel Street ECE Center for the 1993-94 school year. In response to board members' inquiries regarding the feasibility of establishing kindergarten classes at the center, staff stated that after investigation, structure wise and cost wise a class could be developed and housed at the center if it is limited to one class. Discussion followed on space availability, fire code specifications, and classroom accessibility. Dr. Shaw expressed interest in having staff resolve all problems before the project is started, with specific guidelines from staff in place. The superintendent stated that time is a factor to be considered if the class is to be appropriately designed, and staff would need additional days for preparation. Dr. Shaw moved, seconded by Mr. Matlock, to table this item until the next school board meeting in order to receive additional information from staff. Vote on the motion to table carried with board members Byerley, Vance, Hicks and Brooks opposed. Board members supporting the motion were Thibodeaux, Shaw, Boykin, Matlock, Milam, Allen and Glanville.

## **SUPERINTENDENT'S REPORT**

**Captains' Night.** The superintendent informed the board that Wednesday, August 25, 1993, is CPSB employees night out with the Shreveport Captains. The game will be at Fair Grounds Field at 7:35 p.m., and tickets are available at a cost of fifty cents each. He advised that board members could contact his office for ticket orders.

**School Opening.** The superintendent announced that the 1993-94 school year will begin on Thursday, August 19, 1993, for elementary, sixth, and ninth grade students. All other students will report to school on Friday, August 20, 1993.

## **OLD BUSINESS**

No old business was introduced at this school board meeting.

## **NEW BUSINESS**

**News Media Coverage of CPSB Meetings.** Mr. Vance inquired about the relocation of media representatives who attend school board meetings. The president informed the board that media representatives originally placed their equipment in the front of the board room; however, some board members complained that their view to the audience was obstructed. Therefore, it was at their request and her instruction to staff that media representatives be advised to set-up their equipment in another area within the board room. The president called the board's attention to its policy (BDDJ) that states that operators of broadcasting and video equipment, cameras and lighting are to position themselves in locations so as not to hamper the vision of board members and/or the general audience. Mr. Brooks informed the board that he would introduce a motion at the next school board meeting to revise the policy.

**Adjournment.** There being no further business, Dr. Shaw moved for adjournment. Mr. Matlock seconded the motion which carried unanimously, and the meeting adjourned at approximately 5:40 p.m.

**Executive Committee**  
**September 1, 1993**

The Executive Committee of the Caddo Parish School Board met in regular session Wednesday, September 1, 1993, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Judy D. Boykin presiding and Willie D. Burton and Josephine Allen present. Other board members present were David Byerley, Raymond A. Hicks, Jerry Tim Brooks, David Matlock, Mark Milam and Paul Glanville. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mrs. Allen.

**Agenda Items.** The president asked the superintendent to present the proposed agenda for the September 15, 1993 school board meeting. After identifying suggested agenda items, the superintendent informed the committee that staff is considering adding an item requesting a budget revision for additional staffing in the special education program. The president suggested that "Employees Communication Meeting - Policy Revision" be placed on the agenda under old business. Following review of the proposed agenda, the committee categorized agenda items 10-A (1-2), 11, 12, 13, 14, 16, 18, 21, and 26-A as consent agenda. Mr. Burton moved, seconded by Mrs. Allen, approval of the consent agenda. Vote on the motion carried unanimously.

**Employees Communications Meeting** Referencing school board policy, the president informed board members that the employees communications meeting is postponed until the board, staff, and legal counsel have had an opportunity to review current board policy in order to develop proper and legal guidelines. She encouraged board members to share their views on how the meeting should be conducted with staff. The superintendent informed board members that the open meetings law has changed and a policy needs to be developed that is fair and legal. He further stated that a copy of the current school board policy regarding meetings with employees will be sent to board members for review.

**Instructional Presentations.** Mr. Matlock informed board members that he is not in favor of having instructional presentations at every school board meeting; that he would like to have presentations made on an as needed basis. Board members were asked to share their views with staff and the board regarding this matter. Board members Burton and Glanville echoed similar comments as Mr. Matlock. Board members Allen and Milam suggested that the presentations be continued in an effort to keep the board apprised of activities in the schools. Dr. Hicks suggested that presentations could be made only when action is required of the board regarding a particular program. Mr. Matlock said that he would consider making a recommendation regarding this matter at a future board meeting. The superintendent said that a copy of the board's policy regarding the agenda format will be forwarded to board members for review and a board member might consider making a recommendation to revise the policy.

**News Media Coverage.** Mr. Burton expressed concern about the negative news reporting of the shooting incident that occurred in the vicinity of the Booker T. Washington High School last week. He asked the board to respond to the articles that appeared in the newspaper and as reported by local television networks. Other board members endorsed Mr. Burton's position, and Mr. Glanville distributed a copy of a letter, from the Caddo District PTA president, to board members expressing concern about the negative media publicity. After brief discussion, it was decided that board members Glanville and Burton would coauthor a letter to the editor of The Times expressing the school board's disapproval of erroneous and misleading reporting. The president commended Dr. Horace Maxile, principal at Booker T. Washington, and staff for their professional response to inquiries regarding the incident.

#### **CPSB WORK SESSION**

**Salvage Sale.** Dr. Hicks asked staff to investigate the possibility of offering used furniture and equipment to nonprofit educational agencies. The superintendent said that staff would pursue the suggestion for an opinion.

**Sci-Port Discovery Center (Director of Education).** Dr. Hicks expressed agreement with the concept of the program and for the partnership; however, he expressed concern for the school board bearing the financial responsibility for staffing. The superintendent said that a recommendation has not been formulated at this time because staff will be seeking an opinion as to whether the school board could be a participant, and to see if the Bossier school district would like to be involved financially. He further stated that after further study, staff would like to be able to inform the board of possible benefits to the Caddo public school system, if it becomes a participant.

**Revision of CPSB Policy BDDJ (also KBCD) Broadcasting and Taping of Board Meetings (Brooks).** The president informed board members that a compromise has been worked out with media representatives

regarding their location at board meetings. In view of this, the president asked Mr. Brooks if he was still interested in keeping this item on the agenda. Mr. Brooks answered in the affirmative.

**Group Life and Health Insurance (Washington National Contract Renewal).** Susie Payne president of Caddo Association of Educators (CAE), asked if the Employees Benefits Committee would have an opportunity to review proposed information prior to the board -taking action. The superintendent stated that it is staff's intent that the committee review the material before it is acted on by the board.

**Executive Session (Employees' Grievance).** Mr. Burton requested staff to provide board members with pertinent information regarding grievances/hearings prior to the date for an executive session. The superintendent asked legal counsel to review with board members and staff what information is appropriate to send out to board members regarding grievances, and how far in advance the information should be sent. Legal counsel noted that the information should not be placed in the mailout, but should be sent in individual packets to board members. He proceeded to explain that the information should be such that forms the basis for the appeal; what is considered by the level below, and letters requesting the appeal. Discussion followed on previous board practices and mailouts.

**School Safety.** Mr. Brooks expressed concern that he feels that staff is not enhancing safety measures in schools. He asked the superintendent to meet with staff and ensure that teachers are fair. He informed the superintendent that he would provide him with the name of the school that he is concerned about following the meeting.

**Communications Meeting (Policy Revision).** Mr. Matlock asked Pat England, executive director of CAE, if she would like to make comments regarding the proposed meeting. Susie Payne suggested that staff should consider scheduling a meeting that would allow time for employees working afternoon and evening shifts to participate. Mrs. England said that the open meetings law needs to be addressed, and employees are interested in addressing the board and not administrators. Discussion followed on who should attend the meeting and on the open meetings law requirements. Dr. Hicks asked legal counsel to investigate the matter to determine if board members (a quorum) could legally attend an employee meeting at the invitation of another group/organization (CAE) to entertain questions/suggestions from employees. Mr. Milam asked staff to consider scheduling a meeting on a Saturday. The superintendent commented that the school board has a policy, and he asked that a meeting be scheduled under the auspices of the school board -- that the school board sanction or sponsor the meeting.

## **EXECUTIVE SESSIONS**

The superintendent introduced James Foster, assistant superintendent for administrative services, who introduced the scheduled executive sessions. He informed the committee that the hearings were scheduled at the request of board members. The superintendent stated that before the committee moves for an executive session, that it should be determined if the sessions are needed since the petitioners weren't present. Legal counsel said that if the people were appropriately notified and are absent, then the hearing could be abandoned and the committee should move ahead. Mr. Burton informed the committee that one parent (Mrs. J. Robertson) contacted him and requested that the appeal for her children be cancelled. Dr. Foster noted that the Bryant family is present and the hearing is in reference to school bus transportation. Mr. Bryant, father of Tawanna Bryant, requested that the session remain open. The superintendent informed the committee that there is a question regarding the appealability because the student was suspended from one bus last school year and reassigned to another. Legal counsel commented that if it is in fact a suspension from riding the school bus by a principal, and the appeal is made to the superintendent or his designee, then their decision is final. Legal counsel proceeded to review state statute. Mr. Bryant asked to speak to the committee, and the committee granted Mr. Bryant an opportunity to present his views. Following more discussion, the superintendent informed the board that he would be happy to conduct an investigation and schedule a hearing with the parents and staff to review the case. The president directed the superintendent to meet with the Bryants and staff to determine if appropriate action was administered regarding this matter. Dr. Hicks asked Mr. Bryant to visit with the superintendent following today's meeting to schedule a date and time for a hearing.

Roosevelt Shelby, director of child welfare and attendance, informed the board that an appeal was requested for Bobby Carter, however, due to the hospitalization of the parent, they are unable to be present. He informed the committee that a transfer request was made after the deadline date, and it was not acted on. Mr. Shelby said that the parent has not, at this time, made a written request; however, because of serious occurrences within the family, he would again review the request if it is submitted. If it is a life threatening situation, staff will review the request and make the best decision possible to address the problem.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mrs. Allen seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:57 p.m.

### **September 15, 1993**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana, at 3:30 p.m. Wednesday, September 15, 1993, with President Judy D. Boykin presiding and the following board members present being a quorum: Josephine Allen, Jerry Tim Brooks, Willie D. Burton, David Byerley, Paul Glanville, Raymond A. Hicks, David Matlock, Mark Milam, B. L. Shaw, Johnny Vance, Jr. and Michael J. Thibodeaux. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mrs. Allen gave the invocation and led the Pledge of Allegiance.

#### **MINUTES OF THE PREVIOUS BOARD MEETING**

Dr. Shaw moved, seconded by Mrs. Allen, approval of the minutes of the August 18, 1993 school board meeting. Vote on the motion carried unanimously.

#### **CONSENT AGENDA**

Dr. Shaw requested that personnel recommendations be advanced on future board meeting agendas and placed after special recognitions. Agenda items "Attendance Area Change (Burton)" and "Name Change for Sweepers (Hicks)" were deleted from the agenda. The board reviewed the revised agenda and categorized the following items as consent agenda.

#### **Agenda Item No. 10-A (1-2)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for science furniture for C. E. Byrd High School and school buses for transportation department. A copy of the tabulation bid sheets marked "Exhibit A, eight pages, September 15, 1993" is filed in the official papers of the board.

#### **Agenda Item No. 11**

**Assignment of Design Professionals** Staff recommended that the following design architect and engineering firms be hired for the following projects: Ralph Kiper and Associates (C. E. Byrd High School Science Technology Center), Alliance, Inc. (Booker T. Washington High School courtyard cover), Purtle and Associates (Forest Hill Elementary underground electrical service for T-building walkway covers) and Harriss-Jambor and Associates (central office air conditioning chiller replacement).

#### **Agenda Item No. 12**

**Request to Use J. S. Clark Middle School Facilities.** Staff recommended that the request for the 13th District Missionary Baptist Association to use the J. S. Clark Middle School facility October 18-21, 1993 be approved.

#### **Agenda Item No. 13**

**Facility Use Agreement for Scope, Inc. to Use Booker T. Washington High School Facility.** Staff recommended that the facility lease agreement with Scope, Inc. for lease of the Booker T. Washington High School facility be approved.

#### **Agenda Item No. 14**

**Approval of Request for Enriched Credit (Psychology).** Staff recommended approval of the request for enriched credit for Psychology AP as submitted by staff.

#### **Agenda Item No. 16**

**Grant Requests (Computer/Miracle Keyboard Teaching System, School-to-Work Pathway Program, and Multimedia Center).** Staff recommended approval of three grant proposals as submitted by staff and included in the mailout. An abstract of the grants is filed in the official papers of the board.

### **Agenda Item No. 18**

**Chapter I Handicapped (P.L.89-313) Budget.** Staff recommended approval of the 89-313 Budget as recommended by staff and included in the mailout. The preliminary allocation for the budget for the fiscal year 1994 is \$66,626.

### **Agenda Item No. 21**

**Renaming of North Caddo High School Stadium (Byerley).** The board adopted a resolution and approved a motion to rename the North Caddo High School Stadium to the O. C. Sanders and John E. Prudhomme Stadium (Sanders-Prudhomme Stadium). A copy of the resolution is filed in the official papers of the board.

### **Agenda Item No. 25**

**Adoption of the Revisions to the Performance Evaluation Plan.** Staff recommended approval of the revisions to the Performance Evaluation Plan as included in the mailout. The revisions make Caddo's plan in compliance with state Bulletin 1525.

### **Agenda Item No. 26**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Rest and Recuperation, Remainder of 1993-94 Fall Semester

Judye Jones, Teacher, Claiborne Fundamental  
Loretta Ann Patterson, Teacher, EBW Stoner Hill Laboratory

Sabbatical Leave for Rest and Recuperation, Entire 1993-94 School Year

Roynetta Lee Ortiz, Teacher, Lakeshore Elementary

Sabbatical Leave for Rest and Recuperation, Remainder of 1993-94 School Year

Peggie Smith, Teacher, C. E. Byrd High School

The superintendent recommended that the following request for leave be denied.

Leave Without Pay (Personal), Beginning September 15 through the 1993-94 School Year

Jan Nichols, Teacher, Fair Park High School

**Requests of the Board.** Virginia Cobb, teacher at Caddo Middle Magnet, requested a leave without pay for seven teaching days October 27 through November 4, 1993 in order to travel to Hawaii with her husband.

Thelma Graham, child nutrition programs employee, requested a leave without pay from September 29 through October 8, 1993 for Church Holy Days and Festivals.

Laura Daniels, bus driver, requested leave without pay for seven days, October 7-15, 1993, to attend a church conference with her husband.

Morris Williams, teacher at Queensborough Elementary, requested eight days without pay, September 16 and September 30 through October 8, 1993, for Church Holy Days Festivals.

Susan Sample, teacher aide at Woodlawn High School, requested eight days without pay September 29 through October 8, 1993 for Church Holy Days and Festivals.

Mr. Burton moved, seconded by Mr. Brooks, approval of the amended consent agenda. Vote on the motion carried unanimously.



## **SPECIAL PRESENTATION - CADDO PUBLIC EDUCATION FOUNDATION**

Susan Adams, executive director for Caddo Public Education Foundation, and Kathy Rasberry, Endowment Fund Campaign chairman, presented an overview of the foundation's history and involvement/support of public education with a viewing of the campaign video. Mini grants and school impact grants were identified and board members were encouraged to make a financial pledge in the foundation's pursuit for academic excellence in public schools. Board members received a packet of information provided by the Caddo Public Education Foundation.

## **INSTRUCTIONAL PRESENTATION - CHANNEL 1**

Larry Bryan, librarian/media specialist at Southwood High School, gave a video presentation and informative report on the Channel I program. He provided board members with a copy of the Media Guide which is published by Whittle Educational Network. Mr. Bryan informed the board of the educational values of the program, schools' innovative usage of the telecommunication equipment and provided survey results of teachers/students' appreciation for the program. Mr. Bryan responded to board members' inquiries regarding program advertising, usage of the video equipment, program survey results, and cost for equipping Caddo schools with video equipment.

## **SPECIAL RECOGNITIONS**

The following individuals were recognized: (1) Sgt. Terry Oliver, security guard of the quarter (National), Hollywood Middle School, received a certificate for this outstanding recognition. (2) Gloria McDonald, Stephani Simmons and Chandy Rogers, managers at Villa Del Lago Apartments, were recognized and received certificates for providing housing for Caddo student teachers. A certificate of appreciation was also presented to Mr. and Mrs. H. Chandler, owners of the apartment complex. (3) Ricky Murov, owner of Furniture Rental Service, received a certificate for his generosity in providing furniture for Caddo student teachers. (4) Caddo teachers of the year winners and finalists are: Elementary finalists - Bonita Bondaries, fourth grade teacher at Sunset Acres Elementary, and Anne Shelton, Chapter I reading teacher at Barret Elementary. Susie Payne, fifth grade math and health teacher at Keithville Elementary/Middle, is Caddo's elementary teacher of the year. Middle school finalists - Michelle Fielder, eighth grade language teacher at Walnut Hill Elementary/Middle, and Glenda Efferson Bernard, seventh grade American History teacher at Broadmoor Laboratory. Caddo's middle school teacher of the year is Clementine T. Johnson, home living and bachelor survivor course teacher at Turner Elementary/Middle School. Senior high finalists - Sweetie Williams, reading instructor at Hamilton Terrace Adult Learning Center, and Gloria J. F. Moore, math teacher at Caddo Magnet High. Jennie Verhalen Badgley, ninth grade English teacher at Captain Shreve High School, is Caddo's senior high teacher of the year. Principals, family, friends, and supporters of all honorees were recognized.

## **SUPERINTENDENT'S REPORT**

**Personnel Recommendations.** The superintendent recommended that Jacque Treece be appointed assistant principal for instruction at C. E. Byrd High School. The terms of contract are September 16, 1993 - June 15, 1996. Mrs. Treece will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed.

The superintendent recommended that Paul Jeansonne be appointed systems analyst; Data Processing Department. He will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he is appointed.

The superintendent recommended that Mike Colvin be appointed assistant technology specialist, Chapter 1. He will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he is appointed.

Dr. Shaw moved, seconded by Mr. Glanville and Mr. Burton, approval of the superintendent's recommendations. Vote on the motion carried with Mr. Vance opposed. Board members supporting the motion were Byerley, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville.

## **VISITORS**

Faye Henderson, visitor, expressed concern about the educational value of Channel I programming, advertising being shown in classrooms, and motivation of staff to keep the video equipment.

Ken Epperson, South Shreveport Civics Council, Inc., requested staff/board to: a) consider changing pick-up and drop-off points for school bus #120; b) investigate traffic congestion near Eighty-First Street ECE (requested meeting with school board members, the school's principal, and City Councilman M. Williams); c) investigate concerns about an administrator at University Elementary; d) not appeal Judge Thaxton's contempt of court ruling; and e) provide him with a ruling on how private donations to fund legal expenses incurred by the Caddo Parish School Board (CPSB) defending Sex Respect are received.

Susie Payne, president of Caddo Association of Educators (CAE), asked the board/staff to meet with the Employees Benefits Committee and advise them of the dental proposals that have been received. Also, to have staff review protection safeguards for employees who come in contact with students with communicable diseases.

Mariah C. Underwood, citizen, encouraged the board to continue its effort to establish a kindergarten class at Laurel Street ECE.

Mary Ellen Hoffman, citizen/parent, made remarks about the conduct of the school board in its court dispute over the Sex Respect and Facing Reality curricula. A letter outlining her concerns was shared with board members and staff.

Deborah Hart, A+PEL representative, requested clarification of the 1993-94 school calendar. She specifically requested an understanding of the non-teaching day at midterm.

Kathy Beck, parent, expressed concern about the need for educational support and opportunities for children who are afflicted with attention deficit disorders.

Betty Spivey, ADHD/ADD, expressed concern about funding for programs for students with attention deficit disorders.

Margie Rayburn, Sex Education Parental Review Committee (PRC) member, requested information related to legal fees/expenses incurred by the school board as a result of litigation (Coleman vs CPSB). She further requested staff to schedule a meeting of the PRC.

Sharon Merritt, visitor, expressed support of the school board president in her position regarding sex education in Caddo public schools.

Brenda O'Brock, citizen, expressed support of the president regarding her position on sex education, and requested to see a blackened out copy of the textbooks.

Boyd Parker, citizen, expressed support of the president regarding her position on sex education. A petition signed by supporters was submitted to the board.

Jane Roberts, ADHD/ADD, expressed concern about the lack of awareness of students with attention deficit disorders, 504 guidelines, and educational support in classrooms. The president informed the board that Mrs. Roberts had addressed a letter to the board about this matter, and she asked the superintendent to provide a response to Mrs. Roberts.

Bruce Carroll, citizen, expressed support of the board's stand on sex education in Caddo public schools.

L. Carpenter, NAACP representative, encouraged the board to come together on issues and represent all students.

Sallie Thomas, Local 100, inquired about hiring practices in the Caddo school system and asked the superintendent to provide her with feedback on grades/raises for maintenance workers. She also asked that school cafeterias be air conditioned.

**Recess.** The president called for a ten minute recess at approximately 5:40 p.m. The board reconvened at approximately 6 p.m.

**Request for Leave.** Mrs. Allen moved, seconded by Mr. Glanville, to reconsider one request for leave that was approved as part of the consent agenda. Mrs. Allen noted that staff recommended that the request by Jan Nichols be denied. Vote on the motion to reconsider carried with board members Byerley, Vance and Brooks opposed. Board members Thibodeaux, Shaw, Hicks, Burton, Boykin, Matlock, Milam, Allen and Glanville

supported the motion. Mrs. Allen moved, seconded by Mr. Milam, disapproval of staff's recommendation. Discussion followed on the nature of the request, staff's rationale for their recommendation, professional leave options available to Ms. Nichols, and employees' obligation to Caddo public schools. Mr. Byerley suggested that staff needs to establish a policy to handle requests of this nature. Mr. Thibodeaux moved, seconded by Mr. Byerley, to table this item until the October, 1993 school board meeting. After more debate, vote on the motion to table was called and failed with Mr. Byerley abstaining, and eleven board members opposed. Following even more debate, Mr. Matlock moved, seconded by Mr. Burton, to call for the question. Vote on the motion carried with eleven board members supporting the motion, and Dr. Hicks opposed. Vote on the original motion failed with board members Hicks, Brooks, Boykin and Allen supporting the motion. Board members Byerley, Vance, Thibodeaux, Shaw, Burton, Matlock, Milam and Glanville were opposed.

## **BIDS**

**Approval of Bids/Proposals Taken and Salvage Sale.** Staff recommended approval of the lease of 103 E. 79th Street facility, microvideo systems for high school science program and heating, ventilating and air conditioning filters for all schools. A copy of the tabulation bid sheets marked "Exhibit A, eight pages, September 15, 1993" is filed in the official papers of the board. Further, that staff be authorized to hold an annual salvage sale, by auction, on used furniture and equipment on Saturday, October 23, 1993. Vote on the motion carried unanimously.

## **CHANNEL ONE RECOMMENDATION**

Dr. Hicks moved, seconded by Mr. Burton, approval of the renewal of the Channel One contract as recommended by staff. Because of low student enrollment, staff identified Oil City Elementary/Middle School as the only middle school not receiving Channel One programming. The superintendent stated that staff could reproduce tapes for viewing at Oil City. Lengthy discussion ensued on: (a) the nature and screening of programs, (b) parental and organizational input on programming, (c) staff's contact with the Whittle representatives and (d) survey of Channel One users (principals and teachers). The superintendent informed the board that staff is asking that the contract be renewed because programming gives current events and the equipment is invaluable to students, teachers and administrators. Ed Hearron, director of middle and high schools, acquainted the board with principals' interest to keep Channel One. Dr. Shaw made a motion to amend the motion, seconded by Mr. Byerley, that in the renewal of the Channel One contract as recommended by staff, that one year from this date the board would receive the results from every school (the report cards) as to whether staff thinks it is better or worse, and that staff would provide (advertise) an opportunity for any parent who would like to visit with the person who screens to have the privilege. Debate followed on the terms of the contract, NEA's denouncement of the program, parents' concern about program advertising, development of film libraries, class scheduling, and students' option to leave the classroom during Channel One viewing. The president requested that if the substitute motion passes, that the board and staff would develop a policy on how Channel One equipment is to be used in classrooms. Mr. Burton moved, seconded by Mr. Matlock, to call for the question on all amendments and motions. Vote on the motion to end debate carried with board members Thibodeaux and Milam opposed. Board members supporting the motion were Byerley, Vance, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Allen and Glanville. Vote on the amendment carried with board members Matlock and Glanville opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Milam, and Allen. Vote on the original motion as amended carried with board members Thibodeaux, Matlock, Milam, Boykin and Glanville opposed. Board members supporting the motion were Byerley, Vance, Shaw, Hicks, Burton, Brooks and Allen. Mr. Matlock moved, seconded by Mr. Glanville, that Channel One be removed from sixth grade classrooms. Mr. Burton called for point of order and stated that the content of this motion is not included in the original motion and the board would need to reconsider the entire vote. Legal counsel advised that the board voted and adopted the contract and the contract deals with all middle and high schools; to vote on Mr. Matlock's motion would be contrary to what has been adopted. Mr. Burton called for the order of the day.

**SPECIAL EDUCATION ADVISORY COUNCIL APPOINTMENTS** Length of terms needs to be set for two of the persons (Joy Gaensehals and Sheryl Nix) appointed to the Special Educ. Advisory Council in the July 21, 1993 meeting. Mr. Glanville moved, seconded by Mr. Byerley and Mr. Milam, that Joy Gaensehals will serve the three-year term, and Sheryl Nix will serve the remainder of the two-year term. Vote on the motion carried with Mr. Matlock opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Milam, Allen and Glanville.

## **KINDERGARTEN FEASIBILITY STUDY (LAUREL STREET ECE) (HICKS)**

Dr. Hicks moved, seconded by Mr. Brooks, that the General Fund ending balance be reduce by \$30,000 to add one kindergarten class at Laurel Street ECE Center for the 1993-94 school year. Dr. Hicks and Mr. Burton observed that the request to establish a kindergarten class at Laurel Street ECE mirrors community involvement and parental support. Staff informed the board that students have been identified, other schools are not affected, and the U. S. Justice Department will need to give approval. Board members discussed transportation concerns, total funding for the class, impact on neighborhood schools, and benefits of support administrative staff. Vote on the motion carried with board members Allen, Matlock and Milam opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Hicks, Burton, Boykin, Brooks and Glanville.

## **REVISION OF CPSB POLICY BDDJ (also KBCD) BROADCASTING AND TAPING OF BOARD MEETINGS (BROOKS)**

Mr. Brooks moved, seconded by Mr. Byerley, that operators of broadcasting and video equipment, cameras and lighting position themselves in the front of the Caddo Parish School Board room during official school board meetings. Mr. Glanville made a motion to amend the motion, seconded by Dr. Shaw, that once cameras are in place, that they are not to be moved unless the cameraman is leaving the board room. Media representatives asked to be informed of future changes made by the school board regarding the placement of broadcasting equipment; and, that they be afforded an opportunity to provide input on such matters. Dr. Hicks moved, seconded by Mr. Brooks, to postpone this item until the October, 1993 school board meeting. Dr. Hicks asked the superintendent to meet with media representatives in an effort to resolve this matter. Vote on the motion to postpone carried with board members Byerley, Vance and Matlock opposed. Board members supporting the motion were Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Milam, Allen and Glanville.

## **REQUEST FOR ADDITIONAL SPECIAL EDUCATION STAFFING**

Dr. Hicks moved, seconded by Mr. Brooks, that staff be allowed to hire up to eight special education teachers and up to ten special education aides, and the budget be adjusted accordingly. Mr. Vance encouraged staff to review student enrollment figures before additional hiring and/or termination of employees take place. Vote on the motion carried with Mr. Matlock opposed. Board members Byerley, Vance, Thibodeaux, Shaw, Hicks, Burton, Boykin, Brooks, Milam, Allen and Glanville supported the motion.

## **BUDGET ADJUSTMENT - PURCHASE OF METAL DETECTORS**

The superintendent recommended that staff be allowed to purchase additional hand held metal detectors so that there will be two detectors in every high school and middle school. Dr. Shaw and Mr. Glanville moved, seconded by Mrs. Allen, that staff be authorized to purchase metal detectors in the amount of \$13,200 and that the General Fund Budget be adjusted accordingly. Board members encouraged staff to conduct random searches in schools, and the superintendent replied that staff is working with the Shreveport Police Department in forming a team (with people and dogs) to conduct searches. Following more discussion on school security and precautionary measures, the president called for the vote on the motion which carried unanimously.

## **SUPERINTENDENT'S REPORT**

**Student Enrollment.** The superintendent informed the board that student enrollment projections for 1993-94 are down by approximately 467 students, and this would affect 20 positions. Staff will adjust accordingly after receiving enrollment figures on October 1, 1993.

**Award.** The superintendent announced that Alexis Scott, teacher at Shreve Island, won the Christa McAuliffe Fellowship from the state in the amount of \$27,000. The funds will go directly to the school.

**Recognitions.** The superintendent informed the board that every ROTC unit in Caddo public schools will probably be a unit of distinction this school year. He further stated that staff will be recognizing ROTC Legion of Valor award winners, and National Merit semifinalists.

**Learning Styles.** The superintendent announced that Penny Claudis, supervisor of social studies, has been invited to join the Learning Styles staff for several weeks in the summer in New York.

**Distinguished Teaching Awards.** The superintendent informed the board that they would receive, via other correspondence, the names of several gifted program teachers who have received distinguished teaching awards from Northwestern State University.

**Student Attendance at CPSB Meetings.** The superintendent acknowledged several Civic students from Captain Shreve High School who were in the audience.

**Employee's Request of the Board.** The superintendent called the board's attention to a confidential request from an employee who requested a waiver which does not fall within board policy. Willie Henderson, assistant superintendent for human resource services, informed the board that the request comes from a teacher who was on sabbatical leave for rest and recuperation for the 1991-92 school year, and on leave without pay during the 1992-93 school year. He summarized the series of tragedies that occurred with the employee which led to her request for a waiver. Board members, staff, and legal counsel reviewed the employee's request, school board policy, state statute and the amount of funds to be paid to the Caddo public school system. Mrs. Allen moved, seconded by Mr. Brooks, that the board give this employee an opportunity to request a leave without pay for the 1993-94 school year, and then give her an opportunity to return to Caddo public schools for one semester or a year. More discussion followed on penalties and school board policies. Vote on the motion was called and failed in a tie vote with board members Byerley, Vance, Hicks, Matlock, Boykin and Glanville opposed. Board members supporting the motion were Thibodeaux, Shaw, Brooks, Matlock, Milam and Allen.

## **CHANNEL ONE RECOMMENDATION**

Dr. Shaw moved, seconded by Mr. Byerley, to reconsider the board agenda item on Channel One recommendation. Dr. Shaw stated that the board failed to discuss where it is with the contract and possible negotiations for a new contract. Staff informed the board that the expiration date of the current contract is approaching, and the Whittle Company has indicated that a contract will be forwarded to the school board probably this fall. Essie Holt, assistant superintendent for curriculum and instruction, informed the board that the actual contract indicates that if neither party terminates, then the contract is ongoing. Mr. Matlock stated that the contract could be negotiated and it allows the board the occasion to remove the sixth grade from the program. Vote on the motion to reconsider carried with board members Vance, Burton and Hicks opposed. Board members Byerley, Thibodeaux, Shaw, Boykin, Brooks, Matlock, Milam, Allen and Glanville supported the motion.

Mr. Matlock made a motion to amend the motion, seconded by Mr. Glanville, to authorize the superintendent or his designees to negotiate an arrangement with Whittle, with an eye towards ownership of the equipment, local control and reduced requirements (term) of programming. Vote on the motion carried with Dr. Hicks opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville.

Mr. Matlock made a motion to amend the motion, that staff be authorized to notify parents that they can opt their children out of the Channel One program. After brief discussion Mr. Matlock withdrew this amendment.

Mr. Matlock made a motion to amend the motion, seconded by Mr. Glanville, to remove the sixth grade from Channel One with the proviso that where there are mixed grades (6, 7, and 8th) that the decision would be up to the principal. Discussion followed on the reassignment of sixth grade students. Board members Vance and Burton expressed concern about the wording of the motion and indicated that it is irregular and that either sixth grade students will be removed from Channel One program participation, or they will not. Mr. Matlock clarified that sixth grade students will be removed. Mr. Glanville, who seconded the motion, agreed with Mr. Matlock's clarification. Vote on the motion carried with board members Byerley, Vance, Burton, Hicks and Brooks opposed. Board members Thibodeaux, Shaw, Boykin, Matlock, Milam, Allen and Glanville supported the motion. After more discussion on the amendments, contract renewal, reassignment of sixth grade students, etc., Mr. Matlock moved, seconded by Mr. Burton, to table this motion for 90 days, and asked the superintendent to bring a recommendation for negotiation to the board. Vote on the motion to postpone carried unanimously. The superintendent asked if Channel One programming is to be kept operable during this interim, and Mr. Matlock answered in the affirmative.

## **OLD BUSINESS**

**Employees Communication Meeting (Policy Revision).** The president stated that the item was not removed from the agenda because of a concern as to whether or not the employee meeting could happen. She informed the board that she had no recommendation to make for a policy change, and polled other board members to determine if they would like to make a recommendation. There was no response from other board members.

**Dental Plan.** Mr. Thibodeaux asked if staff has received any dental plan proposals. The superintendent reported that proposals have been received and they will be presented to a subcommittee composed of the

Employees Benefits Committee members. After which, four or five plans will be submitted to the board and companies will be invited to come in for an interview; hopefully, in October.

**Textbooks.** Mr. Thibodeaux asked if all students in Caddo Parish have textbooks for every subject, or if they have access to textbooks for every subject. The superintendent replied that he has not heard anything to the contrary, and as far as staff knows, textbooks are available.

**Personnel Evaluation.** The president asked if it is a requirement that all administrators be evaluated in view of the revisions to the evaluation plan; and if staff will be required to inservice the people. Mr. Henderson answered in the affirmative. He further stated that material has been printed and two groups of principals have been informed. Staff will be inservicing all people on the changes.

## **NEW BUSINESS**

No new business was introduced at the meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**PRC Committee.** Mr. Brooks asked the superintendent to meet with Margie Rayburn, PRC member, and make sure that policies are not being violated. The superintendent requested clarification and asked if staff or the board have the right to schedule a PRC meeting. Legal counsel stated that the board would have the right, but basically the chairman of the committee is responsible for calling a meeting. Mr. Byerley asked if there is a reason why a meeting is not being called, and the president stated that there has been no need to call a meeting; that staff has nothing for the committee to review. Mr. Brooks encouraged the board, staff and PRC to work together. Mr. Vance suggested that new committee members have been elected to serve and an inservice would be in order.

**Agenda Format.** Mr. Burton requested the superintendent to consider placing personnel recommendations and special recognitions next to the consent agenda item on future school board meeting agendas.

**Discoveries Classrooms.** Dr. Hicks asked the superintendent to review the impact of policy regarding placement of computers in Discoveries classrooms. The superintendent replied that staff would investigate the request; however, he expressed concern for the security of computers in temporary buildings.

**Painting.** The president announced that people will be painting the Oak Terrace Special School facility on Saturday, September 18, 1993. She invited interested board members and other interested citizens to participate in the painting project.

**Requests.** Mr. Milam asked staff to: a) contact school systems similar to Caddo to attain ideas on how to better utilize and involve parents and the public; b) coordinate back-to-school nights so that schools in the same district are not scheduled on the same night; c) consider developing a calendar that would schedule school opening later in the year (away from the middle of August); and, d) ask ROTC units to present the colors at a future board meeting(s).

**Letter.** Mr. Glanville read a letter of response from The Times editor acknowledging the newspaper's recent erroneous newspaper headlines about a community incident.

**Queensborough Program.** Mr. Vance announced that Congressman Cleo Fields was the guest speaker at a recent Chapter I program at Queensborough Elementary. He commended staff for the excellent program, and applauded Pine Grove Elementary's principal and choir for their participation.

**Recess.** The president called for a five minute recess at approximately 9:30 P.M. The board reconvened at approximately 9:40 p.m.

## **EXECUTIVE SESSIONS (Employees' Grievance and Pending Litigation)**

Staff informed the board that the employees expressed the desire to have their grievance in open session. Pat England, executive director of CAE, gave an overview of the employees' grievance which was referred to the full school board from the Executive Committee. She expressed concern that school board policy GBM was violated in that the grievants were summoned to a meeting with staff on Tuesday, September 14, 1993, but they were denied an opportunity to have her accompany them to the conference. Dr. Shaw encouraged staff to respond to charges about discrimination, assignment of additional responsibilities, and the disallowance of a

representative to sit in on the conference. Mr. Henderson gave a detailed account of the grievants' job responsibilities, school board grievance procedures, duties of the position evaluation committee, and staff's posture relative to the conference with the employees. He observed that he met with the grievants on Tuesday in an effort to explore possibilities whereby a recommendation could be brought to the board in an effort to end the grievance. Board members were provided with documentation from staff regarding the grievance, staff's findings regarding reported violations, other position upgrades and staff's recommendations. Doris Adams, employee, also representing Joyce Clemons, informed the board of their contentions; that there were other positions upgraded with no evidence of changes in job duties and of the lack of uniformity in following school board procedures in awarding upgrades. Documents included in the grievance packet were reviewed and lengthy discussion ensued on previous position upgrades, consistency in application of board policy, procedures/guidelines for requesting position upgrades, previous position study reports, responsibility of the Position Evaluation Committee, previous staffing within the Human Resource Division, etc.

Mr. Glanville moved, seconded by Mr. Thibodeaux, that staff's recommendations be approved as outlined on page two of the September 15, 1993 memo from the superintendent and Mr. Henderson to school board members. A copy of the memo outlining staff's recommendations is filed in the official papers of the board. Legal counsel summarized the allegations and staff's recommendations, and stated that the school board has the latitude and discretion to generate whatever information it deems necessary to make a just decision on the grievance. Vote on the motion was called and carried with board members Vance, Burton, Hicks, Brooks and Matlock opposed. Board members supporting the motion were Byerley, Thibodeaux, Shaw, Boykin, Milam, Allen and Glanville. Mr. Brooks requested clarification of the board's action. The president said that the upgrade request returns to the Position Evaluation Committee. Legal counsel said that the Position Evaluation Committee will do its job and bring the results to the board for its consideration. Mrs. Allen asked when will it be in order for the board to request the hiring or appointment of clerical assistants to the two specialists. The superintendent stated that he would hope that the board would look to the supervisor (Willie Henderson) for a recommendation.

**Bettye Coleman, ET AL vs CPSB, ET AL.** Mr. Burton moved, seconded by Dr. Shaw, for an executive session for 25 minutes to hear pending litigation. Vote on the motion carried with board members Matlock and Hicks absent for the vote. Board members Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Milam, Allen and Glanville supported the motion. The board went into executive session at approximately 11 p.m. and reconvened at approximately 11:40 p.m. Dr. Hicks excused himself from the meeting at approximately 11 p.m.

Mr. Matlock moved, seconded by Mr. Glanville and Dr. Shaw, adoption of the resolution (that was provided board members) that provides for superintendent and legal counsel to be reimbursed for their attorney fees. Vote on the motion carried with board members Byerley and Vance opposed. Board members supporting the motion were Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville. A copy of the resolution is filed in the official papers of the board.

#### **ACTION TO BE TAKEN REGARDING THE CONTEMPT PROCEEDINGS IN THE COLEMAN CASE**

Mr. Brooks moved, seconded by Mr. Burton, that the Caddo Parish School Board accept Judge Thaxton's ruling against the Caddo Parish School Board. Vote on the motion failed with board members Byerley, Vance, Burton and Brooks supporting the motion. Board members opposed were Thibodeaux, Shaw, Boykin, Matlock, Milam, Allen and Glanville.

Mr. Milam moved, seconded by Mr. Glanville, to authorize the school board attorney to seek a review of Judge Thaxton's ruling against the Caddo Parish School Board to the Second Circuit Court of Appeals through supervisory writ and/or appeals as required by law. Mr. Vance made a motion to amend the motion to include the statement "at whatever cost." Vote on the amendment failed for lack of a second. Mr. Burton made a substitute motion, seconded by Mr. Vance, that the school board not pay more than \$100 on any attempt to seek a writ for this particular case that Judge Thaxton presented. Vote on the substitute motion failed with board members Byerley, Vance, Burton and Brooks supporting the motion. Board members opposed were Thibodeaux, Shaw, Boykin, Matlock, Milam, Allen and Glanville. Mr. Byerley inquired about the cost for an appeal, and the president stated that the cost could run \$5,000 to \$10,000. Vote on the original motion carried with board members Byerley, Vance, Burton and Brooks opposed. Board members supporting the motion were Thibodeaux, Shaw, Boykin, Matlock, Milam, Allen and Glanville.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Glanville seconded the motion which carried, and the meeting adjourned at Approximately 11:47 p.m.

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Terry L. Terril, Ed.D., Secretary

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Judy D. Boykin, President

## **EXECUTIVE COMMITTEE**

**October 6, 1993**

The Executive Committee of the Caddo Parish School Board met in regular session Wednesday, October 6, 1993, at 3:00 P.M. in its office at 1961 Midway Street, Shreveport, Louisiana with President Judy D. Boykin presiding and Willie D. Burton and Josephine Allen present. Other board members present were Jerry Tim Brooks, Raymond A. Hicks and Mark Milam. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mr. Burton.

### **SPECIAL PRESENTATION - ENERGY MANAGEMENT BRIEFING**

Gary Clark, Energy Education, Inc. management consultant, presented information and a proposal that could reduce energy inefficiencies in school plants and save educational tax dollars. Mr. Clark reported that after extensive review of information provided by staff, and if this energy management program is implemented, the Caddo public school system could realize a savings of \$7.8 million over the next seven years. He explained that Caddo would enter into the program with no risk to the district, and the program would be implemented by an energy educator/manager ethics team (custodian, food service employee or maintenance staff person). He further reported that these persons would be trained by their consultants on an ongoing basis. Mr. Clark informed board members that everyone in the school system would be held accountable for energy consumption; thus, the program would make everyone an energy saver. Mr. Clark invited board members and staff to visit other school districts that are using this energy management program. The superintendent asked board members to review the material presented by Mr. Clark, and said that if the board is interested in touring other districts, that staff would make the necessary arrangements with the consultant. Dr. Hicks informed board members that there is a company in Louisiana similar to Energy Education, Inc., and he asked the board to invite a proposal from them before making a commitment. He further stated that he would provide the superintendent with the identity of the company.

**Agenda Items.** The superintendent summarized the proposed agenda for the October 20, 1993 school board meeting. He informed the board that Michael Thibodeaux, school board member, had called and requested that "Sci-Port Discovery Center" and "Report - Legislation Regarding Moment of Silence for Prayer in Public Schools" be added to the -agenda. Mr. Burton requested that "Report - Status on Administering the Graduate Exit Examination (GEE)," be added to the agenda. Mr. Brooks requested that "Report -Committee Assignments for Caddo Parish School Board (CPSB) Members" be added to the agenda. Following review of the proposed agenda, the committee categorized agenda items 10-A (1-3), 11, 13, 15, 16 and 20-A as consent agenda. Mr. Burton moved, seconded by Mrs. Allen, approval of the consent agenda. Vote on the motion carried unanimously.

### **CPSB WORK SESSION**

The president polled other board members and the audience for input on the proposed agenda items.

**Executive Session (Employee's Grievance).** Dr. Hicks asked if this grievance is a continuation from the last school board meeting, and the superintendent answered in the affirmative. Dr. Hicks said that he hopes that a decision, based on the grievance, will be made. Pat England, executive director for Caddo Association of Educators (CAE), also requested clarification of the hearing and asked that the employees be notified of the continuation of the grievance.

**Proposal for Captain Shreve Engineering Prep and Liberal Arts Magnet.** Dr. Hicks expressed concern about designating magnet status for the engineering prep program, and said that staff and the board need to consider the impact that this program will have on existing magnet programs. Mr. Burton expressed similar sentiments, and encouraged that staff be given an opportunity to provide input in the development of the proposal. Mr. Brooks commended the principal for developing the proposal and suggested that other principals in the district should be motivated to discover new programs for their schools. The superintendent informed



board members that principals are encouraged to explore innovative programs, and in this particular case, the principal, PTA representatives and staff were involved.

**Proposed Policy - Accountability for School Funds and School Support Organizations.** Dr. Hicks requested clarification of the purpose for the policy. The superintendent commented that the proposed policy is being developed whereby fundraisers would have some accountability when raising money in the name of a school. He said that the policy would allow for some freedom and flexibility regarding the expenditure of funds.

## **EXECUTIVE SESSIONS**

James Foster, assistant superintendent for administration, informed the committee that the student hearings will be closed to the public. Mr. Burton moved, seconded by Mrs. Allen, for an executive session to hear a student suspension appeal for approximately 15 minutes. Vote on the motion carried unanimously. The committee went into executive session at approximately 3:58 p.m. and reconvened into open session at approximately 4:30 p.m. Mrs. Allen moved, seconded by Mrs. Boykin, to uphold the decision of staff and the visiting teacher regarding the appeal for Bertrand Ealy. Staff's recommendation is that the student be assigned to Hamilton Terrace Learning Center for the remainder of the 1993-94 school year. Vote on the motion carried with Mrs. Allen and Mrs. Boykin supporting the motion. Mr. Burton voted in opposition.

Mr. Burton moved, seconded by Mrs. Allen, for an executive session to hear a student suspension appeal for approximately 15 minutes. Vote on the motion carried unanimously, and the committee went into executive session at approximately 4:32 p.m. The committee reconvened into open session at approximately 4:49 p.m. Mr. Burton moved, seconded by Mrs. Allen, to accept staff's recommendation regarding the hearing for Calvin Tolbert. Staff's recommendation is that the student be assigned to Hamilton Terrace Learning Center for the remainder of the 1993-94 school year. Vote on the motion carried unanimously.

Mr. Burton moved, seconded by Mrs. Allen, for an executive session to hear a student suspension appeal for approximately 15 minutes. Vote on the motion carried unanimously, and the committee went into executive session at approximately 4:50 p.m. The committee reconvened into open session at approximately 5:07 P.M. Mrs. Allen moved, seconded by Mrs. Boykin, to uphold staff's recommendation regarding the appeal for Eric Von Stewart. Staff's recommendation is that the student be expelled for twelve calendar months. Vote on the motion carried with Mrs. Allen and Mrs. Boykin supporting the motion. Mr. Burton abstained from voting. Mrs. Allen asked staff to visit with the parent regarding alternative programs.

Dr. Foster introduced two other student hearings for informational purposes on Broderick Linneer and Toney Jones. He informed the committee that no representative for either student was present. He said that staff is recommending that the two cases be brought to the full school board at its October 20, 1993 meeting for direct expulsion as set forth in school board policy JG.

Mr. Burton excused himself from the meeting at approximately 5:08 p.m.

Mrs. Allen moved, seconded by Mrs. Boykin, to concur with staff's recommendation to refer the two cases to the full school board, and that staff would continue coordinating services for the special education handicapped student until the board meets or the court takes action. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mrs. Allen moved for adjournment. Mrs. Boykin seconded the motion which carried unanimously. The meeting adjourned at approximately 5:10 P.M.

## **October 20, 1993**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana, at 3:30 p.m. Wednesday, October 20, 1993, with President Judy D. Boykin presiding and the following board members present being a quorum: Josephine Allen Jerry Tim Brooks, Willie D. Burton, David Byerley, Paul Glanville, Raymond A. Hicks, David Matlock, Mark Milam, B. L. Shaw and Michael J. Thibodeaux. Johnny Vance, Jr. arrived at approximately 3:44 p.m. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Milam gave the invocation. JROTC cadets from Captain Shreve High School posted the colors (The Pledge of Allegiance) under the direction of Major William W. Bohringer.

## **MINUTES OF THE PREVIOUS BOARD MEETING**

Dr. Shaw moved, seconded by Mr. Milam, approval of the minutes of the September 15, 1993 school board meeting. Essie Holt, assistant superintendent for curriculum and instruction, requested that the first sentence under the heading "Special Education Advisory Council Appointments" be deleted, and that "Length of terms needs to be set for two of the persons (Joy Gaensehals and Sheryl Nix) appointed to the Special Education Advisory Council in the July 21, 1993 meeting" be added. Dr. Shaw moved approval of the minutes as corrected by staff. Mr. Milam seconded the motion which carried unanimously.

## **CONSENT AGENDA**

The board reviewed the revised agenda and categorized the following items as consent agenda.

### **Agenda Item No. 10-A (1-3)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for building materials and supplies for Caddo Career Center, kindergarten play equipment for several schools, and paper and supplies for child nutrition program for all schools. A copy of the tabulation bid sheets marked "Exhibit A, six pages, October 20, 1993" is filed in the official papers of the board.

### **Agenda Item No. 11**

**Carl D. Perkins Vocational Budgets FY 93-94 (Federal Funds).** Staff recommended approval of the Carl D. Perkins Vocational Budgets FY 93-94. These funds identify federal funds allocated to Caddo Parish by the State Board of Elementary and Secondary Education for students enrolled in approved vocational education programs. A copy of the budgets is filed in the official papers of the board.

### **Agenda Item No. 13**

**Special Education Contract/Agreements (Occupational and Physical Therapy Services, Psychiatric Evaluation Services, and Interagency Agreement With North Louisiana State Hospital).** Staff recommended approval of the special education contracts/agreements as included in the mailout. The contracts are designed to provide special education services to identified students.

### **Agenda Item No. 14**

**Proposal for Captain Shreve Engineering Prep and Liberal Arts Magnet.** Staff recommended approval of the proposal as included in the mailout. The request is being made to approve magnet status for the Engineering Prep and Liberal Arts programs effective with the 1994-95 school year.

### **Agenda Item No. 15**

**Red Ribbon Week Proclamation.** Staff recommended that the week of October 23-31, 1993 be proclaimed Red Ribbon Week in Caddo Parish schools. The school board encourages Shreveport citizens to participate in drug prevention education activities. A copy of the proclamation is filed in the official papers of the board.

### **Agenda Item No. 16**

**Proposed Policy - "Accountability for School Funds and School Support Organizations."** Staff recommended approval of the proposed policy as included in the mailout. Adoption of the policy would improve the accountability for funds raised by school support organizations. It will also insure that Caddo schools are in compliance with state laws dealing with public funds.

### **Agenda Item No. 22-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, Spring Semester 1993-94 School Year and Fall Semester 1994-95 School Year

Omerror Dawson, Teacher, J. S. Clark Middle School

Sabbatical Leave for Study, Spring Semester 1993-94 School Year

Sabrina Johnson, Teacher, Oak Park Elementary  
Judy Polhemus, Teacher, Captain Shreve High School  
Betty Westmoreland, Teacher, Fair Park High School

Sabbatical Leave for Rest and Recuperation, Remainder of the 1993-94 School Year

Patricia Bobbitt, Teacher, Huntington High School

Sabbatical Leave for Rest and Recuperation, October 25, 1993 Through the End of the 1993-94 School Year

Charlotte Bryson, Teacher, Broadmoor Middle Laboratory

Leave Without Pay (Personal), October 22, 1993 through the End of the 1993-94 School Year

Phyllis McHalfey, Teacher, Itinerant Speech

Leave Without Pay (Personal), Spring Semester 1993-94 School Year and Fall Semester 1994-95 School Year

Joe Shyne, Teacher, Fair Park High School

**Requests of the Board.** Barbara Bennett, counselor at Youree Drive Middle School, requested to be away from her duties November 9-19, 1993 to accompany her husband to Japan (nine working days).

Jacquelyn Salone, child nutrition programs employee, requested a leave without pay for one year beginning October 22, 1993 to transfer to Dallas with her husband.

Mr. Burton moved, seconded by Mr. Byerley and Mr. Brooks, approval of the amended consent agenda. Vote on the motion carried unanimously.

## **INSTRUCTIONAL PRESENTATION - SUMMER CAMP**

Jessie Woodley, elementary supervisor and summer camp program coordinator, introduced the instructional presentation on summer camp which was held for first graders June 3 through June 30, 1993. Other presenters capsulized summer camp activities as listed. "Whole Language" by Marilyn Caldwell (Eden Gardens Fundamental); "Creative Art Activities" by Evelyn Dawson (Summerfield Elementary); "Computers/Hands-On Math" by Gail Hendrix (North Highlands Elementary); "Storytelling" by Kathy Barberousse (South Highlands Magnet). Linda Hammond, elementary supervisor, highlighted activities with a slide presentation. The program is funded by Chapter 2. A brochure on summer camp in Caddo Parish public schools was given to each board member.

## **SPECIAL RECOGNITIONS**

The following individuals were recognized: (1) Cadet Colonel Kenneth Thomas of Captain Shreve High School has been designated as Caddo Parish JROTC Corp Commander. Principal at Captain Shreve is Tommy Powell. (2) 1994 National Merit Scholarship Program Semifinalists from C. E. Byrd High School are Powell B. Auer and Daniel G. Lawrence. Commended students are Samantha R. Bowers, Olivia J. Bradley and William T. Allen, II. R. Lynne Fitzgerald is principal at C. E. Byrd High School. Semifinalists from Caddo Magnet High School are Wesley B. Brown, Ryan A. Doerr, Kristopher S. Handley, Rebecca C. Hatcher, Colleen E. Kirby, Susan E. Llorens, Gordon M. Mead, Lorna E. Millen, Jonathan B. Richards, R. Cliff Stentell, Ben J. Tseng and Marilyn J. Wheless. Commended students are Matthew A. Clay, Julie E. Graham, James E. Kidd, Cynthia C. Koppang, Charles L. Maranto, Michael P. Marsh, Heather A. Morgan, Douglas R. Pearce, Laxmi A. Rao, Robert H. Thornton and Mikila A. Zaroski. Ascension Smith is principal at Caddo Magnet. Commended students from Captain Shreve High School are Elizabeth Beauvias and Stephen Fortson. (3) 1994 National Achievement Scholarship Program for Outstanding Negro Student semifinalists are Nelson Demery, III from C. E. Byrd High School; Tamara D. Devers, Denisia M. Hammond, Tamara T. Tramble and Kereth A. Winder from Caddo Magnet High School; commended students from Caddo Magnet High School are Paula N. Currie and Edward L. Johnson; and Tremayne C. Ware is a semifinalist from Captain Shreve High School. (4) Alexis Scott, teacher at Shreve Island Elementary School, is the recipient of the Christa McAuliffe Scholarship for

1993-94. A \$25,000 award from the state of Louisiana is awarded to the school. Kerri Laster is principal at Shreve Island. (5) Youree Drive Middle School is the first place winner in the 1993 Keep America Beautiful National Awards Competition in the middle/high school category. Earth to Kids: Partners in Preservation Contest award winner is Mrs. Judy Pratt's sixth grade class at Youree Drive Middle School. This contest was sponsored by Red Lobster. Ollie Tyler is principal at Youree Drive Middle School. Family, friends and supporters of all honorees were recognized.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recommended that Melvin Ashley be appointed principal at Linear Middle School. The terms of contract are October 21, 1993 through June 15, 1996. Mr. Ashley will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he is appointed. Mr. Burton moved, seconded by Mr. Milam, approval of the superintendent's recommendation. Vote on the motion carried unanimously.

The superintendent recommended that Roy Thomas be appointed principal at Linwood Middle School. The terms of contract are October 21, 1993 through June 15, 1996. Mr. Thomas will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he is appointed. Mr. Burton and Dr. Hicks moved, seconded by Mr. Thibodeaux, approval of the superintendent's recommendation. Vote on the motion carried unanimously.

## **VISITORS**

Susie Payne, president of Caddo Association of Educators (CAE), expressed CAE's concern about the proposed increase in insurance fees and staff's violation of the school board's employee grievance policy. She invited board members and staff to participate in the upcoming Walk-a-Day-in-My-Shoes activity, and announced that November 18, 1993 is education support personnel day.

Angela Ridley informed the board about an incident whereby a window was broken in her automobile by an object that was thrown by a lawnmower. The president advised Ms. Ridley to present her concern and bills to staff for consideration.

Bill Whaley, employee in the CPSB maintenance department, spoke on behalf of other employees and voiced their concerns and disagreement with the proposed increase of insurance premiums.

## **BIDS**

**Approval of Bids Proposals Taken (10-A-4)**. Staff recommended approval of the circled low bid for lawnmowers for the maintenance department. A copy of the tabulation bid sheets marked "Exhibit A, October 20, 1993, six pages" is filed in the official papers of the board. Mr. Burton moved, seconded by Dr. Shaw, approval of staff's recommendation. Vote on the motion carried unanimously.

## **PROPOSAL FOR CAPTAIN SHREVE ENGINEERING PREP AND LIBERAL ARTS MAGNET**

Mr. Matlock congratulated board members for their attitude in supporting all schools within the parish. He further congratulated Captain Shreve's principal, PTA and parents for their leadership and initiative in developing the proposal, and to central office staff for their support and leadership. Mr. Milam echoed similar sentiments. Principal Powell thanked the board for its confidence.

## **SEX EDUCATION EVALUATION (INFORMATIONAL) (HICKS)**

Dr. Hicks made general comments regarding the information provided, and said that he would present questions at a later date, after he has had an opportunity to review additional materials. Mr. Thibodeaux expressed appreciation for the report.

## **GROUP LIFE AND HEALTH INSURANCE (WASHINGTON NATIONAL CONTRACT RENEWAL)**

Dr. Hicks noted that there appears to be two motions for this item and he moved to split the item. The president commented that splitting the item is not necessary since the motions are listed separately on the motion sheet. Mr. Brooks requested clarification of Washington National's justification for the proposed increase. Mrs. Allen moved, seconded by Mr. Glanville, that the contract with Washington National for Caddo's group life and health insurance be renewed with an 8.6 percent increase in minimum premium and that their individual claims

auditing level be increased from \$10,000 to \$25,000. Board members expressed concern for the proposed increase in premium and discussed at length the following: contract renewal (timing and penalties), involvement of the Employees Benefits Committee, the request for proposals process, the 8.6 percent increase (will be drawn from the insurance reserve), reinvestment of savings and provision of services. Mr. Matlock moved, seconded by Mr. Burton, to call for the question. The president said that two-thirds vote is required and the motion failed with board members Byerley, Vance, Thibodeaux, Hicks and Boykin opposed. Board members supporting the motion were Shaw, Burton, Brooks, Matlock, Milam, Allen and Glanville. The president informed the board that the process was followed and input was received from the Employees Benefits Committee. Discussion continued on contract renewal negotiations. Mr. Matlock moved, seconded by Mr. Brooks, to call for the question. Vote on the motion to end debate carried with board members Byerley and Milam opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Allen and Glanville. Vote on the original motion carried with board members Vance and Burton opposed. Board members supporting the motion were Byerley, Thibodeaux, Hicks, Shaw, Boykin, Brooks, Matlock, Milam, Allen and Glanville.

Dr. Shaw moved, seconded by Mr. Matlock, that the administrative fees remitted by Caddo to Benefit Plan Services be increased from \$5.48 to \$6.05 per employee per month on a 12-month basis with the employee count to include the categories of COBRA insured and survivors. Board members expressed concern about how the increase in service fees will affect retirees. Jack Cunningham, representing Washington National Insurance, recapped the history of the provision of insurance services (billing and collecting) to retirees, and said that in light of the increase in service provisions, the proposed increase is justified. Mr. Burton moved, seconded by Mr. Matlock, to call for the question. Vote on the motion to end debate carried with Mr. Thibodeaux opposed. Board members supporting the motion were Byerley, Vance, Shaw, Hicks, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville. Vote on the original motion carried with board members Byerley, Vance, Burton, Thibodeaux and Hicks opposed. Board members supporting the motion were Shaw, Boykin, Brooks, Matlock, Milam, Allen and Glanville.

#### **RECOMMENDATION FOR FREE STANDING DENTAL PLAN**

Mr. Milam moved, seconded by Mr. Glanville, to table this item until the November 1993 school board meeting. Vote on the motion failed in a tie vote with board members Byerley, Vance, Burton, Thibodeaux, Hicks and Brooks opposed. Board members supporting the motion were Shaw, Boykin, Matlock, Milam, Allen and Glanville. Mr. Brooks moved, seconded by Mr. Thibodeaux, that PAID DENTAL, as recommended by the superintendent and staff, be approved as the free standing dental program for Caddo's active and retired employees replacing the current dental plan being offered by Washington National. Mr. Thibodeaux called the board's attention to the additional information that was placed before board members regarding this item. Mr. Milam expressed an interest in reviewing the additional information. Debate followed on the proposed calendar deductions per family or individual, service provisions, and company ratings.

**Recess.** The president called for a ten minute recess at approximately 5:35 p.m. The board reconvened at approximately 5:52 p.m.

Dr. Hicks moved, seconded by Mr. Matlock, to table this item until the November 1993 school board meeting. Vote on the motion carried with board members Byerley, Vance and Brooks opposed. Board members supporting the motion were Thibodeaux, Hicks, Shaw, Burton, Boykin, Matlock, Milam, Allen and Glanville.

#### **ADDITIONAL STAFFING NEEDS**

Dr. Shaw moved, seconded by Mr. Vance, that the General Fund budget adjustments for additional personnel dated October 11, 1993 and included in the mailout, be approved. Mr. Thibodeaux made a substitute motion, seconded by Mr. Milam, to vote on each position in the item separately. Vote on the substitute motion carried with Mr. Byerley opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville.

Mr. Vance moved, seconded by Mr. Byerley, approval of staff's recommendation to staff one personnel administrator in the Human Resource Services Division at a cost of \$32,300. Discussion followed on the job responsibilities for the position. Vote on the motion carried with board members Thibodeaux, Matlock, Milam, Boykin and Glanville opposed. Board members supporting the motion were Byerley, Vance, Hicks, Shaw, Burton, Brooks and Allen.

Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of staff's recommendation to staff one receptionist/clerk in the Human Resource Services Division at a cost of \$12,400. Vote on the motion carried unanimously. An outline of the job responsibilities was included in the mailout.

Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of staff's recommendation to staff one fileroom/employment verification clerk in the Human Resource Services Division at a cost of \$12,400. Vote on the motion carried unanimously. An outline of the job responsibilities was included in the mailout.

Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of staff's recommendation to staff one clerk/typist in the Human Resource Services Division at a cost of \$12,400. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Hicks, Burton, Brooks, Matlock, Milam, Allen and Glanville. An outline of the job responsibilities was included in the mailout.

Mr. Matlock moved, seconded by Mr. Byerley, approval of staff's recommendation to staff one assistant principal at Southwood High School at a cost of \$43,500. Vote on the motion carried unanimously. An outline of the job responsibilities was included in the mailout.

Mr. Burton moved, seconded by Mr. Milam, approval of staff's recommendation to staff two painters in the Support Services Division at a cost of \$30,400. An outline of the job responsibilities was included in the mailout. Debate followed on the paint rotation schedule. Board members encouraged staff to staff positions with persons from within the school system before considering outside sources. Mr. Byerley made a substitute motion, seconded by Mr. Brooks, to authorize staff to hire a full crew (foreman and four painters). Mrs. Allen moved to amend the substitute motion, seconded by Mr. Brooks, to change the appointment of five painters to seven painters. After debate on staff's request and needs, the president called for the vote on the amendment to the substitute motion which failed with board members Hicks, Brooks and Allen supporting the motion. Board members opposed were Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Matlock, Milam and Glanville. Vote on the substitute motion failed with board members Byerley, Hicks, Brooks, Matlock and Allen supporting the motion. Board members opposed were Vance, Thibodeaux, Shaw, Burton, Boykin, Milam and Glanville. Vote on the original motion carried unanimously.

Dr. Hicks moved, seconded by Mr. Glanville, approval of one groundskeeper for the Support Services Division at a cost of \$10,300. An outline of the job responsibilities was included in the mailout. Vote on the motion carried with board members Byerley, Milam and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Shaw, Burton, Brooks, Matlock, Allen and Glanville.

#### **504/ADA JOB DESCRIPTION**

The superintendent reminded the board that information was mailed under separate cover, and originally the request was for the position to be staffed as a director. After review, staff is recommending that the position be staffed as a coordinator and assigned to the Administrative Services Division. Mr. Thibodeaux moved, seconded by Mr. Brooks and Dr. Shaw, approval of staff's recommendation. Vote on the motion carried with Mr. Matlock opposed; Mr. Byerley was absent for the vote; and, board members Vance, Thibodeaux, Shaw, Hicks, Burton, Boykin, Brooks, Milam, Allen and Glanville supported the motion.

#### **SCI PORT DISCOVERY CENTER**

Dr. Shaw moved, seconded by Mr. Burton, approval of staff's request to place a science teacher on loan to SciPort for this school year, with an evaluation component. The superintendent explained the sharing process of a teacher with SciPort. Board members expressed concern about the teacher's qualifications, salary and terms of appointment. Sylvia Goodman, president of SciPort, addressed the board and stated that they would like to have the teacher on board by November 1. The superintendent informed the board that if the motion is approved, that the proposed job description would be included. He further stated that the teacher would be employed on a 12-month basis at a teacher's rate of pay, selected by Caddo's staff, and would be accountable to the director of SciPort and a Caddo Parish School Board instructional supervisor on a shared basis. The superintendent stated that if a personnel or grievance issue should arise, that the teacher would be accountable to one of Caddo's science instructional supervisors. Vote on the motion carried with Mr. Matlock opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Hicks, Burton, Boykin, Brooks, Milam, Allen and Glanville.

## **SUPERINTENDENT'S REPORT**

**Personnel Recommendations.** The superintendent expressed thanks to the board for its endorsement of the two personnel recommendations that were presented earlier in the meeting.

**State Fair Exhibit.** The superintendent announced that the State Fair Exhibit will be showcasing Caddo schools again this year. The exhibitors are Youree Drive, Creswell, Hamilton Terrace, George P. Hendrix, Newton Smith, Caddo Career Center, North Caddo and ArtBreak. The exhibits will be located in the Merchants Building.

**Teacher of the Year Finalist.** The superintendent announced that Jenny Badgley, teacher at Captain Shreve High School, is a Louisiana Teacher of the Year finalist. She will compete in Baton Rouge next week for the state title.

**Reception.** The superintendent invited board members to a reception on November 3, 1993 to introduce The Project Space Exhibit. The exhibit is co-sponsored by the Shreveport Art Guild and Meadows Museum. The reception is scheduled from 2 p.m. until 4 p.m. in the board room.

**Teacher of the Year Reception.** The superintendent announced that the Teacher of the Year Reception is scheduled for Friday, November 5, 1993 from 9 until 10 a.m. in the board room.

**Employee Calendar.** The superintendent called board members' attention to the Employee's Calendar that was placed at each board member's station for their use.

**Fast Track.** The superintendent called the board's attention to a professional journal called "Fast Track" from Phi Delta Kappa. He informed the board that the author of the journal is John Baldwin, principal at Hamilton Terrace. The journal highlights happenings at the school.

### **Report - Legislation Regarding Moments of Silence for Prayers in Public Schools**

Mr. Thibodeaux requested that this item be listed on the agenda and informed the board that legal counsel has requested additional time to prepare a written report. He asked that this item be carried over to the November 1993 school board meeting. Board members expressed no opposition to this request.

## **OLD BUSINESS**

**Revision of CPSB Policy BDDJ (also KBCD) Broadcasting and Taping of Board Meetings.** Mr. Glanville moved, seconded by Mr. Milam, that the placement of television cameras be governed as outlined in memorandum dated October 12, 1993 and recommended by representatives of the three local television stations. Vote on the motion carried with Mrs. Boykin opposed; Mr. Matlock was absent for the vote; and board members Byerley, Vance, Thibodeaux, Shaw, Hicks, Burton, Brooks, Milam, Allen and Glanville supported the motion.

**Kindergarten Class (Laurel Street ECE).** The superintendent informed the board that staff is working on this project and is prepared to move ahead. He said that staff has consulted with the fire marshall who informed them that \$11,000 is required upfront, and another \$60,000 over the summer is required for installation of sprinklers, fire alarms, smoke detectors, etc. He said that approval of a motion would reduce the ending balance by \$11,000 for this school year, and the remainder will be budgeted into the next school year's budget. Dr. Hicks moved, seconded by Dr. Shaw, approval of staff request to proceed with plans as outlined. Vote on the motion carried with Mr. Thibodeaux opposed; Mr. Matlock was absent for the vote; and board members Byerley, Vance, Hicks, Shaw, Burton, Boykin, Brooks, Milam, Allen and Glanville supported the motion.

**Personnel Request.** Mr. Vance moved, seconded by Mr. Burton, to suspend the rules to reconsider the request from Rosa Sanford. Vote on the motion carried with Mr. Matlock opposed. Board members Byerley, Vance, Thibodeaux, Shaw, Hicks, Burton, Boykin, Brooks, Milam, Allen and Glanville supported the motion. Mr. Vance said that the board voted to deny the confidential request of an employee at its last board meeting. Mr. Vance moved, seconded by Mr. Brooks, to accept the employee's request to waive repayment of funds to the school board which she received while on sabbatical. The superintendent asked the board to refer to the bottom of page six of the September 15, 1993 school board minutes as a reference to this request. Legal counsel reviewed the state statute governing sabbatical leaves. Mr. Vance said that the employee has undergone tough circumstances, has had to relocate her residence, and is seeking employment with the state. After review of the case and request, Willie Henderson, assistant superintendent of Human Resource Services, informed the board

that after further review, staff could recommend the board's reconsideration of this matter to honor the request. Vote on the motion carried with board members Byerley, Shaw and Matlock opposed. Board members Vance, Thibodeaux, Hicks, Burton, Boykin, Brooks, Milam, Allen and Glanville supported the motion.

## **NEW BUSINESS**

No new business was introduced at the meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**Policy on Infectious Diseases.** Mr. Vance asked if the school board has a policy which addresses infectious diseases. The superintendent answered in the affirmative and said that he would provide board members with a copy of the policy.

Mrs. Allen expressed an interest in having new teachers inserviced on safeguards for handling students with infectious diseases. She asked that the protective safeguards be reviewed with employees.

**Report - Status on Administering the Graduate Exit Examination.** Dr. Holt called the board's attention to the report that was included in the mailout. Mr. Burton expressed an interest in having the superintendent lobby for an additional date for administering the exit exam. He asked what is the status of the pending law suit which was filed by another parish. Legal counsel said that the legal suit is still pending.

The superintendent stated that the state superintendent of education will be in t~ parish in the next two weeks and staff will be able to address this concern at that time. Mr. Burton asked how many students are still having problems with passing the examination; how many students passed the August testing. Dr. Holt said that she would need to analyze this matter.

**Report - Committee Assignments for CPSB Members.** The superintendent called the board's attention to a form that was placed at their station requesting assistance in preparing a report on board members' assignment to committees.

**Energy Management.** Mrs. Allen asked if staff has a follow-up report on the energy management program. The superintendent stated that no board member has expressed an interest in visiting sites where the energy management concept is practiced. He further stated that staff will be speaking with representatives from the company during the next week, and will be requesting proposals to ensure that companies in the state would have an opportunity to participate. Mrs. Allen said that she is interested in visiting sites where the program is already in place.

**Summer Camp.** Mr. Glanville expressed support of the summer camp project and encouraged staff to seek additional funding for program expansion. The superintendent said that staff will conduct an investigation to seek additional funds.

**National School Boards Association Conference.** The president informed the board that she and Mr. Glanville attended the NSBA conference in San Francisco in September, and she capsulized some of the conference activities relative to a conflict resolution program. She shared a copy of an article with board members that was copied from Newsweek. The superintendent informed the president that staff could reproduce the information on urban challenge. Mr. Glanville said that parental involvement is a nationwide concern, and at the convention they heard about a program for parent recognition.

**School Security.** Mr. Vance encouraged staff to move ahead with plans for establishing a department of public safety for Caddo public schools. He said that there is a program in Beauregard Parish (School of Hard Knocks boot camp) that staff should visit. Mr. Vance encouraged board members to write principals in their district and express appreciation to the students, faculty and staff for the good jobs that they are doing to keep things under control at their schools. **Counselor.** Mr. Vance said that he has observed that some counselors are swamped with paper work. He asked if social workers are available to provide assistance in schools. The superintendent said that social workers are available through the special education department.

**Walk-A-Mile Activity.** Mr. Milam encouraged board members to sign up for participation in "Walk-A-Mile-In-My-Shoes" program that is being sponsored by CAE in recognition of Education Week.



**Recess.** The president called for a ten minute recess at approximately 7:19 p.m. The board reconvened at approximately 7:25 p.m.

## **EXECUTIVE SESSION**

James Foster, assistant superintendent for administrative services informed the board of several student appeal hearings to be presented and said that the parents are requesting closed sessions.

Mr. Burton moved, seconded by Mr. Vance, for an executive session for 15 minutes to hear a student appeal. Vote on the motion carried with Mr. Brooks absent for the vote. Board members Byerley, Vance, Thibodeaux, Shaw, Hicks, Burton, Boykin, Matlock, Milam, Allen and Glanville supported the motion. The board went into executive session at approximately 7:30 p.m. and reconvened at approximately 8:10 p.m. Dr. Shaw moved, seconded by Mr. Thibodeaux, to uphold staff's recommendation for Bertrand Ealy to be assigned to Hamilton Terrace Learning Center for the remainder of the 1993-94 school year. Mr. Vance made a substitute motion, seconded by Mr. Burton, that the student remain at Hamilton Terrace for half the school year; then return to C. E. Byrd in January subject to the student's good behavior at Hamilton Terrace. Vote on the substitute motion failed with board members Vance, Burton and Hicks supporting the motion. Board members opposed were Byerley, Thibodeaux, Shaw, Boykin, Brooks, Matlock, Milam, Allen and Glanville. Vote on the original motion carried with board members Vance, Burton, Hicks and Brooks opposed. Board members supporting the motion were Byerley, Thibodeaux, Shaw, Boykin, Matlock, Milam, Allen and Glanville.

Dr. Foster informed the board that no one was present who is involved in the other student appeals, however, parents were called on the telephone and sent a letter informing them of the appeal hearing. The superintendent asked if the letters were sent by registered mail, and staff said that they were not. Legal counsel advised that the hearings could be rescheduled for the next school board meeting. Dr. Hicks moved, seconded by Mr. Milam, to reschedule the two student expulsion hearings for the next school board meeting, and that parents be notified of the hearing by registered mail. Vote on the motion carried with board members Matlock and Milam opposed. Board members Byerley, Vance, Thibodeaux, Burton, Hicks, Boykin, Brooks, Allen and Glanville supported the motion. Dr. Shaw excused himself from the meeting prior to voting at approximately 8:20 p.m.

**Employee's Grievance.** Mr. Henderson capsulized the employees' grievance activities up to this point. He informed the board of staff's compliance with its request to expand the Position Evaluation Committee and reconsider the employees' request for an upgrade. Discussion followed on the upgrading of other positions and on school board policy regarding grievances. Pat England, executive director for CAE, informed the board that the grievance is to remain open. She emphasized that the employees', (Doris Adams and Joyce Clemons of the Human Resource Services Division) grievance is staff's inconsistency in application of procedures. More discussion followed on position grades/levels, administrative status, job descriptions and assignments, retroactive financial compensation, the Peat Marwick Main plan, relationship between position grades, violation of grievance procedures, advertising of positions, the position evaluation plan, mechanisms that would allow staff to make corrective decisions and composition of the expanded Position Evaluation Committee. Doris Adams addressed the board and restated the grievants' concerns and presented additional information. She clarified statements that were made by staff regarding their job descriptions/work assignments, and emphasized that their complaint is with staff's inconsistency in applying policy/procedures. More debate ensued about the grades and positions. Mr. Vance moved, seconded by Mr. Burton, that the board move the grievants from grade 8 to grade 8-A, and award \$5,000 to each employee for other work that has been done. Vote on the motion failed with board members Vance, Burton, Hicks and Allen supporting the motion. Board members opposed were Byerley, Thibodeaux, Boykin, Brooks, Matlock, Milam and Glanville. Mr. Glanville moved, seconded by Mr. Thibodeaux, to uphold staff's recommendation. Vote on the motion carried with board members Byerley, Vance, Burton, Hicks and Brooks opposed. Board members supporting the motion were Thibodeaux, Boykin, Matlock, Milam, Allen and Glanville.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion, and the meeting adjourned at approximately 9:29

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Terry L. Terril, Ed.D., Secretary

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Judy D. Boykin, President

## EXECUTIVE COMMITTEE

November 3, 1993

The Executive Committee of the Caddo Parish School Board met in regular session Wednesday, November 3, 1993, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Judy D. Boykin presiding and Willie D. Burton and Josephine Allen present. Board member Jerry Tim Brooks was present. Also present were Secretary Terry L. Terril, Legal Counsel Roy Beard, staff and other visitors. Invocation was given by Mrs. Allen.

**Agenda Items.** The superintendent summarized the proposed agenda for the November 17, 1993 school board meeting. Following review of the proposed agenda, the committee categorized agenda items 8, 10, 12, 13, 14, 15, 16, 18, 20-A and 21-B and C as consent agenda. Mr. Burton moved, seconded by Mrs. Allen, approval of the consent agenda. Vote on the motion carried unanimously.

### CPSB WORK SESSION

The president polled Mr. Brooks and the audience for input on the proposed agenda items..

**Oak Terrace Inclusion Plan.** Mr. Burton asked if the proposed inclusion plan would require any changes in staffing. The superintendent commented that there would be a change in location. Rosalie L. Ewing, director of special education, informed board members that teachers who are working with the students will be moved to other schools and some positions will be picked up at other schools.

**1994-95 Enrollment Procedure for C. E. B rd High School Math/Science Magnet Program - and 1995 Enrollment Procedure for Caddo Parish Magnet High School.** Mrs. Allen inquired about school enrollment procedures for Captain Shreve, North Caddo, and Huntington. The superintendent informed board members that the two referenced schools are being addressed at this time because programs are presently in place and the schools are full. Recommendations will be made regarding the other schools when programs are fully implemented. He further stated that staff is presently addressing student enrollment "caps" and will be reporting on student recruitment at a later date. Mrs. Allen asked if magnet students will be able to apply and attend schools from anywhere within the parish, and the superintendent answered in the affirmative.

### PROCLAMATION - "ATTENDANCE AWARENESS WEEK"

The president called the committee's attention to a proclamation on attendance awareness week that staff is asking the Executive Committee to consider. The superintendent commented that the week of November 15 - 19, 1993 is designated as the observance period. The board will be asked to ratify the committee's action at its November 17, 1993 meeting. Mrs. Allen moved, seconded by Mr. Burton, approval of the proclamation as submitted by staff. Vote on the motion carried unanimously.

### ANNOUNCEMENTS

**Multi-Ethnic Mini Conference.** The superintendent announced that staff will be hosting a multi-ethnic mini conference at LSU-S on Thursday, November 11, 1993, from 6 until 9 p.m., and on Friday, November 12, 1993, from 8 until 4:30 p.m. He encouraged board members to attend the conference.

**Teacher of the Year.** The superintendent announced that the teacher of the year reception will be held in the board room on Friday, November 5, 1993, at 9 a.m. Mrs. Jenny Badgley, English teacher at Captain Shreve High School, is Louisiana's high school teacher of the year.

**Exit Examination.** The superintendent informed board members that State Superintendent Raymond Arveson, Louisiana Tech's President Dan Reneau, and other Tech educators visited with staff earlier this week to discuss a cooperative program in math and science instruction. He further announced that, in response to Caddo's request for an additional date for administering the exit examination, that Dr. Arveson agreed to the scheduling of an additional date.

**Reception.** The superintendent informed the board of the retirement of Edward Hudson, principal at Riverside Elementary School. A reception, in his honor, is scheduled for Friday, November 5, 1993, from 3:30 until 5 p.m. at the school.

**Facilities Study Committee.** The president asked if the Facilities Study Committee will make a report to the school board before the adoption of the Capital Projects Plan, and the superintendent answered in the affirmative.

**Laurel Street ECE.** Mr. Brooks asked if plans have been okayed for the establishment of a kindergarten class at Laurel Street ECE, and staff said that plans have been approved and staff is proceeding with plans.

## **EXECUTIVE SESSIONS**

James Foster, assistant superintendent for administrative services, informed the board that the student hearings will be held in closed sessions. Mrs. Allen moved, seconded by Mr. Burton, for an executive session to hear a student's expulsion appeal for approximately 15 minutes. Vote on the motion carried unanimously, and the committee went into executive session at approximately 3:50 p.m. The committee reconvened at approximately 4:10 p.m. Mrs. Allen moved, seconded by Mrs. Boykin, to sustain staff's recommendation regarding the expulsion of Erica Thomas from Donnie Bickham Middle School for the remainder of the first semester for possessing a knife at school. Vote on the motion carried with Mr. Burton opposed. Board members Allen and Boykin supported the motion.

Mr. Burton moved, seconded by Mrs. Allen, for an executive session for approximately 15 minutes to hear student's expulsion appeal. Vote on the motion carried unanimously, and the committee went into executive session at approximately 4:11 p.m. The committee reconvened at approximately 4:31 P.M. Mr. Burton moved that Quarteuz Rhine be readmitted to Woodlawn High School for the second semester. Vote on the motion failed for lack of a second. Mrs. Allen moved, seconded by Mrs. Boykin, to follow staff's recommendation that Quarteuz Rhine be expelled from Woodlawn High School for the remainder of the first semester for being in possession of a handgun on campus. Vote on the motion carried with Mr. Burton opposed. Board members supporting the motion were Mrs. Allen and Mrs. Boykin.

Mr. Burton moved, seconded by Mrs. Allen, for an executive session for approximately 15 minutes to hear information on a student's appeal. Vote on the motion carried unanimously and the committee went into executive session at approximately 4:34 p.m. The committee reconvened at approximately 4:40 p.m. Mrs. Allen moved, seconded by Mr. Burton, to accept staff's recommendation that Broderick Linnear be suspended for the remainder of the 1993-94 school year. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mrs. Allen seconded the motion, which carried unanimously. The meeting adjourned at approximately 4:44 p.m.

## **November 17, 1993**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street Shreveport, Louisiana, at 3:30 p.m. Wednesday, November 17, 1993, with President Judy D. Boykin presiding and the following board members present being a. quorum: Josephine Allen, Jerry Tim Brooks, Willie D. Burton, Raymond A. Hicks, David Matlock, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Paul Glanville arrived at approximately 3:40 p.m. David Byerley was absent. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Vance gave the invocation and led the Pledge of Allegiance.

## **MINUTES OF THE PREVIOUS BOARD MEETING.**

Dr. Shaw moved, seconded by Mr. Burton, approval of the minutes of the October 20, 1993 school board meeting. Vote on the motion carried unanimously.

## **CONSENT AGENDA**

The board reviewed the revised agenda and items 13 (Request From AT & T for Exemption From Ad Valorem Taxes on Finished Goods Inventory) and 21-A (Report -Legislation Regarding Moments of Silence for Prayers in Public Schools) were deleted from the agenda. Having notified all involved parties in advance, an executive session to hear a student expulsion appeal was added to the agenda. The following items were categorized as consent agenda.

**Agenda Item No. 10-A (1 and 2)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for central office chiller replacement, Project P - 170A and automobile for administration. A copy of the tabulation bid sheets marked "Exhibit A, three pages, November 17, 1993" is filed in the official papers of the board.

**Agenda Item No. 12**

**Request for School Bus Transportation by Southern University - Shreveport.** Staff recommended that the request from the Educational Talent Search Program at Southern University - Shreveport, for the use of three buses to transport students who participate in the after school tutorial program to their homes from Linear, Linwood and Midway be approved. The program will be conducted two days per week, tentatively scheduled for January 11 through March 17, 1994. Southern University will pay the related expenses.

**Agenda Item No. 14**

**Sales Tax Commission Capital Outlay Budget and Amendment to Joint Agreement With City.** Staff recommended that the Caddo-Shreveport Sales and Use Tax Commission's Capital Outlay budget be approved; and, that the Ordinance to amend the joint operating agreement to allow the commission to own capital property be approved.

AN ORDINANCE TO AMEND THE ORDINANCE ADOPTED BY THE CADDO PARISH SCHOOL BOARD ON APRIL 2, 1980 RELATIVE TO THE EXECUTION OF AN AGREEMENT BETWEEN THE CITY OF SHREVEPORT AND THE CADDO PARISH SCHOOL BOARD PROVIDING FOR THE JOINT COLLECTION, ENFORCEMENT AND ADMINISTRATION OF SALES AND USE TAXES LEVIED BY THE CITY AND THE SCHOOL BOARD; AND TO AMEND SECTION 12 OF SAID AGREEMENT RELATIVE TO THE ACQUISITION AND USE OF CAPITAL ITEMS BY THE CADDOSHREVEPORT SALES AND USE TAX COMMISSION; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, pursuant to an ordinance adopted April 2, 1980, the Caddo Parish School Board, in conjunction with the City of Shreveport, created the Caddo - Shreveport Sales and Use Tax Commission and on April 21, 1980 entered into an agreement with the City of Shreveport providing for the joint collection, enforcement and administration of sales and use taxes levied by the School Board and the City; and

WHEREAS, the Caddo-Shreveport Sales and Use Tax Commission has unanimously recommended that Section 12 of the said agreement between the Caddo Parish School Board and the City of Shreveport be amended to specifically provide for the acquisition of property by the Caddo-Shreveport Sales and Use Tax Commission.

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish School Board in due, regular and legal session convened, acting as the governing authority of said School Board, that the President of the School Board be and is hereby empowered, authorized and directed to execute the following Amendment to the Joint Agreement for the collection, Enforcement and Administration of the Sales and Use Taxes levied by the School Board and the City, to wit:

STATE OF LOUISIANA

PARISH OF CADDO

AMENDMENT TO JOINT AGREEMENT FOR  
THE COLLECTION OF SALES AND USE TAXES

BE IT KNOWN AND REMEMBERED BY THESE PRESENT that on this \_\_\_\_\_ day of \_\_\_\_\_, 1993, before me, \_\_\_\_\_, Notary Public, in and for the aforesaid Parish and State, and in the presence of the undersigned competent witnesses, personally came and appeared:

CITY OF SHREVEPORT, SATE OF LOUISIANA, a political corporation and subdivision of the State of Louisiana, created, organized and existing under the laws of the State of Louisiana, represented herein and

appearing through its Mayor, Honorable Hazel Beard, in accordance with an ordinance duly adopted by the Council of said City of \_\_\_\_\_, 1993, a certified copy of said ordinance being attached hereto, and hereinafter referred to as the "City";

PARISH SCHOOL BOARD OF THE PARISH OF CADDO, STATE OF LOUISIANA, a political subdivision of the State of Louisiana, created, organized and existing under the laws of the State of Louisiana, represented herein and appearing through Honorable Judy D. Boykin, President of said School Board, in accordance with an ordinance adopted by said School Board on \_\_\_\_\_, 1993, a certified copy of said ordinance being attached hereto, and hereinafter referred to as the "School Board,"

and did declare and say that they have made and entered into, and do hereby make, enter into and effect a contract and agreement under the following terms and conditions:

WHEREAS, the Caddo - Shreveport Sales and Use Tax Commission has unanimously recommended that Paragraph 12 of the Joint Agreement for Collection of Sales and Use Tax entered into by and between the City of Shreveport and the Caddo Parish School Board in 1980 be amended in the manner set forth hereinbelow; and

WHEREAS, both the City of Shreveport and the Caddo Parish School Board have, by ordinance, authorized the execution of this amendment to said Joint Agreement.

NOW, THEREFORE, it is agreed by and between the parties that Paragraph 12 of the Joint Agreement for Collection of Sales and Use Taxes be and the same is hereby amended to read as follows, to wit:

"12.  
Acquisition and Use of Capital Items

- (a) The Commission is authorized to acquire both moveable and immovable capital property.
- (b) Either the City or the School Board may provide machinery, equipment or other capital items for use by the Commission without converting the same to joint ownership."

Except where in specific conflict herewith, all of the terms and conditions contained in the said Joint Agreement for Collection of Sales and Use Taxes are hereby ratified and affirmed.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers on the day and year first above written.

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

CADDO PARISH SCHOOL BOARD

By: \_\_\_\_\_  
Judy D. Boykin, President

\_\_\_\_\_  
Notary Public

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

CITY OF SHREVEPORT

By: \_\_\_\_\_  
Hazel Beard, Mayor

\_\_\_\_\_  
Notary Public

BE IT FURTHER ORDAINED that if any provisions or item of this ordinance or the application thereof

is held invalid, such invalidity shall not affect other provisions, items or applications of this ordinance which can be given effect without the invalid provisions, items or applications and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED that all ordinances or resolutions or parts thereof in conflict herewith are hereby repealed.

#### **Agenda Item No. 15**

##### **Request From North Shreveport Federation of Churches to Use Northwood High School**

**Stadium/Auditorium.** Staff recommended that the request for the North Shreveport Federation of Churches to Use Northwood High School football stadium or auditorium on April 3, 1994 be approved.

#### **Agenda Item No. 16**

##### **Ratification of the Executive Committee's Action of November 3, 1993 Regarding the "Attendance**

**Awareness Week" Proclamation.** Staff recommended the adoption of the proclamation proclaiming the week of November 15-19, 1993 as "Attendance Awareness Week" and for ratification of the Executive Committee's action at its November 3, 1993 meeting.

#### **PROCLAMATION**

WHEREAS, every child regardless of race, creed, color or national origin, whether physically or emotionally handicapped, neglected or abused has a right to attend school and reap the benefits thereof; and

WHEREAS, the Supervisors of Child Welfare and Attendance, the International Association of Pupil Personnel Workers and the school social workers recognize that children must attend school regularly to obtain an education if they are to grow emotionally, socially, and spiritually; and

WHEREAS, teachers, administrators and city and parish school boards should encourage and inspire students to get an "A" in attendance;

NOW, THEREFORE, BE IT PROCLAIMED, we the Caddo Parish School board, do hereby proclaim the week of November 15-19, 1993 as

#### **"ATTENDANCE AWARENESS WEEK"**

in Caddo Parish and urge all students, teachers, parents and community organizations to plan and develop appropriate activities to give well-deserved recognition to the thousands of pupils throughout Caddo Parish who attend regularly.

#### **Agenda Item No. 17**

**Revision of Field Trip Policies EEAD and JEF.** Staff recommended approval of the revisions to policies EEAD and JEF as included in the mailout. A copy of the revised policies is filed in the official papers of the board.

#### **Agenda Item No. 19**

**Charter Forest Interagency Agreement.** Staff recommended approval of the special education agreement with Charter Forest Hospital as included in the mailout. A copy of the agreement is filed in the official papers of the board.

#### **Agenda Item 21-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, Spring Semester 1993-94 School Year and Fall Semester 1994-95 School Year

Frances S. Conley, Teacher, Caddo Magnet High School

Sabbatical Leave for Study, Spring Semester 1993-94 School Year

Anna Bertinelli, Teacher, Westwood Elementary  
Sherry Johnson, Teacher, Turner Elementary/Middle School  
John Kerley, Principal, Caddo Heights Elementary  
Martha Yates, Teacher, Shreve Island Elementary

**Requests of the Board.** Debra Mitchell, child nutrition programs employee, requested leave without pay beginning October 20, 1993 until January 3, 1994 in order to care for her seriously ill husband.

Andrew Clarke, child nutrition programs employee, requested leave without pay from November 9, 1993 through the end of the 1993-94 school year in order to assist his mother with some personal business.

Jeannie Henderson, teacher at Southwood High School, requested to be away from her teaching duties October 5-12, 1993 to travel to Hawaii.

Dr. Shaw and Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the revised consent agenda. Vote on the motion carried unanimously.

### **INSTRUCTIONAL PRESENTATION**

Penny Claudis, supervisor of social studies, gave an overview of the Learning Styles pilot program, which is in its third year in Caddo Parish. The "Learning in Style" is Caddo's program of the Dunn model of Learning Styles which helps students to achieve their maximum educational potential by identifying and teaching to students' perceptual strengths. The program is funded through Chapter 2. Caddo teachers Mia Brooks (Keithville Elementary/Middle School) and Susan Shofner (Broadmoor Middle Laboratory) shared with board members their comments, concerns, and experiences (students' achievements) in using the innovative method of teaching. Both teachers endorsed the program wholeheartedly. Board members were presented with a compilation of information on Learning Styles, and were encouraged to support the continuation of the program.

### **SPECIAL RECOGNITIONS**

**LA High School Teacher of the Year.** The superintendent introduced Mrs. Jenny Badgley, Louisiana's 199 High School Teacher of the Year, who is a ninth grade English instructor at Captain Shreve High School. Mrs. Badgley capsulized her interest and love for teaching. She demonstrated her unique teaching style for instilling in students the habit of reading and writing by reading excerpts recorded in her personal journal. Mrs. Badgley said that letter writing has become a lost art, and she encourages her students to write letters of thanksgiving to an individual thanking them for a nonmaterial gift that they have given them. She challenged the board to do the same. Tommy Powell, principal at Captain Shreve, and Judy Horne, assistant principal at Captain Shreve, were recognized.

**Caddo Magnet High School Debate Team/Coach.** Essie Holt, assistant superintendent for curriculum and instruction, informed the board that this recognition would be presented at a future school board meeting. The debate team is preparing for upcoming competition in Chicago which accounts for the team's absence.

**National Science Foundation Award Recipients.** Mary Agnes Rambin, Caddo Middle Magnet School, and Clint Wallace, Herndon Magnet School, were recognized as state winners of the Presidential Award for Excellence in Science and Mathematics. These teachers were presented framed certificates of recognition for their efforts and dedication. Principal E. Dean Washam (Herndon Magnet) and Judy Moncrief (Caddo Middle Magnet) were recognized.

**Northwood JROTC Unit.** Colonel Richard Miller, supervisor of JROTC for Caddo public schools, informed the school board that Region Headquarters at Fort Knox, KY has notified staff that all units (11) in Caddo Parish high schools were designated honor units with distinction for 1992-93. He recognized the Northwood High School JROTC unit and presented the Caddo Parish rotating trophy (Superintendent's trophy) to the unit for best overall for the 1992-93 school year. Northwood's JROTC unit scored 997 points out of 1000. Col. Miller also presented a trophy recognizing the unit as the 1992-93 parishwide Sweepstakes champion. Principal James Festavan, Cadet Colonel Bradford, and Cadet Lieutenant Colonel Haynes received the trophies. Mr.

Festavan recognized and applauded Major Dallas Miller, Northwood's JROTC instructor, for his outstanding leadership.

## **PERSONNEL RECOMMENDATIONS**

The superintendent announced that Richard Neeson has been selected as 504/ADA coordinator for Caddo public schools.

The superintendent recommended that Dr. James Gillespie be appointed principal at Riverside Elementary School. The terms of contract are November 18, 1993 through June 15, 1996. Dr. Gillespie will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he is appointed. Dr. Shaw moved, seconded by Mr. Glanville, approval of the superintendent's recommendation. Vote on the motion carried unanimously. The superintendent recognized and introduced Dr. Gillespie.

The superintendent recommended that Kevin Guerrero be appointed assistant principal for administration/discipline at Southwood High School. The terms of contract are November 18, 1993 through June 15, 1996. Mr. Guerrero will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he is appointed. Dr. Shaw moved, seconded by Mr. Glanville and Mr. Milam, approval of the superintendent's recommendation. Vote on the motion carried unanimously.

The superintendent recommended that Joyce Carter be appointed principal at West Shreveport Elementary School. The terms of contract are November 18, 1993 through June 15, 1996. Mrs. Carter will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed. Dr. Shaw moved, seconded by Mr. Thibodeaux, approval of the superintendent's recommendation. Mr. Brooks moved to postpone acting on this recommendation pending an executive session. Mr. Brooks said that he would like to receive more information regarding this request. The president announced that the motion dies for lack of a second. Vote on the motion carried with Mr. Brooks opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Hicks, Burton, Boykin, Matlock, Milam, Allen and Glanville.

## **VISITORS**

Susie A. Payne, president of Caddo Association of Educators (CAE), challenged school board officials to support the "Walk - A - Mile - in - My - Shoes" activity in recognition of Education Week. This year's theme is "Better Schools Shape Better Tomorrows." Miss Payne announced that Thursday, November 18, 1993, is National Education Support Day.

Mercy Bolden, citizen, spoke in support of the appointment of Thelma Carter as principal at West Shreveport Elementary School.

Jack Cunningham, Benefit Plan Services, Inc. representative, informed the board that a customer opinion survey of the employees served was conducted to determine employees concept of Benefit Plan Services. Though the analysis of all responses is incomplete, he reported the results to key responses regarding local claim paying. Board members received a copy of the letter outlining the results. A copy of the letter is on file in the official papers of the board.

Don Matthys requested staff to expand the HIV and infectious diseases education program in Caddo public schools. He suggested that information used should be updated annually, and that latex gloves (of various sizes) should be purchased and placed in all classrooms.



Barbara S. King presented the board with a petition from Oak Terrace faculty and staff asking the board to reconsider the proposed plans for closing the special education program at the school. Board members received a copy of the petition.

Charlotte Sessions spoke in support of Thelma Carter being appointed principal at West Shreveport Elementary.

Fannie Cawthorne spoke in support of appointing Thelma Carter as principal at West Shreveport Elementary School. She encouraged the board to listen to the voices of the parents and people in the community.

Margie Rayburn, chairman of the Special Education Advisory Council, presented board members with a memo expressing the council's concerns about the inclusion plan for Oak Terrace special education students. Mrs. Rayburn stated that the council only supports the concept of inclusion at Oak Terrace.

Sallie Thomas, Local 100, encouraged staff to purchase weight safety belts for cafeteria and maintenance employees. Also, that staff promote personnel from within the school system before employing an outsider.

Joan Cresswell, parent, encouraged the use of latex gloves in schools as a health precaution. She expressed concern about the implementation of a total inclusion program in the Caddo public school system, and suggested that there is a need for special schools.

**Recess.** The president called for a ten minute recess at approximately 4:40 p.m. The board reconvened at approximately 5:01 p.m.

#### **1994-98 CAPITAL PROJECT PLANS REVIEW**

Chuck Miller, director of school plant, reviewed the proposed plan as included in the mailout. Mr. Miller asked the board to schedule a work session to review items and timelines in the plan, and he noted that staff will seek adoption of the plan at the board's December 15, 1993 meeting. The president asked if the board will receive a report from the Facilities Study Committee prior to adopting the plan. The superintendent informed the board that staff met with the committee on Tuesday, November 16, 1993, and the committee will have some rough plans/comments, but will not be prepared to present its findings to the board prior to adopting the budget. He further reported that the budget will have little impact on the committee's report.

#### **OAK TERRACE INCLUSION PLAN**

The superintendent commented that inclusion involves including youngsters with special education disabilities in classrooms with regular education youngsters. Dr. Hicks commented that before the inclusion plan is implemented, he feels that the central administration should determine if this is what should be done. The superintendent recognized Rosalie Ewing, director of special education, who gave background information and an overview of the inclusion concept and plan. Mrs. Ewing reported that staff's ultimate goal is to have inclusion as an option in every school. Discussion ensued on federal regulations, students' Individualized Educational Plans (IEP), benefits for all parties, reassignment of 84 students and staff from the Oak Terrace site, appropriate school placement for students with special needs and viable options, parental involvement, state monitoring of special education programs, principals' and staff's concerns, training for regular educators and grading procedures for special education students. Dr. Shaw moved, seconded by Mr. Thibodeaux, approval of the inclusion plan for Oak Terrace special education students as submitted by staff according to their IEP; and, should the IEP of students require them to remain at Oak Terrace for their optimum development, they shall continue at Oak Terrace. More discussion followed on IEPs and school site options for student placement. Dr. Hicks made a substitute motion, seconded by Mr. Milam, to accept the inclusion report presented tonight, and the board commissions the superintendent to further study this model, this concept, and a final report be presented to the board by April, 1994 for possible implementation in the 1994-95 school year. Mr. Burton moved, seconded by Dr. Shaw, to call for the question on all motions. Vote on the motion to end debate carried with board members Brooks and Matlock opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Shaw, Burton, Boykin, Milam, Allen and Glanville. Vote on the substitute motion carried with board members Vance and Shaw opposed. Board members supporting the motion were Thibodeaux, Hicks, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville.

**REPORT - ENVIRONMENTAL WORKSHOP** Cooper Knecht, LEAP remediation coordinator for Caddo public schools, informed the board that she attended the LSBA Environmental Conference in Baton Rouge, in October, 1993, at the request of Dr. Shaw. Mrs. Knecht informed the board of key environmental concerns

and issues facing Louisiana schools, and said that school officials need to be careful about meeting DEQ rules regarding the treatment or storage of solid waste, water, waste oil, lab chemicals and chemicals used in maintenance and grass control, lead in drinking water, air quality, etc. An overview of key legislation affecting local educators was shared with board members through the mailout, and Mrs. Knecht capsulized the bills that should be monitored.

The president asked staff if they are familiar with pending Congressional legislation which speaks to increasing Chapter I funds that are devoted to concentration grants and converts Chapter 2 into a teacher training program. Janis Parker, director of Chapter I, answered in the affirmative and said that Chapter I supports some parts of the proposed legislation. The president expressed an interest in hearing staff's position and/or statements regarding this legislation. The president asked fellow board members to review the bills pertaining to education, especially the proposed Senate Bill 1150 which addresses the Goals 2000 program.

## **OLD BUSINESS**

**Recommendation for Free Standing Dental Plan.** Mr. Milam moved, seconded by Mr. Matlock and Mrs. Allen, that no changes be made in the present dental plan. Dr. Shaw made a substitute motion, seconded by Mr. Vance and Mr. Thibodeaux, that PAID DENTAL, as recommended by the superintendent and staff, be approved as the free standing dental program for Caddo's active and retired employees replacing the current dental plan being offered by Washington National. Mr. Milam made a motion to amend the substitute motion, seconded by Mr. Matlock, to accept the proposal if PAID DENTAL agrees to guarantee quoted rates and benefits levels for two years. Vote on the amendment to the substitute motion carried with board members Vance, Thibodeaux, Brooks, Boykin and Glanville opposed. Board members supporting the motion were Shaw, Hicks, Burton, Matlock, Milam and Allen. Mr. Vance cautioned the board to hear staff's comments before deciding on this issue. The board acknowledged Hank Groll, dental plan vendor representative, who informed the board of his company's position in quoting the dental plan. He noted that they are able to guarantee the rates for one year because it would include everyone whether they are in the present plan or not. There will be no waiting period and full benefits will be received on all preventive type measures. Dr. Hicks moved, seconded by Mr. Burton, to reconsider the amendment. Vote on the motion to reconsider the amendment carried with board members Shaw, Matlock, Milam and Allen opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Burton, Boykin, Brooks and Glanville. Vote on the amendment to the substitute motion failed with board members Shaw, Milam, Matlock and Allen supporting the motion. Board members opposed were Vance, Thibodeaux, Hicks, Burton, Boykin, Brooks and Glanville. Vote on the substitute motion carried with board members Matlock, Milam and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Hicks, Burton, Brooks, Allen and Glanville.

**1994 - 95 Enrollment Procedure For C. E. Byrd High School Math/Science Magnet Program and 1994 - 95 Enrollment Procedure for Caddo Parish Magnet High School.** Dr. Shaw moved, seconded by Mr. Milam, that the revised procedure for admittance to the math/science program at C. E. Byrd High School and the Caddo Parish Magnet High School be approved beginning with the 1995 fall semester ninth grade class. The superintendent commented that this matter is being moved back a year to allow staff an opportunity to communicate the enrollment procedures to students and parents. Mrs. Allen asked staff to work with principals to develop common dates for all magnet/fundamental schools to receive applications, establish deadlines, receive parents' commitment and acceptance. The superintendent said that staff would follow through with this request. Mr. Thibodeaux requested as another alternative, that if principals' ideas differ, that staff should consider developing programs that would allow for redistricting of students or staff should consider enlarging present school facilities. Dr. Shaw moved, seconded by Mr. Burton, to call for the question. Vote on the motion to end debate carried with Mr. Brooks and Mr. Matlock opposed. Board members supporting the motion were Vance, Thibodeaux, Hick Shaw, Burton, Boykin, Milam, Allen and Glanville. Vote on the original motion carried with Mr. Brooks opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Hicks, Burton, Boykin, Matlock, Milam, Allen and Glanville. Mr. Matlock moved to reconsider this motion, and the president ruled that the motion dies for lack of a second.

## **NEW BUSINESS**

**School Board Meeting Agenda.** Mr. Brooks expressed concern that personnel recommendations are acted on by the board before visitors are given an opportunity to express themselves. He requested that the board consider placing personnel recommendations on future agendas following visitors. The board unanimously consented to honor this request.

**First Aid/CPR Training.** Mr. Milam asked staff to look at the feasibility of training at least two employees from each school on administering first aid and CPR.

**Principals' Meeting.** Mr. Milam asked central administration not to schedule general meetings that would take principals away from their school site on the last day of school before holidays.

## **ANNOUNCEMENTS AND REQUESTS**

**Report - CPSB District Lines.** Mr. Vance asked the superintendent to provide board members with updated maps of individual school districts.

**1994 - 95 Enrollment Procedure for C. E. Byrd High School Math/Science Magnet Program and 1994 - 95 Enrollment Procedure for Caddo Magnet High School.** Mr Matlock moved, seconded by Dr. Shaw, to reconsider the vote on enrollment procedures for C. E. Byrd High School Math/ Science Magnet Program and Caddo Magnet High School. Vote on the motion carried with board members Hicks and Glanville opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Burton, Boykin, Brooks, Matlock, Milam and Allen. Mr. Matlock stated that he is opposed to caps on student enrollment at C. E. Byrd High School and Captain Shreve. Mr. Matlock made a substitute motion, seconded by Mr. Brooks, to approve the portion of the motion that would not relate to caps, and that the portion related to caps be postponed indefinitely, pending further recommendation from staff. Discussion followed on overcrowded facilities. Mrs. Allen informed the board that a member of the Facilities Study Committee reported to her that the Shreveport Metropolitan Planning Commission must approve any addition of a temporary building on a school campus. Vote on the substitute motion failed with board members Brooks and Matlock supporting the motion. Board members Thibodeaux, Vance, Shaw, Hicks, Burton, Boykin, Milam, Allen and Glanville were opposed. Vote on the original motion (that the revised procedure for admittance to the math/science program at C. E. Byrd High School and the Caddo Parish Magnet High School be approved beginning with the 1995 fall semester ninth grade class) carried with board members Matlock and Brooks opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Hicks, Burton, Boykin, Milam, Allen and Glanville.

**Youth Enrichment Program (YEP).** Mr. Glanville noted that the YEP program is conspicuously absent from inner city schools. He asked the superintendent to work with Mrs. Bernard, YEP director, and consider expanding the program to include other inner city schools.

**Mrs. Mimie Cherry.** The president announced that she received a message from Mrs. Cherry that she has not been well and is visiting her son in San Antonio, Texas. However, Mrs. Cherry wants board members to know that she is still interested in school board business. Mr. Vance and the president requested the board to send Mrs. Cherry a unity letter expressing the board's appreciation of Mrs. Cherry's interest in public education and wishing her restored to good health.

**Wall of Fame.** Mr. Burton congratulated fellow member Jerry Tim Brooks for having recently been inducted into the "Wall of Fame" at Booker T. Washington High School.

## **EXECUTIVE SESSIONS**

Mr. Matlock moved, seconded by Mr. Vance, to switch the order of the last two items listed on the agenda under executive session. Vote on the motion carried unanimously.

**Recess.** The president called for a ten minute recess at approximately 7:25 p.m. The Board reconvened at approximately 7:34 p.m.

**Student Expulsion Appeal.** James Foster, assistant superintendent for administration, informed the board that the parent requested that the hearing remain open. Dr. Foster introduced the hearing and informed the board that Erica Thomas, sixth grade student at Donnie Bickham Middle School, was expelled from school for the remainder of the first semester for possession of a kitchen knife which had a three inch blade. James C. Bruce, attendance supervisor, summarized the results of the initial expulsion hearing. Tyrone Burton, assistant principal at Donnie Bickham, gave an overview of the case. Board members received a copy of Mr. Burton's report. Ken Cochran, principal, also recapped information regarding the case and highlighted staff's concern for the safety of all students on campus. Mr. Thomas, Erica's father, addressed the board and said that he is interested in having Erica returned to school, emphasizing that he did not think that Erica intended to harm anyone. He told the board of his efforts to secure tutoring services for Erica. Discussion followed on school board policy, counseling and alternative tutoring services. Board members questioned Erica to

determine if she understood the seriousness of her action. Mr. Thibodeaux moved, seconded by Mr. Matlock, to support staff's recommendation. Vote on the motion carried with board members Vance, Burton, Hicks, and Brooks opposed. Board members supporting the motion were Thibodeaux, Shaw, Boykin, Matlock, Milam, Allen and Glanville.

**Superintendent's Evaluation.** Mr. Matlock moved, seconded by Mr. Thibodeaux, for an executive session for approximately 20 minutes to discuss the superintendent's evaluation. Vote on the motion carried with Mr. Burton absent for the vote. Board members supporting the motion were Thibodeaux, Vance, Shaw, Burton, Boykin, Brooks, Matlock, Milam, Allen and Glanville. The board went into executive session at approximately 8:07 p.m. and reconvened at approximately 8:25 P.m. Mr. Matlock excused himself from the meeting at approximately 8:08 p.m.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Burton seconded the motion and the meeting adjourned at approximately 8:30 P.M.

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Terry L. Terril, Ed.D., Secretary

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Judy D. Boykin, President

## EXECUTIVE COMMITTEE

December 1, 1993

The Executive Committee of the Caddo Parish School Board met in regular session Wednesday, December 1, 1993, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Judy D. Boykin presiding and Willie D. Burton and Josephine Allen present. Other board members present were Mark Milam and Johnny Vance, Jr. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mr. Burton.

**Agenda Items.** The superintendent summarized the proposed agenda for the December 15, 1993 school board meeting. Following review of the proposed agenda, the president said that David Matlock, school board member representing district eight, requested that "Section 457 Deferred Compensation" be added to the agenda. The president reported that Mr. Matlock is interested in Caddo advertising for proposals on this plan. The superintendent asked S. L. Slack, assistant superintendent for support services, to contact Mr. Matlock and explain some of the ramifications regarding this plan, to garner his intention, and then determine what staff could put together. Mr. Burton asked staff to include information pertaining to this matter in the mailout so that absent board members would have privy to the material. Agenda items 9-A (1-7), 11 through 21, and 23-A were categorized as consent agenda. Mr. Burton moved, seconded by Mrs. Allen, approval of the consent agenda. Vote on the motion carried unanimously.

## CPSB WORK SESSION

**Lawsuit Against State Employees Group Benefits Program.** Susie Payne, president of Caddo Association of Educators (CAE), asked if the Caddo Parish School Board is filing the lawsuit. The superintendent replied that Caddo is joining a number of other school districts in a lawsuit against the state requesting the state to send each district equal funds for health cost, and to stop sending state programs more per employee than what they are sending others.

**Approval of Bids/Proposals Taken -- Motor Fuels for Joint Governmental Units.** Mrs. Allen requested clarification of this bid item. Richard Jones, purchasing agent, noted that this is an annual and cooperative bid for diesel fuel and gasoline. The four governmental units involved are the City of Shreveport, Caddo Parish Commission, Bossier Parish School Board and Bossier City.

**Central Office Substitute Teacher Unit.** Mrs. Allen asked staff if progress has been made in the establishment of a central office substitute teacher unit to handle substitute teachers' calls, etc. Willie Henderson, assistant superintendent for human resource services, commented that staff has discussed the idea, but there is concern for funding. The superintendent said that staff will continue its study, attain cost estimates, and send the material to board members for review.

**Student Suspension.** Mrs. Allen and Mr. Milam expressed concern about the high rate of student suspensions in Caddo public schools. Both board members encouraged staff to schedule a public forum for parents, interested citizens, teachers, administrators and others to provide input on possible solutions to suspension. Mr. Milam also expressed concern for discipline problems in schools and the need for school board members and staff to develop plans/programs to address disruptive students. The superintendent said that a meeting with staff and board members could be scheduled for next week to determine a format for a public hearing. Mrs. Allen suggested that a form be printed for citizens to write their suggestions on, if they do not wish to speak publicly.

## **CAPITAL PROJECTS WORK SESSION**

Chuck Miller, director of school plant, presented an overview of the proposed 1994-98 Capital Projects Plan. A copy of the proposed plan was shared with board members along with a draft of the floor plan for the C. E. Byrd Technology Center. Mr. Miller informed board members of the corrected Capital Projects Plan ending balance (\$72,500) estimate. Discussion followed on available property for building expansion, the floor plan for the proposed two-story C. E. Byrd Technology Center (with the construction of a foundation for a three-story building), cost and purchase of furniture and equipment for the technology center and possible usage of ROTC funds. Mr. Miller said that staff is recommending that the covered walks project at Forest Hill Elementary be reconsidered. Mrs. Allen objected to the project at Forest Hill being delayed, and questioned staff's alternative plans for the school. Mr. Burton and Mr. Vance encouraged staff to identify project priorities and to work to ensure that all school buildings are quality facilities. More discussion ensued on demographics, the work of the Facilities Study Committee, vacant school buildings, concrete walkways to temporary buildings at Forest Hill and renovations to accommodate individuals with handicaps. A revised draft of the Capital Projects Plan will be included in the mailout for the December 15, 1993 school board meeting.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mrs. Allen seconded the motion, and the meeting adjourned at approximately 4:46 p.m.

## **December 15, 1993**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana, at 3:30 p.m., Wednesday, December 15, 1993, with President Judy D. Boykin presiding and the following board members present being a quorum: Josephine Allen, Jerry Tim Brooks, Willie D. Burton, David Byerley, Paul Glanville, Raymond A. Hicks, B. L. Shaw and Johnny Vance, Jr. Mark Milam arrived at approximately 3:50 p.m. and Michael J. Thibodeaux arrived at approximately 5:15 p.m. David Matlock was absent. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Byerley gave the invocation and led the Pledge of Allegiance.

## **MINUTES OF THE PREVIOUS BOARD MEETING**

Dr. Shaw moved, seconded by Mr. Burton, approval of the minutes of the November 17, 1993 school board meeting. Vote on the motion carried unanimously.

## **CONSENT AGENDA**

The board reviewed the agenda and "Special Education Policies and Procedures Manual" was deleted. The president requested to add to the agenda "U. S. Senate Bill 1150." Dr. Shaw moved, seconded by Dr. Hicks, to suspend the rules to amend the agenda to add "U. S. Senate Bill 1150." Vote on the motion carried with Mr. Byerley opposed. Board members Vance, Shaw, Hicks, Burton, Boykin, Brooks, Allen and Glanville supported the motion. Mr. Thibodeaux and Mr. Milam had not made their arrival to the meeting at this time. Mr. Vance and Dr. Shaw moved, seconded by Mr. Glanville, to suspend the rules and amend the agenda to consider the revised list of nominees (addition of a nominee for district nine) for the Sex Education Parental Review Committee. Vote on the motion carried unanimously. The following items were categorized as consent agenda.

## **Agenda Item No. 10**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for vehicle batteries for transportation department, interior and exterior paint for maintenance department, hearing impaired equipment for special education program, truck tubes for transportation department, school supplies for all schools, kindergarten play equipment for special education department, uniforms for child nutrition programs, motor fuels for joint governmental units and small equipment for child nutrition programs. A copy of the

tabulation bid sheets marked "Exhibit A, 15 pages, December 15, 1993" is filed in the official papers of the board.

#### **Agenda Item No. 12**

**Design Professionals for 1994-95 Capital Projects.** Staff recommended that the design architects and engineers, as included in the mailout, for 1994-95 Capital Projects be hired.

#### **Agenda Item No. 13**

**Agreement Renewal for Use of Captain Shreve High School Facilities by Grace Community Methodist Church.** Staff recommended that the agreement for Grace Community, a United Methodist congregation, to use Captain Shreve High School facilities for the period beginning December 27, 1993 through January 1, 1995, be approved.

#### **Agenda Item No. 14**

**Lawsuit Against State Employees Group Benefits Program.** Staff recommended the adoption of the resolution to employ special counsel and participate in administrative/legal actions concerning the State Employees Group Benefits Program (SEGBP).

#### **RESOLUTION TO EMPLOY SPECIAL COUNSEL**

Whereas, the State Employees Group Benefits Program (SEGBP) operates the State group health insurance program in which many State employees and many school system employees participate; and

WHEREAS, the SEGBP has operated the State group health insurance program at a substantial loss for each of the previous two fiscal years and is expected to operate the program at a substantial loss for the current fiscal year; and

WHEREAS, the Legislature of the State of Louisiana has come to the aid of the SEGBP in the previous two fiscal years by making multimillion dollar appropriations to that agency in order for it to continue to operate; and

WHEREAS, the appropriations by the Legislature, together with actions taken by the SEGBP, have worked to the detriment of those school systems who participate in the health insurance program operated by the SEGBP and those school systems which have opted to provide group health insurance to their employees through private carriers and self-insured plans; and

WHEREAS, the Caddo School Board feels that it has financially suffered as a result of the actions of the SEGBP and the Legislature and that it will continue to do so in the future unless administrative and/or legal action is pursued; and

WHEREAS, it is important for this Board to take all available steps to try to obtain and maintain adequate and equitable state funding for support of group health insurance programs for employees of this school district; and

WHEREAS, this Board is similarly situated with other school boards in Louisiana on these issues and joining forces with such school boards would call attention to the importance of this matter, would improve the school board's chances of being successful therein, would lessen the cost to each participating school system; and

WHEREAS, the law firm of Hammonds and Sills of Baton Rouge, Louisiana has extensive legal experience in this area of school law and is willing to serve as lead counsel to represent this school system and other school systems which are similarly situated; and

WHEREAS, the law firm of Thomas H. Benton and Associates of Baton Rouge, Louisiana has extensive legal experience in matters relating to group health insurance and is willing to serve as associate counsel with Hammonds and Sills in the representation of this school system and other school systems which are similarly situated.

NOW, THEREFORE, BE IT DULY RESOLVED that the firm of Hammonds and Sills be retained as lead counsel and the firm of Thomas H. Benton and Associates be retained as associate counsel on behalf of and to fully represent the Caddo School Board in all aspects of any administrative actions and/or lawsuits which may be filed in the premises; and

BE IT FURTHER RESOLVED that the firm of Hammonds and Sills shall have the authority to employ such experts and other forms of technical assistance as that firm, in its sole discretion, considers professionally necessary and appropriate to pursue such administrative actions and/or lawsuits.

BE IT FURTHER RESOLVED that Hammonds and Sills and Thomas H. Benton and Associates shall be paid hourly rates not to exceed those hourly rates for special`" counsel approved by the Attorney General of the State of Louisiana plus out-of-pocket--expenses. The fees and costs charged shall be prorated among the school boards participating in such action(s) based upon the number of students in all those school systems represented by the firm.

BE IT FURTHER RESOLVED that, subject to approval of this resolution by the Attorney General, the employment of Hammonds and Sills shall be effective November 9, 1992, which is the date on which said counsel was given oral authorization to proceed. Employment of Thomas H. Benton and Associates shall be effective June 20, 1993.

BE IT FURTHER RESOLVED that the President of the Board is instructed and authorized to execute any and all documents pursuant to this resolution.

Resolution offered by: B. L. Shaw

Resolution seconded by: Willie D. Burton

The vote on the motion was as follows:

Yeas: Josephine Allen, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Paul Glanville, B. L. Shaw, and Johnny Vance, Jr.

Nays: David Byerley and Raymond A. Hick

Absent: David Matlock, Mark Milam and Michael J. Thibodeaux

#### **CERTIFICATE**

I hereby certify that the foregoing Resolution to Employ Special Counsel was adopted by the Caddo Parish School Board in regular session duly convened on December 15, 1993

/s/Judy D. Boykin  
President

/s/Terry L. Terril  
Secretary

Caddo Parish School Board

Caddo Parish School Board

#### **Agenda Item No. 17**

**Nominees for Sex Education Parental Review Committee.** Staff recommended approval of the nominees to the Sex Education Parental Review Committee. The nominees and their districts are: District one - Nancy Caldwell; District three - Delores McCray; District five - Fannie Cawthorn; District 7 - Durwood Hendricks; District 9 - Dorothy Moore and District 11 - Donna Mills.

#### **Agenda Item No. 19**

**Psychiatric Services Contract.** Staff recommended approval of the special education agreement for psychiatric services as submitted. The contract for psychiatric evaluations was developed in an effort to provide needed services to eligible students.

## **Agenda Item No. 20**

**Grant Requests (Linear Middle and Caddo Heights Elementary).** Staff recommended approval of the grant requests from Linear and Caddo Heights as included in the mailout. The proposal for Caddo Heights is for a social studies enrichment program, Economics America, and the request is to the Community Coffee Foundation for \$18,000. The proposal for Linear Middle School is Dare to be Positive, and is designed to enhance the school's climate. The request is for \$66,325 and will be submitted to the NIKE Shreveport Open.

## **Agenda Item No.22**

**Approval of Revised Job Descriptions.** Staff recommended that the job descriptions for certified and professional positions that were revised to meet the requirements of state Bulletin 1525 be adopted. A copy of the job descriptions is filed in the official papers of the board.

## **Agenda Item 25-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, Spring Semester 1993-94 School Year

Pamela Byrd, Principal, South Highlands Magnet  
Lisa Richardson, Teacher, Werner Park Elementary

Sabbatical Leave for Rest and Recuperation, Spring Semester 1993-94 School Year

Lavern Cleveland, Teacher, Caddo Magnet High  
Amos Joel Conley, Assessment Teacher, Evaluation Center  
Carol Massey, Teacher, Donnie Bickham Middle  
Betty Morrison, Teacher, Woodlawn High  
Bradley Arlen Powell, Teacher, Broadmoor Middle Lab

Leave Without Pay (Personal), Spring Semester 1993-94 School Year and Fall Semester 1994-95 School Year

Amy Huddleston, Teacher, North Highlands Elementary

Leave Without Pay (Personal), Spring Semester 1993-94 School Year

Pamela Sloan, Teacher, Mooringsport Elementary  
Brookie Walker, Librarian, Lakeshore Elementary

Leave Without Pay (Personal), January 1 1994 to January 1, 1996

R. Reggie Vaughn, Band Director, Broadmoor Middle Lab

**Request of the Board.** Walter Williams, programmer analyst in the Data Processing Department, requested leave without pay for one year effective January 1, 1994, in order to pursue an advanced degree.

Dr. Shaw moved, seconded by Mr. Burton, approval of the revised consent agenda. Vote on the motion carried with board members Hicks and Byerley opposed. Board members supporting the motion were Vance, Shaw, Burton, Boykin, Brooks, Allen and Glanville.

## **SPECIAL PRESENTATIONS**

**LSU National Writing Project Award.** Dr. Larry Anderson from LSU-Shreveport recognized Jessie Woodley, elementary supervisor, for her involvement with the LSU National Writing Project. This project works with teachers who try to improve their teaching of writing and the writing ability of students. Mrs. Woodley was the recipient of a plaque for her support of the project.

**Herndon Hoppers.** On behalf of Johnson Controls, Shawn Fenton presented gym bags to members of the Herndon Hoppers, a jump rope team. Charlotte Evans is the coach.



## **SPECIAL RECOGNITIONS**

**Caddo Magnet High School Debate Team/Coach.** The Caddo Magnet High School Debate Team recently participated in the St. Marks's High School national tournament in Dallas, TX, and won first place in the Round Robin. The Round Robin involves the best 16 debate teams in America. Team members Susan Llorens and Grey Mead received certificates of recognition for this outstanding honor. Don Belanger is debate coach, and Ascension Smith is school principal.

**Mimie Cherry.** The president acknowledged Mrs. Cherry's presence and thanked her for her support of public education. She informed the board that Mrs. Cherry had sent a card of thanks to board members for their kindness during her absence.

## **VISITORS**

Jay Breland, parent, informed the board of bussing concerns regarding transportation for his son. The president directed Mr. Breland to speak with the superintendent for assistance.

Pastor C. E. McLain, chairman of the African American Calm-Unity Council (AACUC), informed the board of the council's concern for the escalation of student suspension rates in Caddo public schools. The council requested the school board and administration to give immediate attention to this matter, and that a report be rendered within the next 60 days. Dr. Hicks requested that the council's report be printed in the school board minutes.

(Text)

Ladies and Gentlemen:

The African American Calm Unity Council has held two meetings within the last week to discuss the problem of increased violence in the Shreveport community. Discussion resulted in this presentation to Caddo Parish School Board.

We believe everything possible must be done to reduce crime, violence, and truancy. This includes making it impossible for school age youngsters to be idle during school time.

Our presence before the Board seeks to raise consciousness of the suspension rate in Caddo Parish schools. (5,551 students suspended in the 1992-1993 school year, 11.3 percent of the entire student body. Three times the rate of Bossier City and two times the national rate.)

We request that the Caddo Parish School System conduct a study relative to high suspension rate amongst minority students especially Black males. Paying particular attention to the following factors:

1. Teacher attitude towards the culturally different
2. Utilization of disrespect (rule)
3. Suspension rate based on race
4. Dropout rate of students habitually suspended
5. Expanding the isolation policy
6. The consistency of implementing the discipline policy from school - to - school and the manner in which due process is handled.

We believe the consequence of chronic school suspension or expulsion leads to low self - esteem, academic under - achievement, increased dropout rate, substance abuse, and criminally deviant behavior. We believe it also leads to overall hopelessness and helplessness that lends itself to societal ills.

The African American Calm - Unity Council is made up of parents, teachers, school administrators, elected officials, law enforcement officers from three police agencies, ministers, business men and women, with representation from the following organizations: The NAACP, CME Ministers Alliance, Baptist Ministers Union, AMAN Program, Project Scope, AME Ministers Alliance, Nation of Islam, Seventh-Day Adventist, Future Citizens of Tomorrow, the Queensborough Neighborhood Association and the Greater Shreveport Human Relations Commission.

We respectfully request that the Caddo Parish School Board and administration give immediate attention to this, and that a report be rendered within the next 60 days. (End of Text)

Shirley Williams, substitute bus driver, expressed concern that her name was removed from the list of substitute bus drivers. Dr. Hicks advised Ms. Williams to speak with the appropriate staff to discuss her concerns.

Von Glover, employee, informed the board of his feeling that he was being discriminated against in getting a promotion within his department. He also stated that he was being harassed on the job.

Mimie Cherry, citizen, thanked the board for its kindness to her during her illness and absence. She stated that the school board still has some serious ills that should be addressed. Mrs. Cherry further noted that some problems should be addressed from the beginning -- starting in the child's home.

Jane Roberts expressed concern about the high student suspension rate in Caddo public schools. She encouraged the board and staff to organize a public forum.

Cyndi McInnis informed the board of her concerns for the high rate of suspension among students in Caddo public schools. She encouraged administrators to work with parents in addressing this issue.

Susie Payne, president of Caddo Association of Educators (CAE), informed the board of CAE's concerns for the state's appropriation of insurance funds. She emphasized CAE's support of the employment of a LPN to be housed at Caddo Exceptional, and of the submission of proposals for grants for Linear and Caddo Heights schools. CAE encouraged the board/staff to communicate to employees the guidelines regarding overtime compensation.

Patricia P. Johnson, representing Green Oaks PTA, parents and community citizens, spoke in support of the Green Oaks Laboratory High Teaching Magnet concept.

Lloyd Thompson, parent, applauded the board and staff for its recommendation and appointment of Pat Johnson as principal at George P. Hendrix Elementary.

### **PERSONNEL RECOMMENDATIONS**

The superintendent recommended that Patricia Johnson be appointed principal at George P. Hendrix Elementary School. The terms of contract are December 16, 1993 through June 15, 1996. Mrs. Johnson will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed. Mr. Burton and Mr. Glanville moved, seconded by Dr. Hicks, approval of the superintendent's recommendation. The motion carried unanimously. The superintendent introduced Mrs. Johnson to the board and audience.

The superintendent recommended that Connie Rogers be appointed principal at Caddo Heights Elementary School for the spring semester of the 1993-94 school year. Mrs. Rogers will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed. Mr. Glanville moved, seconded by Mr. Burton, approval of the superintendent's recommendation. Vote on the motion carried unanimously. The superintendent introduced Mrs. Rogers to the board and audience.

The superintendent recommended that Sharon Golett be appointed data processing systems analyst/programmer. Ms. Golett will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed. Mr. Burton moved, seconded by Dr. Hicks, approval of the superintendent's recommendation. Vote on the motion carried unanimously. The superintendent announced that Ms. Golett is presently working at Arkla and is unable to be present.

### **PROPOSED 1994-98 CAPITAL PROJECTS PLAN**

Dr. Shaw moved, seconded by Mr. Glanville, that the Capital Projects Plan 1994-98, as amended, be adopted and the staff be authorized to proceed with implementation of the 1994-95 projects. Mr. Byerley made a motion to amend the motion, seconded by Dr. Hicks, to advance the North Caddo stadium resodding project to the 1994-95 school year at a cost of \$10,000. Discussion ensued on the five-year project schedule. Vote on the amendment carried with board members Milam and Allen opposed. Board members supporting the motion were Byerley, Vance, Hicks, Shaw, Burton, Boykin, Brooks and Glanville. More discussion followed on outlined projects, i.e. C. E. Byrd Technology Center and cost factors. Mr. Brooks encouraged staff to schedule projects in a consistent manner so that all schools' needs are addressed. Mr. Milam made a motion to amend the motion, to separate the C. E. Byrd Science Technology Center from the rest of the Capital Projects. The president ruled that the motion failed for lack of a second. Mr. Milam expressed concern for the increase in funds required for the center. Mrs. Allen made a motion to amend the motion, seconded by Mr. Brooks, to add money to next year's Capital Projects Plan for paving sidewalks to the temporary classroom buildings at Forest Hill Elementary School, with the \$18,000 coming from the General Fund account. Mr. Vance stated that the board should wait to receive a report from the Facilities Study Committee before advancing with renovations. Discussion continued on available funds and renovation needs at other school sites. Vote on the amendment carried with board members Hicks and Milam opposed. Board members supporting the motion were Byerley, Vance, Shaw, Burton, Boykin, Brooks, Allen and Glanville. Mr. Vance encouraged the board to keep its adventuresome attitude when consideration is given to future renovation projects. Dr. Hicks encouraged staff to take steps to get increased involvement of minority entrepreneurs with Capital Projects. Mr. Burton moved, seconded by Dr. Shaw, to call for the question. The president said that a two-thirds vote is required and vote on the motion failed with board members Byerley, Brooks, Milam, and Boykin opposed. Board members Vance, Shaw, Hicks, Burton, Allen and Glanville supported the motion. Discussion continued on scheduled Capital Projects, furnishings, and architects' fees. Vote on the motion as amended was called and carried with Mr. Milam opposed. Board members Byerley, Vance, Shaw, Hicks, Burton, Boykin, Brooks, Allen and Glanville supporting the motion.

### **GREEN OAKS TEACHING MAGNET PROPOSAL**

The proposal has the potential for building a capable teaching work force and answering a critical need for teachers in specific areas. Mr. Vance moved, seconded by Mr. Burton, approval of the proposal for the Green Oaks High School Teaching Magnet program as submitted by staff. Mrs. Allen expressed support of the proposal and encouraged the board to support the motion. She also said that she would like to see the program implemented in another school, perhaps in the southern part of the parish. Board members discussed the teacher's assignment and class load, recruitment of students, and the four-year proposal plan. Wilmer Godfrey, principal at Green Oaks, summarized the teacher's responsibilities and the responsibilities of the

project coordinator. Mr. Milam requested clarification of the budgeted salary for the clerk. Staff explained that the salary includes benefits. Dr. Shaw noted that the proposal addresses specific school board goals to strengthen neighborhood schools, to equalize schools and facilities, and to provide magnet and specific placement for students who qualify.

Mr. Thibodeaux arrived at the school board meeting at this point.

Vote on the motion was called and carried with Mrs. Boykin opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Hicks, Burton, Brooks, Milam, Allen and Glanville.

#### **ADDITIONAL STAFFING FOR SPECIAL EDUCATION**

Dr. Shaw moved, seconded by Mr. Glanville, approval of the request for additional special education staff, an LPN, as recommended by staff. Expanding needs of medically fragile students in special education throughout the school system have required the registered nurse (RN) at Caddo Exceptional to be called to other schools at times. Mrs. Allen asked if staff feels that an LPN is qualified to handle the students' needs, and staff answered in the affirmative. It was further noted that the RN will provide supervision. Vote on the motion carried with Mr. Vance absent for the vote. Board members Byerley, Thibodeaux, Shaw, Hicks, Burton, Boykin, Brooks, Milam, Allen and Glanville supported the motion.

#### **SCHOOL RESOURCE OFFICER CONTRACT**

Dr. Hicks moved, seconded by Mr. Burton, approval of the contracts with the City of Shreveport and the Caddo Sheriff's Department for providing school resource officers for the 1993-94 school year. Mr. Byerley asked staff to contact Police Chief Murray in Vivian regarding involvement in the school resource officer program. The superintendent noted that staff is presently working through the sheriff and city police departments because of jurisdiction and other concerns. However, staff will contact Chief Murray. Vote on the motion carried with Mr. Vance absent. Board members Byerley, Thibodeaux, Shaw, Hicks, Burton, Boykin, Brooks, Milam, Allen and Glanville supported the motion.

#### **SECTION 457 DEFERRED COMPENSATION (Matlock)**

The president informed board members that Mr. Matlock had called and requested that consideration be given to this matter. Dr. Hicks said that he would like to hear Mr. Matlock's debate on this item. Dr. Shaw moved, seconded by Mr. Thibodeaux, to table this item until the next school board meeting (January 19, 1994). Vote on the motion carried unanimously.

#### **SUSPENSION PUBLIC FORUM (Milam)**

Mr. Milam moved, seconded by Mr. Burton, to hold a public forum to get parents, staff, students and community input on school discipline and solutions to help reduce student suspension. Board members expressed their views regarding a public forum. Dr. Shaw noted that several opportunities are available for citizens to address the board, i.e. Executive Committee meeting, CPSB work sessions, newsletters requesting input. Board members questioned the forum's format, parents' responsibilities, staff's plan to address suspension and discipline problems and school board policies and procedures. Mr. Burton made a substitute motion, seconded by Dr. Hicks, to form a citizens' task force to make recommendations concerning discipline and other problems in the school system, with each board member making an appointment. Debate continued and Mr. Byerley noted that staff should serve on the task force also. Dr. Shaw made a second substitute motion, seconded by Mr. Glanville, that staff address discipline and suspension and report to the Caddo Parish School Board at its February, 1994 school board meeting with recommendations which may include a task force and/or a public forum. Following more debate, Mr. Burton moved, seconded by Dr. Shaw, to call for the question on all motions. Vote on the motion to end debate carried unanimously. Vote on the second substitute motion carried with board members Thibodeaux, Milam, Boykin and Allen opposed. Board members supporting the motion were Byerley, Vance, Shaw, Hicks, Burton, Brooks, and Glanville.

**Recess.** The president called for a ten minute recess at approximately 6:10 p.m. The board reconvened at approximately 6:30 P.M.

## **U. S. SENATE BILL NO. 1150 (Boykin)**

The president called the board's attention to a copy of U. S. Senate Bill No. 1150 that was provided each board member. She briefly summarized the bill, emphasizing the fact that passage of the bill would eliminate local control of public school systems. She asked board members to review the document, particularly Title III which deals with federal levels and how agencies and boards will be established. Senate Bill 1150 will be considered by congressmen in Washington, D.C. in January, 1994. Dr. Shaw commented that the NSBA and representatives from state school boards associations will be in Washington when the bill is considered. NSBA has dissected and studied the bill and it will be studied further by all concerned parties.

## **SUPERINTENDENT'S REPORT**

**Senate Bill 1150 Legislation.** The superintendent commented that there is a fear of losing local control of educational systems. State testing and state curricula will be presented, and funding is a major concern. He said that a summary of action on the bill will be prepared and disseminated to board members.

**Suspensions.** The superintendent reported that two committees are in place and there is talk of establishing another. Staff is focusing on: providing more money for school suspensions; having more student involvement in after - school activities; planning an immersion week for assistant principals so that these administrators are made aware of cultural sensitivities and conflict resolutions as well as rules and regulations, and these persons would be paid; intensifying reading skills from grades three to four; and supporting community leaders (ministers, politicians, law enforcement officers, media, and others) to urge neighborhood coalitions to "reclaim" their neighborhoods and support school efforts for order.

**Deaths.** The superintendent informed the board of the death of two Caddo public school teachers during the past week. Larry Snell, teacher at Hollywood Middle School, died as a result of multiple stab wounds; and, Claudia Youngblood, teacher at Claiborne Fundamental Elementary, died in an automobile accident. Mr. Thibodeaux noted that the stabbing incident did not happen at the school and was not school related.

## **OLD BUSINESS**

**Visitors.** Dr. Hicks informed the board that two visitors were present who did not address the board at the appointed time. Dr. Hicks moved, seconded by Mr. Burton, to suspend the rules and amend the agenda so that two visitors could speak to the board for three minutes each. Vote on the motion carried with Mrs. Boykin and Mrs. Allen opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Hicks, Burton, Brooks, Milam and Glanville.

Beth Foster encouraged board members to demonstrate acts of kindness and mercy. She informed the board that Youth Education Services is an organization that is available to work with the Caddo public school system in addressing the needs of students.

Talben Pope asked the board to reconsider the 2.0 grade point average requirement for students to be eligible to participate in extracurricular activities. He offered his support to staff in their efforts to address student suspension.

**Employees' Concerns.** Mr. Vance asked the superintendent and staff to meet with the visitors who addressed the board earlier in the meeting about employment concerns.

**Overtime Compensation.** The president asked if employees have been notified of overtime compensation policies/guidelines. The superintendent replied that a letter is being sent to employees indicating changes and adjustments.

## **NEW BUSINESS**

**Election of Officers.** The president declared the floor open for nominations for president of the school board for 1994.

Dr. Shaw moved, seconded by Mr. Glanville, that Willie D. Burton be elected president of the school board for 1994. Vote on the motion carried unanimously.

The president declared the floor open for nominations for the first vice president c the school board for 1994.

Mr. Glanville moved, seconded by Mr. Milam, that Josephine Allen be elected first vice president of the school board for 1994. Vote on the motion carried unanimously.

The president declared the floor open for nominations for the second vice president of the school board for 1994.

Mr. Byerley moved, seconded by Dr. Hicks, that Johnny Vance be elected second vice president of the school board for 1994; Mr. Thibodeaux moved, seconded by Mr. Glanville that Mr. Milam be elected second vice president of the school board for 1994. Vote the motion ended in a tie vote with the following results: For Vance - five (Byerley, Vance, Burton, Hicks and Brooks); For Milam - five (Thibodeaux, Shaw, Boykin, Allen and Glanville). Mr. Milam abstained from voting. The president said that the motion failed in a tie vote and asked the board to cast another vote. The results of the second vote were the same as the original vote. Mr. Glanville suggested that the nominations be reopened, and he nominated Mr. Thibodeaux to be second vice president of the school board for 1994. Mr. Thibodeaux respectfully declined the nomination. Dr. Shaw moved, seconded by Mr. Glanville, to postpone the election of the second vice president until the next school board meeting. Dr. Shaw noted that one board member is absent, and perhaps his vote will break the tie. Board members expressed concern about delaying the election. Following more discussion, Mrs. Allen asked the board to conduct another vote on the two candidates. The president called for the vote on the motion to postpone which failed with board members Shaw, Milam and Allen supporting the motion. Board members opposed were Byerley, Vance, Thibodeaux, Hicks, Burton, Boykin, Brooks and Glanville. The president again called for the vote on the two candidates and the following results were: Vance - five (Byerley, Vance, Hicks, Burton and Brooks); Milam - six (Thibodeaux, Shaw, Milam, Boykin, Milam, Allen and Glanville).

The president announced that the officers for the Caddo Parish School Board for 1994 are: Willie D. Burton, president; Josephine Allen, first vice president; and Mark Milam, second vice president.

**President Authorized to Sign Documents and to Use Facsimile Signature.** Mr. Glanville moved, seconded by Mr. Thibodeaux, that Willie D. Burton, president of the Caddo Parish School Board for 1994, be authorized to sign all checks and other official documents for the school board; and that the Caddo Parish School Board, in conformity with Act 31 of the 1954 session of the Louisiana Legislature, authorize its president, Willie D. Burton, to use a facsimile signature in signing all checks issued by the board. Vote on the motion carried with Mr. Brooks absent for the vote. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Hicks, Burton, Boykin, Milam, Allen and Glanville.

**LSBA Resolutions.** Dr. Shaw reminded board members and staff that the deadline date for submitting resolutions to the Louisiana School Boards Association (LSBA) is fast approaching. Dr. Shaw moved, seconded by Mr. Glanville, to suspend the rules and amend the agenda to consider resolutions to be submitted to the LSBA. Vote on the motion carried with Mr. Brooks absent for the vote; Dr. Hicks did not cast a vote; and, board members Byerley, Vance, Thibodeaux, Shaw, Burton, Boykin, Milam, Allen and Glanville supported the motion.

Dr. Shaw and the superintendent made the board aware of the proposed resolutions that have been forwarded to staff. The superintendent informed the board that staff will compile the resolutions that will be submitted to the LSBA and will forward them to board members for review. Dr. Shaw moved, seconded by Mr. Glanville, to adopt the resolutions in concept, and the school board will have an opportunity to withdraw the resolutions on the morning of consideration, if necessary. Vote on the motion carried with board members Byerley, Vance, Thibodeaux and Boykin opposed. Board members supporting the motion were Shaw, Hicks, Burton, Milam, Allen and Glanville. Mr. Brooks was absent for the vote.

## **ANNOUNCEMENTS AND REQUESTS**

**Energy Control Site Visit.** Mrs. Alien informed the board that she, Mr. Milam and some staff traveled to the Arlington, Texas I.S.D. last week to observe ways that the school system has automated the control of energy usage in the facility. She stated that Johnson Controls has a program with the Monroe City School District, and she encouraged board members and staff to visit the site.

**Instructional Supervisors.** Mrs. Allen applauded central office instructional supervisors for serving as substitute teachers for faculty members at Claiborne Fundamental Elementary School on Tuesday, December 14, 1993, so that teachers could attend the funeral of Mrs. Claudia Youngblood, a fellow teacher. Mrs. Allen and Mr. Thibodeaux asked the staff to convey to the instructional supervisors the board's appreciation for this thoughtful deed. Dr. Shaw echoed similar sentiments.

**Caddo Magnet High School Orchestra.** Mr. Thibodeaux asked the superintendent to send a letter of appreciation to the Caddo Magnet High School orchestra thanking them for the musical renditions played during the annual board's holiday luncheon.

**Facilities Study Committee Meeting.** The president announced that the Facilities Study Committee will meet on Thursday, December 16, 1993, at 6 p.m. at the CPSB.

## **EXECUTIVE SESSION**

Dr. Shaw moved, seconded by Mr. Glanville, for an executive session for approximately 15 minutes to hear a student expulsion appeal. Vote on the motion carried with board members Burton and Brooks absent for the vote. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Hicks, Boykin, Milam, Allen and Glanville. The president announced that the hearing would be closed to the public, and the board went into executive session at approximately 7:12 p.m. The board reconvened into open session at approximately 7:52 p.m. Mr. Thibodeaux moved, seconded by Dr. Hicks, that Quarteuz Rhine be allowed to return to Woodlawn High School for the spring semester subject to two conditions: (1) that he be given continued counseling throughout this semester; and, (2) that any infraction that is punishable by suspension that Quarteuz might commit, that he would automatically be sent to Hamilton Terrace. Board members clarified the motion to Quarteuz and his parent. Vote on the motion carried with Dr. Shaw opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Burton, Boykin, Brooks, Milam, Allen and Glanville.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Dr. Shaw seconded the motion which carried unanimously, and the meeting adjourned at approximately 7:56 p.m.

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Terry L. Terril, Ed.D., Secretary

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Judy D. Boykin, President

## **EXECUTIVE COMMITTEE**

**January 5, 1994**

The Executive Committee of the Caddo Parish School Board met in regular session Wednesday, January 5, 1994, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. Other board members present were Judy Boykin, Raymond A. Hicks, David Matlock, B. L. Shaw and Johnny Vance, Jr. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mr. Milam.

**Agenda Items.** The superintendent summarized the proposed agenda for the January 19, 1994 school board meeting. Following review of the agenda, "AT&T Resolution (tentative)" was deleted. Staff noted that textbooks for adoptions will be placed in the superintendent's conference room before the end of the week for board members' perusal. Mrs. Allen was asked to read the proclamation recognizing school nurses at the January 19, 1994 school board meeting. Agenda items 10-A (1-6), 13, 14, 15, 17, 18 and 21-A were categorized as consent agenda. Mrs. Allen moved, seconded by Mr. Milam, that the consent agenda be adopted. Vote on the motion carried unanimously.

## **CPSB WORK SESSION**

**AT&T Resolution.** Mr. Milam asked if the school board has to meet a deadline in adopting the AT&T resolution. The superintendent informed board members that staff received a copy of the resolution this morning; all taxing bodies must act on the resolution, and it is staff's understanding that the board should act within the next two or three months. Discussion followed on the involvement of other taxing entities, i.e. Parish Commission. Mr. Milam suggested that the school board should refrain from acting on this issue until other taxing agencies have responded. Mr. Milam moved, seconded by Mrs. Allen, to delete this item from the January 19, 1994 agenda, and advised staff to review the material. If staff determines that the resolution should be returned to the board in February, then they could make the recommendation. Vote on the motion carried unanimously. Though this item is removed from the agenda, Mrs. Allen asked the superintendent to provide board members with information on the resolution.

**Funding for Inschool Suspensions (1993-94 Second Semester).** The president inquired about the amount of funding being allocated for the program. The superintendent said that staff is meeting today on this issue, but has not made a determination at this time. Jim Foster, assistant superintendent for administrative services, replied that the information will be included in the mailout. The program is primarily for use in high schools; middle schools have already been covered.

Pastor Joseph Whalen, visitor, expressed concern about the increased percentage of suspensions, and vocalized his interest in in-school suspension programs. He asked the board and staff to consider networking with other programs (Talent Search and Project SCOPE) as plans develop in order to receive feedback. He said that provisions should be made for the inclusion of additional counseling services. The superintendent commented that staff will be establishing a training module for persons who will be working in the program; further, that a task force will be named which will include the media, parents and community members. The superintendent said that the board has instructed staff to make a report to the board in February. Mr. Vance encouraged staff to consider employing social workers to work in the program. Dr. Hicks asked staff to consider directing allocated funds for programs to schools identified as having higher suspension rates; also, to consider the severity of the problems. Mr. Matlock encouraged staff to include parents and principals on the task force. The superintendent said that such representatives would be included, as well as students and teachers.

**Community Work Experience Program (CWEP) Contract.** In reviewing the proposed school board meeting agenda, the superintendent informed the board that persons enrolled at the Hamilton Terrace Adult Learning Center will be given work assignments in the Caddo Public School System because upon graduation, many of the students do not have any work experience to list on applications for employment. The participants will not receive a salary; however, they will be able to list the Caddo Parish School Board as a reference on job applications. Dr. Hicks commended the superintendent and staff for considering this type of involvement for the participants enrolled at Hamilton Terrace.

**CPSB Policy GCBE/GDBE (Professional and Support Staff Vacations -- 12 Month Employees).** The superintendent noted that Mike Thibodeaux, school board member, asked that this item be placed on the agenda for consideration at the January school board meeting. The president asked that Mr. Thibodeaux provide board members with an explanation for his request to place this item on the agenda; and, to include it in the mailout. Pat England, executive director for Caddo Association of Educators, asked if Mr. Thibodeaux will be making a proposed revision to the policy. The superintendent said that he will ask Mr. Thibodeaux for background information regarding this item. Mr. Vance commented that this policy deals with personnel, and asked if central office administrators have been consulted. Willie Henderson, assistant superintendent for human resource services, stated that the superintendent had informed staff of Mr. Thibodeaux's request to address the policy at the January school board meeting. Mr. Vance emphasized that this is a personnel issue, and he believes that the legality of this matter should be considered by staff and legal counsel before presenting it to the board.

**Section 457 - Deferred Compensation Plan.** Mr. Matlock stated that a motion will be included in the mailout. He summarized the board's action that occurred two years ago when a plan was adopted, and said that at that particular time requests for proposals were not sought. Mr. Matlock commented that staff now has an opportunity to request proposals and other groups might be interested in submitting a bid. S. L. Slack, assistant superintendent for support services, commented that staff does not see a need to request proposals at this time, but staff has no problem with requesting bids. Other board members expressed concern about the need to hear from plan participants. Mr. Matlock said that he is bringing this item to the board because it was decided two years ago that bids would eventually be offered on a competitive basis. Pat England asked that the Employees' Benefits Committee be involved. More discussion followed on receiving bid proposals and terms of the existing contract. Dr. Hicks stated that his comments do not reflect on the current administrator neither the quality of investment; however, his point is a local and basic economic development issue and bids should be requested. Mr. Matlock asked that the Employees' Benefits Committee be involved and that the committee be given an opportunity to make a recommendation.

**Energy Conservation.** Mrs. Allen asked board members to inform staff if they are interested in visiting a school site in Monroe, Louisiana to observe its energy conservation program. She noted that representatives from Johnson Controls has offered to make the necessary arrangements.

**Adjournment.** There being no further business, Mrs. Allen moved for adjournment. Mr. Milam seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:26 p.m.



**January 19, 1994**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana, at 3:30 p.m., Wednesday, January 19, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy D. Boykin, Jerry Tim Brooks, David Byerley, Paul Glanville, Raymond A. Hicks, David Matlock, Mark Milam, Michael Thibodeaux and Johnny Vance, Jr. B. L. Shaw was absent. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Thibodeaux gave invocation and led the Pledge of Allegiance. He was assisted by the JROTC cadets from C. E. Byrd High School (posting of colors), under the direction of MSG. Ramon Martino.

#### **MINUTES OF THE PREVIOUS BOARD MEETING**

Mr. Thibodeaux moved, seconded by Mr. Glanville, approval of the minutes of the December 15, 1993 school board meeting. Vote on the motion carried unanimously.

#### **CONSENT AGENDA**

The board reviewed the agenda and Mr. Thibodeaux asked that "CPSB Policy GCBE/GDBE (Professional and Support Staff Vacations -- 12 Month Employees" be carried over to the February, 1994 school board meeting. The following items were categorized as consent agenda.

#### **Agenda Item No. 10-A (1-6)**

**Approval of Bids/Proposals** Taken. Staff recommended approval of the circled low bids for audio visual equipment annual bid) for all schools, maintenance and transportation department uniforms, musical instruments for several schools, library books (annual bid) for all schools, computers for special education program and paper supplies for child nutrition programs (all schools). A copy of the tabulation bid sheets marked "Exhibit A, nine pages, January 19, 1994" is filed in the official papers of the board.

#### **Agenda Item No. 12**

**Apple's Partners in Education Program Grant Proposals.** Staff recommended approval of a grant request, which is a joint venture between LSU-S and Shreve Island Elementary School, to expand a project already in place. Also, approved a grant for computer-assisted instruction in music education to establish music centers in at least five middle schools.

#### **Agenda Item No. 13**

**Shrine Hospital Interagency Agreement.** Staff recommended approval of the agreement with Shriners Hospital as included in the mailout. The agreement was developed in an effort to deliver needed services to eligible students.

#### **Agenda Item No. 14**

**Prentice Hall Literature Adoption.** Staff recommended approval of the adoption of Prentice Hall Literature 199 edition for grades 6-12.

#### **Agenda Item No. 16**

**Proclamation School Nurse Day.** Staff recommended that the Caddo Parish School Board (CPSB) join Governor Edwin Edwards in proclaiming January 26, 1994 "School Nurse Day." The proclamation was read aloud by Mrs. Allen at a later point in the school board meeting.

#### **P R O C L A M A T I O N**

WHEREAS, it is important that we recognize the efforts of school nurses and their association with the students of our schools; and

WHEREAS, further, we acknowledge the care of and contributions being made to the overall development of our children by school nurses; and

WHEREAS, in expressing our gratitude and appreciation for the expertise of school nurses in our school environment and in acknowledgment of their vital role as professionals.

NOW, THEREFORE, the members of the Caddo Parish School Board do hereby proclaim January 26, 1994

### SCHOOL NURSE DAY

in Caddo Parish, and urge all citizens to recognize and thank school nurses for their care and concern for the students of Caddo Parish.

/s/ \_\_\_\_\_  
President Willie D. Burton

/s/ \_\_\_\_\_  
Superintendent Terry L. Terril, Ed.D.

### Agenda Item No. 17

**Community Work Experience Program (CWEP) Contract.** Staff recommended approval of the contract between the Caddo/Bossier Offices of Family Support on the Community Work Experience Program (CWEP) as included in the mailout, and that the superintendent be authorized to sign the document. The contract provides for the placement of Project Independence participants with the CPSB for the purpose of improving the employability of these individuals .

### Agenda Item No. 20

**Resolution - William Franklin Bozeman (Former Principal at Oil City Elementary).** The board approved a resolution recognizing services to the children of Caddo Parish by the late Mr. William Franklin Bozeman, former principal at Oil City Elementary School. Mr. Byerley read the resolution aloud.

### RESOLUTION In Honor of the life of MR. WILLIAM FRANKLIN BOZEMAN

WHEREAS, the late William Franklin Bozeman served the children of Caddo Parish for forty years, and

WHEREAS, he directly touched the lives of students as a classroom teacher and coach; and

WHEREAS, he moved up the education ladder to become principal at Oil City School; and

WHEREAS, Mr. Bozeman was a respected and recognized educator who gave unselfishly to serve students in Caddo Parish,

NOW, THEREFORE, BE IT RESOLVED, that the members of the Caddo Parish School Board express sympathy to his daughters, Mrs. Marquerite Cherry and Mrs. Billie Wilcox; and the entire Bozeman Family.

January 19, 1994

/s/ \_\_\_\_\_  
Willie D. Burton, President

\_\_\_\_\_  
/s/ Terry L. Terril, Ed.D., Superintendent

### Agenda Item No. 21-A

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leaves for Rest and Recuperation, Spring Semester 1993-94 School Year

Letitia Hoaas, Teacher, Broadmoor Middle Laboratory School  
Judy Jones, Teacher, Claiborne Fundamental  
Joseph Nectoux, Teacher, Broadmoor Middle Laboratory School  
Denise Stroud, Teacher, Caddo Middle Magnet School  
Claudette Thomas, Teacher, Linwood Middle School

**Requests of the Board.** Sherry Johnson, teacher at Turner Elementary/Middle School, requested to rescind her sabbatical leave for study for the spring semester of the 1993-94 school year.

Angela Ridley, teacher aide at Hollywood Middle School, requested leave without pay for one year effective February 21, 1994, in order to further her education.

Doris Copeland, bus driver, requested leave without pay from February 15-24, 1994 in order to travel to the Holy Land.

Kimberly Monk Johnson, speech therapist, requested leave without pay from January 24 - January 28, 1994, to travel with her husband on a business trip.

Patrick King, child nutrition programs employee, requested leave without pay for approximately one year, effective January 20, 1994, in order to further his education.

Debra Mitchell, child nutrition programs employee, requested leave without pay beginning January 3, 1994 through the end of the 1993-94 school year in order to care for her husband who is seriously ill.

Patricia Johnson, teacher at Keithville Elementary/Middle School, was on leave without pay and requested to rescind the leave effective December 16, 1993. Mrs. Johnson will be reporting to her newly-appointed position as principal at George P. Hendrix Elementary School.

Margaret Elrod, teacher at Captain Shreve High School, requested four days without pay, January 31 through February 4, 1994, in order to accompany her husband on a business trip.

#### **Agenda Item No. 23-A**

**New Business -- President Burton's Memo Regarding CPSB Operations (Shaw).** The board adopted the president's memo to fellow board members regarding CPSB operations and decorum. The memo was read aloud by Mr. Matlock, and a copy is filed in the official papers of the board.

Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of the revised consent agenda. Vote on the motion carried unanimously.

#### **SPECIAL RECOGNITIONS**

**Boykin.** The president presented a plaque to Mrs. Judy D. Boykin, immediate past president of the Caddo Parish School Board, in appreciation of her remarkable leadership during 1993.

**LA Delegate to the 32nd Annual U. S. Senate Youth Program.** Kevin Kirchner, senior at Captain Shreve High School, is Louisiana's delegate to the 32nd Annual United States Senate Youth Program. Delegates will assemble in Washington, D. C. from January 29 through February 5, 1994 for a week of intense study of the federal government with special focus on the U. S. Senate. Kevin was presented a certificate of recognition for this honor. His parents, Principal Tommy Powell and Counselor Sheri K. Childs were recognized.

**Legion of Valor Bronze Cross for Achievement Awards.** Col. Richard Miller, supervisor of Caddo's JROTC program, made introductory comments and presented Major General James M. Lyles, commanding general of the U. S. Army Reserve Officers' Training Corps Cadet Command from Fort Monroe, VA. Major General Lyles applauded Caddo for its outstanding JROTC program and assisted Col. Miller with the award presentations. Honorees were: Cadet Regina M. Hughes from Fair Park High School, Cadet Alexis D. Crady from North Caddo Magnet High School, Cadet Kerry D. Claiborne from Southwood High School and Cadet Tiffany Devereaux from Woodlawn High School. Principals, JROTC instructors and honorees' family members were also recognized.

## **INSTRUCTIONAL PRESENTATION**

Essie Holt, assistant superintendent for curriculum and instruction, introduced Lillie Evans, grant writer for Caddo public schools, who gave an overview of the homeless education program in Caddo Parish. Caddo has joined forces with Centerpoint and three area shelters -- Christ's Center Outreach, Providence House, and YWCA Family Violence Program. Mrs. Evans outlined the program components, activities, resource persons, benefits and results. This information was capsulized in a booklet and other handouts that were distributed to board members. Two video presentations were shown highlighting program activities. Representatives from program partners were also recognized.

## **VISITORS**

Shirley Williams, former employee, asked the board to investigate staff's action regarding her discharge from employment with the CPSB. Dr. Hicks requested the superintendent to conduct an investigation and to meet with Ms. Williams.

Jesse Burns, employee, asked the board to direct staff to reimburse him for monies deducted from his paycheck for membership dues with the Caddo Association of Educators (CAE). Dr. Hicks asked the superintendent to conduct an investigation and respond to the employee.

Sally Thomas, Local 100, asked staff to schedule a communications meeting for support staff to address various concerns to board members/administrative staff.

Susie Payne, president of CAE, urged the CPSB to adopt a resolution adopting LAE's nine-point plan to improve the teaching environment in Louisiana schools by curbing violence and discipline problems; to seek an increase in funding from the Legislature for school nurses; and, to restore 13 days to sweeper's work schedule.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recommended that Betty Lawrence be appointed principal of South Highlands Elementary Magnet School for the spring semester of the 1993-94 school year, and that Keith Norwood be appointed director of school plant. Mrs. Lawrence and Mr. Norwood will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which they are appointed. Mr. Glanville moved, seconded by Mrs. Boykin and Mr. Byerley, approval of the superintendent's recommendations. Vote on the motion carried unanimously. The superintendent introduced Mrs. Lawrence and Mr. Norwood to the board and audience.

## **PRESENTATION OF 1992-93 FINANCIAL AUDIT**

Ben Wreyford, director of finance, introduced Mark Garret and Cindy Hodgins, auditors with KPMG Peat Marwick, who gave an overview of Caddo's 1992-93 financial audit. The report included a brief summary of the comprehensive annual financial report for the year ended June 30, 1993, supplementary schedule of federal assistance (single audit), and management's letter. It was reported that General Fund revenues increased by \$5,446,774 from the prior year amount. Changes were due to an increase in local sources (sales tax revenues and ad valorem taxes), an increase in state sources (equalization and insurance contributions), and increases in federal and other sources (grant monies). Supportive reports were distributed to board members and a copy of each report is filed in the official papers of the board. A copy of the letter sent to members of the CPSB Executive Committee was also shared with other board members. The auditors entertained questions from board members regarding staff's responses to auditor's findings, i.e. unclassified revenues and expenditures, special revenue funds, inventory records at the Shreveport and Vivian garages, internal control of funds, individual school activity funds, check writing procedures, interest-bearing accounts and income generating properties. Following the question and answer period, Mr. Vance asked staff to, in the future, schedule a work session for board members to review the annual financial audit before a presentation is made in open session.

## **FUNDING FOR INSCHOOL SUSPENSIONS (1993-94 SECOND SEMESTER)**

Dr. Hicks moved, seconded by Mr. Thibodeaux, that the requested funding be approved to provide inschool suspension programs in the middle and high schools for the second semester. Mr. Thibodeaux inquired about a policy regarding what will be done in the inschool suspension program. The superintendent stated that schools will be asked to apply with a description of their inschool suspension program, staff will be trained, and programs will be monitored to determine if they are effective. Further, that students in the program will be required to keep up with regular classroom studies. Mr. Byerley requested clarification of the program's budget.

James Foster, assistant superintendent for administrative services, reported that the salary formula is based on the rate of pay for a full-day substitute teacher. The total amount requested for funding the second semester inschool suspension program is \$65,138.40. Dr. Hicks noted that the program should be evaluated in the summer to determine if it should be continued. Mr. Vance moved, seconded by Mr. Thibodeaux, to call for the question. Vote on the motion to end debate carried with board members Matlock and Boykin opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Allen, Burton, Brooks, Milam and Glanville. Vote on the original motion carried with Mr. Matlock opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Allen, Burton, Brooks, Milam, Boykin and Glanville.

#### **SECTION 457 - DEFERRED COMPENSATION PLAN (MATLOCK)**

Mr. Matlock moved, seconded by Mr. Brooks, that a request for proposal (RFP) be issued for the administration of the Section 457 Deferred Compensation Plan. Mr. Matlock commented that over two years ago, the board approved its current plan on an emergency basis and agreed that at the earliest or first opportunity, that the plan would be submitted for bids. Dr. Hicks shared Mr. Matlock's concern for expanding the opportunity for local vendors to submit proposals for this plan. He asked Mr. Matlock to consider changing the language of his motion to address concerns relative to the involvement of staff and delaying changes until the end of this tax year. Mr. Matlock consented to the request and restated his motion. Thus, Mr. Matlock moved, seconded by Dr. Hicks and Mr. Brooks, that a RFP be prepared by staff and submitted to the board for consideration at its May, 1994 meeting; and, that the proposal be subject to staff's agreement that it should be implemented on a calendar year basis with the fee being contemplated January 1, 1995. Mr. Milam asked if staff has received any complaints about the presently assigned company, and staff said that no complaints have been received. Mr. Matlock stated that competitive reviews are good and are in the interest of fairness through an open process. Dr. Hicks clarified his position and said that his interest in requesting RFPs does not indicate that he has a concern with the present company; that he is interested in following through with the board's previous agreement to request bids. Vote on the motion was called and carried with Mr. Milam opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Allen, Burton, Brooks, Matlock, Boykin and Glanville.

#### **SUPERINTENDENT'S REPORT**

**Parent Resource Center.** The superintendent announced that the Parent Resource Center opens January 31 - February 3, 1994. The center is funded by Chapter I and tours will be conducted daily at 9 a.m., 10:30 a.m. and 1:00 p.m. Tour arrangement can be made by contacting Director Janis Parker.

**Suspension Update.** The superintendent reported that a meeting of 150 interested citizens (approximately 75 of whom were call-ins from the newspaper article) and staff will be Tuesday, January 25, 6:00 - 7:30 P.m., in the board room to clarify information and to receive input on ways to address the suspension concern in Caddo.

**Classroom.** The superintendent announced that The Times has launched a new column called In The Classroom. This collaborative effort of The Times education writer, editor, and staff is designed to profile educators, students and others who are discovering new ways to teach and learn, or who are otherwise making a difference in area schools. The column will run every Saturday.

**MFP.** The superintendent reported that 1993-94 is the second year of the five-year phase - in period of the new MFP formula. State Department of Education projections in July, 1993 indicated that Caddo's additional funding for 1993-94 would be approximately \$2.9 million. The State Department has completed final computations for actual 1993-94 funding, and instead of a \$2.9 million increase, Caddo's increase will be approximately \$400,000. A major reason for the difference is a drop in student membership of over 600 pupils from last year. He further reported that receipts from sales taxes and property taxes for the year are expected to be well in excess of budgeted figures and should help offset the shortfall in MFP funding. Staff will provide the board with an update on budget revisions, and the year will end with a positive balance.

#### **OLD BUSINESS**

**Inclusion.** Dr. Hicks noted that his motion at the November, 1993 school board meeting on inclusion has been misinterpreted by some staff as well as others. He asked the superintendent to provide clarification to staff regarding his motion. Mrs. Boykin said that it is her understanding that pressure is being brought by the state, that if an inclusion plan is not adopted that it could affect funding. The superintendent replied that debate is raging on the state and mostly federal level about inclusion. Staff understands that the state has committed to inclusion, and staff has gone on record as saying that the Board of Education still has control of Caddo schools; obviously, staff will review and take all of their recommendations under advisement. Further, that staff does not

feel that it is appropriate to have funding threatened because they don't respond to pressure when no one is clear on the issue.

## **ANNOUNCEMENTS AND REQUESTS**

**Schedules.** Mr. Milam requested a schedule of hours of operation for the Teacher Resource Center and the Parent Resource Center.

**Exit Exams.** Mr. Milam requested statistics on the percentage of students failing the exit exam. The president called board members' attention to the report that was placed at each board member's station which provides the number of seniors failing the exam. Dr. Holt informed the board that examination dates are being extensively advertised through the print media and through other means. Dr. Hicks asked that exam schedules be disseminated to area churches as well.

**Sweepers (Brooks).** Mr. Brooks asked staff to review its budget and to restore 13 days to sweepers' work schedule, perhaps on a gradual basis. Chuck Miller, director of school plant, summarized staff's rationale for reducing work days for sweepers (during the holiday/break seasons), and the salary skill level requirements. He said that staff is presently studying the sweepers' salary schedule with an interest in proposing changes during budget preparation.

**Automated Library.** Mrs. Boykin announced that board members have been invited to visit the automated library at Woodlawn High School on Thursday, January 20, 1994, at 4 p.m.

Mr. Milam excused himself from the remainder of the meeting at approximately 5:30 p.m.

**Requests for Leaves.** Mrs. Boykin asked that requests for leaves be included in future board mailout packets. Staff reported that all requests may not be submitted and processed in time for inclusion in the mailout, but staff would include the leave requests that have been processed. Other leave requests will be placed at board members' stations on board meeting days.

**Sci-Port.** Mr. Burton informed the board that he has volunteered to work on Saturdays at the Sci-Port Center and encouraged other board members to volunteer their service.

**Grade Point Averages (GPA).** Dr. Hicks asked the superintendent to provide board members with information on the impact of the extracurricular GPA requirement on students.

**Social Workers.** Mr. Vance asked staff to consider the feasibility of placing social workers in Caddo public schools. The superintendent noted that staff will be considering this matter during the citizens' meeting to address suspension concerns.

**Counselors.** Mr. Vance asked staff to provide him with a copy of the job description or duties for school counselors.

**Golf Program.** Mr. Brooks asked staff to develop plans for implementing a golf program in Caddo public schools for students in grades 6 through 12.

**Recess.** The president called for a 10 minute recess at approximately 5:40 p.m. The board reconvened at approximately 5:55 p.m.

## **EXECUTIVE SESSIONS**

Mr. Vance moved, seconded by Mr. Brooks and Mr. Thibodeaux, for an executive session for approximately 12 minutes to hear a student's expulsion appeal. Vote on the motion carried unanimously, and the board went into executive session at approximately 5:56 p.m. The board reconvened at approximately 6:05 p.m. Mr. Vance moved, seconded by Mr. Glanville, that Cedric B. Theus, student at Green Oaks High School, be expelled from Caddo Parish public schools for the remainder of the 1993-94 school year, but will allow his records to be released to another school system. If Cedric moves out of Caddo Parish and credits are earned in another school system, then Caddo will accept them upon his return. Mrs. Boykin asked if this action could be taken, and the superintendent answered in the affirmative. Mrs. Boykin further asked if Cedric returns to Caddo and there is another incident, would this hearing be a part of his record. Again, the superintendent answered in the affirmative. Vote on the motion carried with board members Byerley and Matlock opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Allen, Burton, Brooks, Boykin and Allen.

Mr. Thibodeaux moved, seconded by Mr. Brooks, for an executive session for approximately 10 minutes to hear a student's expulsion appeal. Vote on the motion carried unanimously and the board went into executive session at approximately 6:10 p.m. The board reconvened at approximately 6:21 p.m. Mr. Brooks moved, seconded by Mr. Glanville, that David Lupton, student at Donnie Bickham Middle School, be returned to school on Thursday, January 20, 1994. Vote on the motion carried with board members Byerley, Matlock, and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Allen, Burton, Brooks and Glanville.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Glanville seconded the motion, and the meeting adjourned at approximately 6:24 p.m.

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Terry L. Terril, Ed .D., Superintendent

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Willie D. Burton, President

## EXECUTIVE COMMITTEE

February 2, 1994

The Executive Committee of the Caddo Parish School Board met in regular session Wednesday, February 2, 1994, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. Other board members present were Judy Boykin, Jerry Tim Brooks and David Matlock. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mrs. Allen.

**Agenda Items.** The superintendent summarized the proposed agenda for the February 16, 1994 school board meeting. Following review of the agenda, "Proclamation - LA Reading Association - Literacy Month (February) Celebration" and "Resolution - LAE, Attorney General Joint Campaign to Enhance School Learning Environment" were added to the agenda. Agenda items 11-17, 19-23, 26-27 (A, D) and 30 (A, B) were categorized as consent agenda. Mr. Milam moved, seconded by Mrs. Allen, approval of the consent agenda as recommended. Vote on the motion carried unanimously.

**Brooks's Litigation.** Mr. Matlock suggested that the school board might want to consider retaining special counsel to handle the lawsuit initiated by Mr. Brooks, fellow board member. Legal counsel informed board members that he has not seen the document, but it will be handled by insurance and other counsel. Mr. Matlock further suggested that the board might want to appoint a special committee if a settlement is discussed; and, that a recommendation from the special committee might be appropriate.

**U. S. Senate Bill 1150.** Mrs. Boykin asked staff to draft resolutions for consideration at the February 16, 1994 school board meeting on upcoming federal bills that are of concern to the school system, i.e. bill on Chapter I funds. Further, that the resolutions be included, on an emergency basis, to Louisiana School Boards Association (LSBA) if there aren't any existing resolutions concerning these bills. Mrs. Boykin asked the Executive Committee to consider approving an emergency resolution expressing the school board's strong opposition to U. S. Senate Bill 1150, as it is currently worded. This resolution should be sent immediately to Louisiana Senators Breaux and Johnston. The president informed board members that Mr. Glanville, school board member, has already responded to this matter. Mrs. Boykin said that staff requested a meeting with Senator Johnston to discuss specifics about the bill, but was unable to schedule a meeting prior to the senator's return to Washington. Mrs. Boykin emphasized that the bill is not clear, and it challenges traditional control of schools. Mr. Milam moved, seconded by Mrs. Allen, to draft a resolution expressing the school board's strong opposition to U. S. Senate Bill 1150, and to forward the resolution to Senators Johnston and Breaux. Vote on the motion carried unanimously.

**Reorganization of Human Resource Division.** Mrs. Allen requested clarification of this item. The superintendent said that the board previously approved additional staff for the division, and Willie Henderson, assistant superintendent for human resource services, would like to list two directors in personnel -- one for classified and one for certified on the organization chart. The rest of the division will remain the same with classified staff being assigned as needed. Staff is asking that the personnel administrator's slot be upgraded to a director. Hearing the explanation, Mrs. Allen clarified that staff's request is not for a personnel administrator and a director, but for a director. The superintendent concurred with Mrs. Allen's statement. Mr. Brooks encouraged staff to return all personnel matters to the Human Resource Service Division.

### CPSB WORK SESSION

**Revision of the 1993-94 Debt Service Fund Budget.** Mr. Milam requested clarification of this item. The superintendent stated that the budget revision will include changes that were made as a result of board action. He said that MFP funding will be reflected, as well as a report on what has been done by the tax assessor and how that report will impact Debt Service funds. Susie Payne, president of Caddo Association of Educators (CAE), asked if the report will include sales tax revenues. The superintendent said that sales tax revenues through December, 1993 will be reflected.

**School Calendar (1994-95).** Mrs. Allen asked if teachers have reviewed the proposed calendar. Essie Holt, assistant superintendent for curriculum and instruction, informed board members that committee members representing various groups met with staff and individual members reported to their constituents and received input. Dr. Holt said that a complete calendar for 1994-95 will be included in the board's mailout packet. Miss Payne (CAE) commented that CAE is polling its members. The superintendent noted that he shared Mr. Milam's concerns about a later school starting date and perhaps shorter vacations with Dr. Holt.



**Report on Inclusion.** Miss Payne (CAE) asked if this item would be a recommendation or a report. The superintendent said that staff's action will be based on information received from the state's monitoring team. He further reported that staff is studying the inclusion philosophy and will be making a report to the board. If there is a recommendation, it will be included in the mailout. Further, that the report is being presented in response to a request from Dr. Hicks, school board member.

**Request: Caddo Middle Magnet School - Toyota/NSTA Grant.** Mr. Milam asked if the board approves all grant requests. The superintendent responded in the affirmative, if the grant exceeds \$5,000. He further noted that because of timelines, some grants are forwarded and then brought to the board with a proviso to staff that if the grant is denied by the school board, that it will be withdrawn.

**Resolution - LAE, Attorney General Joint Campaign to Enhance School Learning Environment.** Miss Payne CAE encouraged the school board to draft a resolution and suggested that board members should lobby the Legislature. She further stated that CAE is working with the suspension committee, and CAE has prepared radio announcements that they would like to air, with the school board's endorsement. The nine-point plan outlines ways to improve the teaching environment in Louisiana schools by curbing violence and discipline problems. Mr. Milam offered the board's support in CAE's endeavors. Mr. Matlock applauded CAE for its role in recognizing parents in the nine-point plan and in focusing on discipline in a broader sense.

**CPSB Policy GCBE/GDBE (Professional and Support Staff Vacations - 12 Month Employees)**

**Thibodeaux .** Mrs. Boykin requested the superintendent to send a letter, on behalf of the school board, to legal counsel requesting clarification of the policy. She asked that legal counsel especially clarify the paragraph that states, "The above personnel will continue to observe the same holiday schedule as they now observe . . . ." Mrs. Boykin said that she would like for legal counsel to interpret the policy to determine if there has been any inconsistency between the policy and the practice. She further requested that the minutes of the November 28, 1990 school board meeting pertaining to this matter be enclosed in the letter to legal counsel, along with any other school board minutes that might be available where discussion of employees' holiday and minimum work schedule might be noted. The superintendent said that legal counsel is presently reviewing the policy.

**Renaming Booker T. Washington High School Football Stadium (Burton).** Mr. Burton commented that he will be asking staff to petition the Louisiana Legislature in an effort to rename the stadium "Leonard C. Barnes Stadium." Mr. Burton said that Dr. Barnes was the first coach at the school and he built championship teams. Further, that he molded young boys into men and served as a role model who developed self-esteem and self-pride in many youngsters. He said that he has the support of the faculty, staff, and alumni in this petition.

**Superintendent's Report Student Suspension and Discipline Concerns.** Mr. Milam asked if the report will include the results of the citizens' suspension meeting that was held with staff on Tuesday, January 25, 1994. The superintendent said that the information will be presented.

**"At - Risk" Youngsters (Burton).** Mr. Burton commented that, in his opinion, the term "at - risk" has a negative connotation which distracts from the school board's goal to develop character and self - esteem in students. He said that the term could still be used in writing for grants or in following state and federal guidelines, but perhaps staff could refer to the youngsters by another term, such as "high challenged."

**Committee Assignments (Burton).** Mr. Burton said that a list of board committee assignments will be included in the mailout.

**Golf Program.** Mr. Matlock encouraged staff to seriously look into promoting golf programs in Caddo public schools, and into providing golfing equipment. The superintendent said that staff will formulate a report and present it to the board.

**Grade Point Averages.** Mr. Burton announced that he will be making a recommendation to the board within the next few months regarding the grade point average requirement for students to be eligible to participate in extracurricular activities.

**Suspension Committee.** Mrs. Allen asked if another meeting date has been scheduled for the suspension committee. The superintendent answered no, and stated that a report is being prepared for presentation to the board.

**Adjournment.** There being no further business, Mrs. Allen moved for adjournment. Mr. Milam seconded the motion, and the meeting adjourned at approximately 4:26 p.m.

## February 16, 1994

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m., Wednesday, February 16, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy D. Boykin, Jerry Tim Brooks, David Byerley, Paul Glanville, David Matlock, Mark Milam, B. L. Shaw and Michael J. Thibodeaux. Raymond A. Hicks arrived at approximately 3:40 p.m. and Johnny Vance, Jr. arrived at approximately 3:42 p.m. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Thibodeaux gave invocation and led the Pledge of Allegiance.

### MINUTES OF THE PREVIOUS BOARD MEETING

Dr. Shaw moved, seconded by Mr. Thibodeaux, approval of the minutes of the January 16, 1994 school board meeting. Mrs. Boykin requested that the Executive Committee minutes of February 2, 1994, under the heading "U. S. Senate Bill 1150," be amended with the addition of the following sentence. "It was determined later that a letter was written by Mr. Glanville and Mr. Burton concerning a different piece of legislation." Vote on the approval of the CPSB minutes and Executive Committee minutes, as amended, carried unanimously.

### CONSENT AGENDA

The board reviewed the agenda and Mr. Thibodeaux requested that "CPSB Policy GCBE/GDBE (Professional and Support Staff Vacations - 12 Month Employees)" be postponed until the March 1994 school board meeting. He noted that more time is needed for staff and legal counsel to review the policy. Mr. Thibodeaux clarified that it is not his intent to take benefits away from employees, but to standardize what has taken place. The following items were categorized as consent agenda.

#### Agenda Item No. 11-A (1-5)

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for tractor and trucks for the maintenance department, printing data processing continuous forms (annual bid), heating/air conditioning units for new portable classroom buildings and courtyard cover for Booker T. Washington High School. A copy of the tabulation bid sheets marked "Exhibit A, five pages, February 16, 1994" is filed in the official papers of the board.

#### Agenda Item No. 12

**Revision of 1993-94 General Fund Budget.** Staff recommended that the revised 1993-94 General Fund Budget, as included in the mailout, be approved. With the revision, a June 30, 1994 balance of \$3,411,136 is projected.

#### Agenda Item No. 13

**Revision of 1993-94 Capital Projects Fund Budget.** Staff recommended that the 1993-94 revised Capital Projects Fund Budget be approved, as included in the mailout. With the revision, a June 30, 1994 balance of \$106,788 is projected.

#### Agenda Item No. 14

**Revision of 1993-94 Debt Service Fund Budget.** Staff recommended that the 1993-94 Debt Service Fund Budget be approved, as included in the mailout. With the revision, a June 30, 1994 balance of \$1,731,279 is projected.

#### Agenda Item. No. 15

**Request to Use Booker T. Washington High School Facility.** Staff recommended approval of the contingency plan for Little Union Baptist Church to use Booker T. Washington High School facilities (auditorium, 10-12 classrooms and the parking facility) in case of an emergency.

#### Agenda Item No. 16

**School Calendar (1994-95).** Staff recommended approval of the school calendar for 1994-95 as included in the mailout.

1994 - 95 CPSB CALENDAR

Wednesday, August 10, 1994	Inservice for new teachers
Thursday, August 11, 1994	Inservice for new teachers
Friday, August 12, 1994	Inservice for new teachers
Monday, August 15, 1994	Inservice for new teachers
Tuesday, August 16, 1994	First day for <u>all</u> teachers
WEDNESDAY, AUGUST 17, 1994	FIRST DAY FOR ALL PUPILS

NINE WEEKS REPORTING PERIODS

First	October 21, 1994	47	days
Second	January 13, 1995	43	days
Third	March 17, 1995	44	days
Fourth	May 31, 1995	<u>46</u>	<u>days</u>
		180	days

Last day of first semester - January 13, 1995  
 First day of second semester - January 17, 1995

MIDTERM IS JANUARY 13, 1995

Nonteaching days: Tuesday, August 16, 1994  
 Friday, January 13, 1995

ALL SCHOOLS WILL BE CLOSED ON THE FOLLOWING DATES

September 5, 1994	Labor Day
November 21 - 25, 1994	Thanksgiving
December 19, 1994 - January 2, 1995	Christmas
January 16, 1995	Martin Luther King Holiday
March 20 - 24, 1995	Spring Break
April 14 & 17, 1995	Easter

CLOSING SCHEDULE FOR PUPILS

Thursday, May 11, 1995	Senior Tests Begin
Friday, May 12, 1995	Senior Tests End
Monday, May 22, 1995	Final Tests Begin
Wednesday, May 31, 1995	Pupils Dismissed

Pupil - Teacher Contact Days	180
Teacher Work Days	182
New Teacher Work Days	186
Teacher Aide Work Days	180

Pupils will receive final report cards by mail

**Agenda Item No.17**

**North Louisiana Regional Hospital Interagency Agreement.** Staff recommended approval of the revised interagency agreement with North Louisiana Regional Hospital as included in the mailout. The revision restricts services to Caddo students only.

**Agenda Item No. 19**

**Grant Request: Caddo Middle Magnet School - Toyota/NSTA.** Staff recommended approval of the grant request from Caddo Middle Magnet School to the National Science Teachers Association. The purpose of the grant is that of making eighth grade students more aware of their home and the earth by utilizing a weather satellite tracking system.

## Agenda Item 20 (B and C)

**Proclamation - LA Reading Association -Literacy Month (February).** Staff recommended approval of the proclamation declaring February as Literacy Month.

### PROCLAMATION

WHEREAS, now more than ever before, a well-educated and literate people are vital to ensuring the continued progress, prosperity and success of our democracy in today's society; and

WHEREAS, literacy is statutorily defined as: "An individual's ability to read, write and speak in English, and compute and solve problems at levels of proficiency necessary to function on the job and in society; to achieve one's goals, and develop one's knowledge and potential;" and  
Staff recommended

WHEREAS the Caddo Parish School Board and its employees continue to provide leadership in meeting state and national goals for literacy and lifelong learning; and

WHEREAS, the Louisiana Reading Association makes special efforts, during February, to promote various literacy events hosted by local reading councils throughout the state; and

WHEREAS, it is fitting and appropriate that we commend all of our literacy volunteer tutors and teachers of in-school and out-of-school youths and adults, and their students for their contributions, dedication and efforts.

NOW, THEREFORE, be it proclaimed, we of the Caddo Parish School Board, do hereby proclaim the month of February as Caddo Literacy Month.

**Resolution - LAE, Attorney General Joint Campaign to Enhance School Learning Environment.** Staff recommended approval of the resolution - LAE, Attorney General joint campaign to enhance school learning environments.

### RESOLUTION OF SUPPORT FOR JOINT CAMPAIGN BY ATTORNEY GENERAL RICHARD IEYOUB AND THE LOUISIANA ASSOCIATION OF EDUCATORS TO ENHANCE THE SCHOOL LEARNING ENVIRONMENT

WHEREAS, Louisiana Attorney General Richard Ieyoub and the Louisiana Association of Educators (LAE) have announced a joint campaign to improve the teaching environment in Louisiana's public schools by curbing violence and discipline problems; and,

WHEREAS, the focal point of this joint effort is a nine-point plan which aims to pass legislation providing teachers with more authority to remove disruptive or violent students from the classroom; and,

WHEREAS, said program would assist disruptive student by providing "in-school" suspension programs and opportunities for parents or guardians to attend parent-teacher conferences; and,

WHEREAS, the nine-point plan includes the following items:

1. Empowerment of teachers to discipline students in the classrooms.
2. Legislation to provide mandatory job leave to assist parents of disruptive children who are called to school to participate in programs to correct disruptive behavior.
3. Legislation providing for alternatives to regular classroom settings, such as in-school suspension programs for habitually disruptive or dangerous students.
4. Establish pilot programs aimed at curbing school violence.
5. Request that the Board of Elementary and Secondary Education (BESE) strengthen the guidelines for guidance services to provide that all school counselors have time to devote to actual counseling.
6. A voluntary program to provide training to parents and grandparents in parenting skills.

7. Propose to colleges of education in Louisiana the strengthening of methods courses for prospective teachers to insure that all new teachers receive intensive, practical training in appropriate disciplinary techniques.
8. Request that each public school in Louisiana conducts a needs assessment of the faculty in the area of discipline and that each school develops a Plan of Action to improve discipline, and
9. Request that the business community work with the education community to encourage parents to visit their children's schools.

NOW, THEREFORE, BE IT RESOLVED that the Caddo Parish School Board hereby expresses its support of the joint effort of Attorney General Ieyoub and the Louisiana Association of Educators with the nine-point discipline plan to improve the teaching and learning environment of public schools in Louisiana.

BE IT FURTHER RESOLVED that a copy of this resolution will be sent to Attorney General Richard Ieyoub, Louisiana Association of Educators' President Linda B. Day, the members of the Caddo Parish Legislative Delegation, members of the Board of Secondary and Elementary Education (BESE) and Governor Edwin Edwards.

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CERTIFICATE

STATE OF LOUISIANA  
PARISH OF CADDO

I, Willie Burton, do hereby certify that I am the President of the Caddo Parish School Board of Caddo Parish, Louisiana.

I further certify that the above resolution is a true and correct copy adopted by the Caddo Parish School Board at its regular meeting February 16, 1994.

IN FAITH WHEREOF, I place my official signature and the impress of the official seal of the Caddo Parish School Board, Caddo Parish, Louisiana, on this 16th day of February 1994.

/s/ \_\_\_\_\_  
Willie D. Burton, President  
Caddo Parish School Board

(SEAL)

**Agenda Item No. 21**

**Adoption of Sexual Harassment Policy.** Staff recommended approval of the sexual harassment policy for employees and nonemployee volunteers as included in the mailout. A copy of the policy is filed in the official papers of the board.

**Agenda Item No. 22**

**Authority for Superintendent to Sign Teacher Contracts for the 1994-95 School Year**

The board gave approval for the superintendent to sign teacher contracts for the 1994'95 school year.

**Agenda Item No. 23**

**Approval of Resolution for Continued Employment.** The board approved the resolution directing the superintendent to write letters of reasonable assurance of continued employment.

**RESOLUTION**

WHEREAS, Federal Law 94-566 and Act 745 of the Louisiana Legislature in regular session of 1977 mandates coverage for local school employees under the State Unemployment Compensation Law beginning January 1, 1978; and

WHEREAS, This law gives employees of the CPSB the right to apply for and receive unemployment benefits if they should become unemployed; and

WHEREAS, Many employees of the CPSB have a break in service during the summer months; and

WHEREAS, The law stated that employees who are instructional, research, principal administrative capacity and other employees who are employed during the school calendar year, may be excluded from summer eligibility if they were employed in the spring semester and they have a reasonable assurance of continued employment for the fall semester,

NOW, THEREFORE BE IT RESOLVED, That the CPSB direct the superintendent, in the spring of the year, to write a letter of reasonable assurance of continued employment, signed by him, to each employee whose employment will be continued in the fall.

#### **Agenda Item No. 25**

**Request From Morningside Baptist Church to Use School Buses.** Staff recommended that the request from Morningside Baptist Church to rent approximately two school buses on April 1 and 2, 1994 be approved.

#### **Agenda Item No. 27**

**Renaming Booker T. Washington High School Football Stadium (Burton).** The CPSB authorized staff to petition the Louisiana Legislature in an effort to name Booker T. Washington Football Stadium "Leonard C. Barnes Stadium."

#### **Agenda Item No. 31-A**

**CPSB's Ratification of Action Taken by the Executive Committee Regarding U. S. Senate Bill 1150 At Its February 2, 1994 Meeting.** The board ratified the Executive Committee's action at its February 2, 1994 meeting to adopt a resolution expressing the school board's strong opposition to U. S. Senate Bill 1150, as it is presently written. Further, that a copy of the resolution be forwarded to U. S. Senators Johnston and Breaux.

#### **Agenda Item No. 32-D**

**March Meeting Date for the CPSB Executive Committee (Burton).** The board approved the motion that the CPSB Executive Committee will meet on Tuesday, March 1, 1994, rather than Wednesday, March 2, 1994, at 3:30 P.m. in the board room, 1961 Midway Street.

Mr. Brooks moved, seconded by Mr. Milam, approval of the revised consent agenda. Vote on the motion carried unanimously.

#### **SPECIAL RECOGNITION - INAUGURAL WINNER OF THE MARJORIE A HERBERGER AWARD**

Penny Claudis, supervisor of social studies for the Caddo Parish School System, was named the 1993-94 recipient of the Marjorie A. Herberger Award for Achievement in Supervision and Curriculum Development by the Louisiana Association for Supervision and Curriculum Development (LASCD). LASCD is the state unit of the Association for Supervision and Curriculum Development (ASCD). Mrs. Claudis is especially applauded for her work in implementing a system-wide learning styles program that helps to identify and match students' learning styles with appropriate teaching approaches to improve student achievement. Essie Holt, assistant superintendent for curriculum and instruction, presented Mrs. Claudis with a framed certificate of recognition for this outstanding recognition.

#### **SPECIAL PRESENTATION - CABLEVISION OF SHREVEPORT**

The superintendent recognized and introduced Mike Hugunin, president of Cablevision of Shreveport, who presented to the superintendent copies of "African Americans: Voices of Triumph." Cablevision donated copies of the three-volume book set to all Caddo Parish middle and high school libraries in conjunction with African American History Month. "Voices of Triumph," from Time-Life books, documents the centuries-old struggles and triumphs of African Americans. The first volume "Perseverance" chronicles the role African Americans have played in American society from the slavery era to the impact of the civil rights movement. "Leadership" will follow in September and it focuses on 250 years of achievement by African Americans in business, science, education, religion and politics. Finally, "Creative Fire" will follow which showcase: accomplishment in film, theatre, the visual arts, literature and music. The books are being distributed with a teacher's guide, poster and materials promoting multicultural understanding. Caroline R. Slaton, director of marketing and public affairs at Cablevision, accompanied Mr. Hugunin.

## **INSTRUCTIONAL PRESENTATION**

Barbara Sullivan, coordinator of the medical careers program at Fair Park High School, gave an overview of the program from its inception. This half-day college preparatory, medically-oriented program is designed for qualified 9th through 12th grade students. Board members were given a packet of supportive documentation, i.e. enrollment qualifications, course offerings (enriched credits), and certification offerings. A slide presentation emphasizing student involvement was shown. Mrs. Sullivan emphasized the successes of the program and the students' successes in competitive events at the local, state and national levels. As a result of increased student enrollment, Mrs. Sullivan expressed concern about space limitations at the current location, and asked the board and staff to consider constructing a new facility for the program. Board members applauded Mrs. Sullivan, Principal John Dilworth and staff for the program's success. Discussion ensued on enriched credits, course electives, space limitations, funding, recruitment efforts, etc. Dr. Hicks asked Mrs. Sullivan to provide him with information, from student participants, identifying what they perceive to be barriers that prevent new participants from enrolling in the program at its present site.

## **VISITORS**

Mimie Cherry, citizen, expressed concern about the increase in teenage violence and crime, and emphasized that preventive measures to combat these ills begin in the home. Mrs. Cherry encouraged board members and staff to continue seeking ways to combat suspensions. She asked the board and staff to make use of the film screen that is mounted on the wall behind board members' seats.

Thomas Cole, maintenance employee, expressed opposition to the proposed changes in overtime work procedures. He petitioned the board to let the present practice/procedure remain as it is.

Christopher McLucas, citizen, recounted an incident that he encountered with attendance personnel when seeking a transfer for his nephew. He asked the board to investigate the matter and to aid him in his efforts to get the problem resolved. Mr. Burton and Mr. Matlock asked Mr. McLucas to contact the superintendent's office for an appointment.

Marge Goodacre, citizen, informed the board that increased enrollment at South Highlands Magnet is creating problems in the neighborhood.

Winona Ward, citizen, spoke in support of capping student enrollment at South Highlands Magnet. She informed the board of problems that have been evidenced with increased student enrollment (blocking of private driveways, traffic congestion, etc.)

Susie Payne, president of Caddo Association of Educators (CAE), thanked the board for its support of the joint resolution between LAE and the Attorney General to enhance the school learning environment. Miss Payne reported that employees were surveyed and overwhelming support of the school calendar, that was included in the mailout, was received. Further, she asked the board to not make changes in overtime work procedures.

Chuck Miller, director of school plant, informed the board that he would be officially retired before the school board convenes in March 1994. He thanked the board for the opportunity to serve, forewarned staff and the board about energy management needs, and bade the board farewell.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recommended that Joseph Cadenhead be appointed assistant principal of instruction at Linear Middle School. Mr. Cadenhead will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he is appointed. Dr. Shaw moved, seconded by Mr. Glanville, approval of the superintendent's recommendation. Vote on the motion carried unanimously. The superintendent introduced Mr. Cadenhead to the board and staff.

The superintendent recommended that David Barr be appointed personnel administrator -classified division. Mr. Barr will receive the appropriate salary as reflected by Caddo Parish School Board salary schedule applicable to the position to which he is appointed. Dr. Hicks moved, seconded by Dr. Shaw and Mr. Brooks, approval of the superintendent's recommendation. Vote on the motion carried unanimously. The superintendent introduced Mr. Barr to the board and staff.

The superintendent recommended that Ben Broussard be appointed data processing systems analyst/programmer. He will receive the appropriate salary as reflected by the Caddo Parish School Board

salary schedule applicable to the position to which he is appointed. Mrs. Boykin moved, seconded by Mr. Glanville, approval of the superintendent's recommendation. Vote on the motion carried unanimously. The superintendent introduced Mr. Broussard to the board and staff.

## **REPORT ON INCLUSION**

The superintendent reported that the state's special education monitoring team visited Caddo last week, but a report of the team's findings has not been received. Upon receipt of the report, it will be shared with board members for review and further directions. He further reported that, in compliance with a motion made by Dr. Hicks, staff has put on hold its action on inclusion in removing students from special school sites.

## **PROCLAMATIONS AND RESOLUTION - CADDO WRITING WEEK**

Mrs. Boykin moved, seconded by Mr. Glanville, to delete from the third paragraph of the resolution the words, "by expressing their individual differences." Dr. Hicks asked staff if they had a response to the proposed revision, and staff answered no. Vote on the motion carried with board members Byerley, Vance and Brooks opposed. Board members supporting the motion were Thibodeaux, Hicks, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville.

### **PROCLAMATION**

WHEREAS, written communication is not only a rewarding means of self expression but also an essential skill in our society; and

WHEREAS, writing is a valuable learning tool as students gain insight by putting thoughts on paper; and

WHEREAS, teachers, administrators, and parish school boards should provide opportunities for students to achieve success as they become more confident and competent writers;

NOW, THEREFORE, BE IT PROCLAIMED, WE THE CADDO PARISH SCHOOL BOARD, do hereby proclaim the week of April 25-29, 1994 as

### **"CADDO WRITING WEEK"**

in Caddo Parish and urge all students, teachers, parents, and community organizations to plan and develop appropriate activities to promote, celebrate, and showcase the writings of Caddo Parish students.

## **STUDENT ENROLLMENT AT SOUTH HIGHLANDS ELEMENTARY SCHOOL**

Mr. Matlock moved, seconded by Mr. Thibodeaux, that the student enrollment at South Highlands Elementary Magnet be capped at its present level, and that only 78 new kindergarten students be admitted; further, that staff be requested to review other possibilities for expanding the elementary magnet program at other locations. Dr. Hicks expressed concern about capping student enrollment, and asked that citizens in the school's vicinity work with the board to address problems or inconveniences. Dr. Shaw made a motion to amend the motion, seconded by Mr. Byerley, to delete from the original motion, "that staff be requested to review other possibilities for expanding the elementary magnet program at other locations." More discussion ensued on enrollment capping, facility limitations (cafeteria, restrooms, library) and program expansion to other sites. The superintendent noted that staff is looking for an opportunity, in another part of the community, to start another program that would replicate the South Highlands program. Following more debate on student capacity and/or placement, Mr. Vance moved, seconded by Mr. Glanville, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the amendment failed in a tie vote with board members Byerley, Vance, Hicks, Brooks, Matlock and Boykin opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Burton, Milam and Glanville. Vote on the original motion carried with board members Byerley, Vance and Hicks opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Burton, Brooks, Matlock, Milam, Boykin and Glanville.

## **SUPERINTENDENT'S REPORT**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.



Sabbatical Leave for Rest and Recuperation, January 31 Through the End of the 1993-94 School Year

Brenda McDonald, Teacher, Hillsdale Elementary  
Betty Johnson, Teacher, Huntington High School

Sabbatical Leave for Study, Fall Semester 1994-95 School Year

David Caldwell, Teacher, Vivian Elementary/Middle

Leave Without Pay (Personal), March 1 Through the End of the 1993-94 School Year

Hazel Richards, Curriculum/Instruction, Social Worker/Homeless  
Education Coordinator

Sabbatical Leave for Rest and Recuperation, February 1 Through the End of the 1993-94 School Year

Janell Stevens, Teacher, Barret Elementary

**Requests of the Board.** Ida Allen, child nutrition programs technician, requested leave without pay until the end of the 1993-94 school year in order to care for her seriously ill husband.

Patricia Howard, teacher at Westwood Elementary School, requested seven days without pay in order to accompany her husband on a business trip to California March 10-18, 1994.

Louise Walker, teacher at Barret Elementary, requested ten days without pay to take care of urgent family business out of state February 21 through March 4, 1994.

Charlene Adkins, teacher aide at Sunset Acres, requested four days without pay to travel with her husband to Florida on a business trip February 28 through March 3, 1994.

Sarah Hancock, teacher at Sunset Acres, requested five days without pay to travel to Switzerland with her husband April 17 through May 5, 1994.

Louise Walker, teacher at Barret Elementary, withdrew her request for two weeks leave beginning February 21, 1994.

Dr. Hicks moved, seconded by Mr. Vance, approval of the superintendent's recommendations. Vote on the motion carried with Mr. Matlock absent. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks, Milam, Boykin and Glanville.

**Student Suspension and Discipline Concerns (Shaw).** Board members were provided with a folder of information on suspension and discipline concerns. The superintendent reported that a Suspension Task Force is in place and, he shared information on the emerging issues that are being addressed: a) parental involvement, b) early intervention, c) in-school suspension and Saturday detention, d) cultural sensitivity and staff training, e) focus on reading and mathematics and f) community participation. The task force will compile suggestions and/or recommendations that will be presented to the board, as well as cost tabulations. Also included in the packet of information presented to board members was information on current Caddo programs, Caddo's initiatives (suspension prevention efforts), statistical reports and national programs for reducing suspensions and expulsions. The superintendent emphasized the need for parental involvement, early intervention and community participation in addressing this issue. Board members expressed appreciation for the efforts of staff and the task force. Overtime Procedures. The superintendent stated that staff determined, in dealing with wage and hourly employees, that current practice was not consistent with existing guidelines. He proceeded to clarify the matter with reference to sick and vacation leave being included in the overtime count. He further reported that a savings of approximately \$40,000 could be realized if staff adhered to the policy. The superintendent said that staff is sharing with board members information that has been provided on minimum standards, and is suggesting how to come under compliance. He further reported that he met with a small group of employees who are spokespersons for a number of other employees and who would also be affected with a change in procedures. Staff's rationale was explained, however, some employees expressed disagreement with a change. The superintendent asked board members for a directive on how to proceed in this matter. Mrs Boykin moved, seconded by Mrs. Allen, to continue overtime accumulation in the same manner as in the past. Mrs. Boykin commented that she had conducted a survey of some area businesses and some are allowing accumulation

of overtime above the minimum as required by the Department of Labor. She expressed appreciation for staff pointing out a savings, and she noted that in clarifying this matter, staff is preventing a citation from the auditors. S. L. Slack, assistant superintendent for support services, stated that part of staff's concern was for the school board to pay in excess of the law, that the board should take the action. Mr. Vance moved, seconded by Dr. Hicks, to postpone this item until the March 1994 school board meeting. Dr. Hicks expressed the need to receive additional information. Vote on the motion to postpone carried with board members Thibodeaux, Shaw, Matlock and Boykin opposed. Board members supporting the motion were Byerley, Vance, Hicks, Allen, Burton, Brooks, Milam and Glanville.

**Resolution - Chapter I.** Mr. Vance moved, seconded by Mr. Milam, to suspend the rules to take action on a resolution regarding Chapter I funds. Vote on the motion carried with Dr. Hicks opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Allen, Burton, Brooks, Matlock, Milam, Boykin and Glanville. Mrs. Boykin moved, seconded by Mr. Byerley, to adopt the proposed resolution that was submitted by staff. Vote on the motion carried unanimously.

## RESOLUTION

WHEREAS, Chapter I of Title I of the Elementary and Secondary Education Act (ESEA) is a successful program of national importance that provides supplemental educational services for educationally deprived children from low-income areas; and

WHEREAS, The reauthorization of ESEA is of utmost importance to Caddo Parish Public Schools who are committed to providing supplemental services to disadvantaged children; and

WHEREAS, Specific areas in the ESEA should be retained such as 1) the poverty focus to distribute ESEA monies, 2) district needs assessments to assure that local students in greatest need are being served, and 3) flexibility by State Educational Agencies (SEAs) and Local Educational Agencies (LEAs); and

WHEREAS, State and local control allows the professional staff, parents, and the community the flexibility to improve student performance based on national, state, and local assessments; and

WHEREAS, The Caddo needs assessments allow the flexibility to address local goals, as well as components of the National Education Goals 2000; and

WHEREAS, Goal 1 of the National Education Goals 2000 states that "All children in America will start school ready to learn," local control through the needs assessment must be maintained to assure LEAs have the flexibility to provide developmentally appropriate services at the earliest possible age; and

WHEREAS, Goal 5 of the National Education Goals 2000 states "Every adult American will be literate and will possess the knowledge and skills necessary to compete in the global economy and exercise the rights and responsibilities of citizenship," and the local needs assessment will identify parental literacy needs that can be enhanced to permit them to assist their children. We strongly advocate that the precise mechanisms for involving parents should be determined at the local level, with technical assistance provided by the SEAS.

NOW, THEREFORE BE IT RESOLVED that the CPSB does support the reauthorization of Chapter I with the inclusion of the concepts stated above, and strongly advocates that state and local control not be diminished; and

BE IT FURTHER RESOLVED that copies of this resolution be sent to the Louisiana Congressional Delegation, the State Superintendent, the Senate Committee on Education, Arts and Humanities, chief state school officers, and other educational organizations and agencies.

February 16, 1994

/s/ \_\_\_\_\_  
Willie Burton, President  
Caddo Parish School Board

/s/ \_\_\_\_\_  
Terry L. Terril, Superintendent  
Caddo Public Schools

**Reorganization of the Human Resource Division.** Dr. Hicks moved, seconded by Mr. Vance, approval of the revised organizational chart for the Human Resource Division as recommended by staff. Mrs. Boykin asked if additional costs would be affixed to the reorganization of the division. Willie Henderson, assistant superintendent for the human resource division, replied that a slight cost might be incurred; however, the idea is to convert a position (swapping one administrator for a director). Debate followed on the number of existing staff development administrators and on funding sources. Mr. Henderson explained that there are three staff development administrators - two funded through general funds, and the other through Chapter I. He also reviewed the clerical positions within the division. Dr. Hicks requested a copy of the job description for the personnel administrator of information and research, and requested clarification of the structure of the proposed organization chart. Following more discussion, Dr. Shaw moved, seconded by Mr. Milam, to postpone this item until the March 1994 school board meeting. Vote on the motion carried with board members Byerley, Vance, Hicks, Matlock and Boykin opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Burton, Brooks, Milam and Glanville. Mr. Vance asked how does the postponement affect the position that was filled earlier in this meeting. The superintendent stated that the filled position is not affected by the delay, that the position was previously approved by the board.

**Recess.** The president called for a ten minute recess at approximately 5:55 p.m. The board reconvened at approximately 6:10 p.m.

### **CADDO MAGNET HIGH OFFICE EXPANSION DESIGN DEVELOPMENT BRIEFING**

Chuck Miller, director of school plant, introduced Mr. Morgan of Morgan, Hill, Sutton, and Mitchell Architects. Mr. Morgan capsulized the office expansion plans designed for Caddo Magnet High School. He reported the total construction cost to be \$475,000. The construction schedule is as follows: Phase I - new construction office addition and classroom shell construction (June, July, August, 1994); Phase II - move into new offices (September 1994); Phase III - alterations of existing offices and complete new classrooms (September, October 1994). A copy of the floor plan is filed in the official papers of the board. Mr. Matlock encouraged Mr. Morgan to recruit minority professionals to work on the project. Mr. Thibodeaux moved, seconded by Mr. Glanville, that the Caddo Magnet High School office expansion, Project 175, be approved and the design architect proceed with the construction documents and bid advertisements. Vote on the motion carried with Mr. Matlock opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks, Milam, Boykin and Glanville.

### **OLD BUSINESS**

**Student Enrollment.** Mr. Thibodeaux asked if additional information has been received regarding the misinformation that was aired about funds received by Caddo Parish. The superintendent reported that staff requested an interview with the television station's news director to introduce certified true copies of state documents. The second part of the report that was to be aired has been cancelled. He further reported that staff has offered conversations and fact with the assistant superintendent of finance at the State Department of Education, but to no avail. Mrs. Boykin informed the superintendent that she would not demand that he (neither staff) would grant interviews that they do not think would be reported properly. The superintendent said that staff keeps an open door policy to the media, depending on schedules and time.

### **NEW BUSINESS**

**Appointment of an Energy Conservation Committee.** Mr. Burton asked Mr. Milam and Mrs. Allen to co-chair this committee, and encouraged them to include staff and community citizens on the committee.

### **ANNOUNCEMENTS AND REQUESTS**

**"At-Risk" Youngsters.** The president asked staff to look into the possibility of using terminology with a positive connotation when referring to "at-risk" youngsters.

**Committee Assignments.** The president asked board members who are presently assigned to board committees to continue serving as outlined in the mailout for 1994. Mrs. Allen asked to be replaced as board representative to the Special Education Advisory Committee. The president suggested that an interested board member could volunteer to serve.

**Suspension Data.** Dr. Hicks asked if the data presented on suspensions included special education students, and the superintendent answered in the affirmative. Dr. Hicks asked if the disciplinary policy includes procedures

for addressing discipline problems with special education students. The superintendent said that procedures for these students would differ, and the procedures are outlined in the special education parental and student handbook. Additionally, discipline procedures are discussed in IEP conferences, and they are in compliance with state guidelines. Dr. Hicks asked the superintendent to follow-up on the report that the state has not approved the new disciplinary policies and procedures manual.

Mr. Thibodeaux requested staff to include in suspension discussions: a) possibility of developing highly structured programs (starting at the middle school level), to board students for a certain period of time until they are prepared to enter the regular school population. Further, to find ways to use the 640 acres at the George W. Carver school site; and, b) look at summer and after-school programs in partnership with SPAR, CFL, and perhaps some of the riverboat dollars could float in this direction.

## **EXECUTIVE SESSIONS**

Mr. Vance moved, seconded by Mr. Glanville, for an executive session to hear a student's appeal for approximately 15 minutes. Vote on the motion carried with Mrs. Boykin absent. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks, Matlock, Milam and Glanville. The board went into executive session at approximately 6:40 p.m. and reconvened at approximately 7 p.m. Dr. Hicks moved, seconded by Mr. Vance, that the parent be offered the option to have the student assessed, and if it is accepted and based on the outcome of the assessment, that the student be retained at a school where full services could be provided or placed in a school where services could be provided. If the parent refuses the option, then the recommendation is to uphold staff's recommendation. Following more discussion, Mrs. Cloteal Morris, parent, asked if the problem of school placement would be eliminated if her son, Urban J. Morris, is enrolled in private school. The president answered in the affirmative. Vote on the motion was called, and carried unanimously.

Mr. Glanville moved, seconded by Mrs. Allen, for an executive session for approximately 15 minutes, to hear a student's appeal. Vote on the motion carried with board members Byerley and Boykin not voting. Board members Vance, Thibodeaux, Shaw, Hicks, Allen, Burton, Brooks, Matlock, Milam and Glanville supported the motion. The board went into executive session at approximately 7:10 p.m. and reconvened at approximately 7:20 p.m. Mr. Brooks moved, seconded by Dr. Hicks, that Brian N. Garza be returned to Walnut Hill Elementary/Middle School. Vote on the motion carried with board members Byerley, Vance, Shaw, Boykin and Glanville opposed. Board members Thibodeaux, Allen, Hicks, Burton, Brooks and Matlock supported the motion. Mark Milam was absent for the vote.

Mr. Vance moved, seconded by Mr. Glanville, for an executive session for 15 minutes to hear a student's appeal. Vote on the motion carried unanimously. The board went into executive session at approximately 7:25 p.m. and reconvened at approximately 8:00 p.m. Dr. Shaw moved, seconded by Mr. Brooks, to uphold staff's recommendation to assign Gregory D. Plater to School Away From School for the remainder of the 1993-94 school year. Vote on the motion carried with Mr. Glanville absent for the vote. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Hicks, Allen, Burton, Brooks, Matlock, Boykin and Milam.

Mrs. Boykin moved, seconded by Mrs. Allen, for an executive session for five minutes to receive an update on pending litigation. Vote on the motion carried unanimously and the board went into executive session at approximately 8:02 p.m. The board reconvened at approximately 8:08 p.m.

Adjournment. There being no further business, Dr. Hicks moved for adjournment. Mr. Vance seconded the motion, and the meeting adjourned at approximately 8:10 p.m.

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Terry L. Terril, Ed.D., Secretary

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Willie D. Burton, President

## EXECUTIVE COMMITTEE

March 1, 1994

The Executive Committee of the Caddo Parish School Board met in regular session Tuesday, March 1, 1994, at 3:30 P.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. Other board members present were Jerry Tim Brooks and Johnny Vance, Jr. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mr. Vance.

**Agenda Items.** The superintendent summarized the proposed agenda for the March 16, 1994 school board meeting. Following review of the agenda, the superintendent announced that the item placed on the agenda by Mike Thibodeaux, "CPSB Policy GCBE/GDBE (Professional and Support Staff Vacations -- 12 Month Employees)" should be deleted. He informed board members that he and other staff met with Mr. Thibodeaux to discuss the item and staff was asked to conduct a comparative study of Caddo's vacation schedules with other school districts. Information on this agenda item will be presented at a later time. Mr. Milam requested that "Report - Energy Conservation Committee" be added to the agenda. An executive session to hear litigation (Shelby, ET Al v CPSB, ET Al, No. 371,469, First Judicial District Court, Caddo Parish) was also added to the agenda. The president asked that a contact telephone number be placed behind each item on the agenda. He encouraged board members to call staff prior to school board meetings if they had questions or needed additional information on listed items. Agenda items 10-A (1-10), 11, 14, 17-A and D were categorized as consent agenda. Mrs. Allen moved, seconded by Mr. Milam, to accept the indicated items as consent agenda. Vote on the motion carried unanimously.

### CPSB WORK SESSION

**Report on Inclusion.** Mr. Vance requested clarification of this item. The superintendent stated that this report results from Raymond Hicks's motion for the board to accept the report on Oak Terrace and "inclusion" was mentioned. The board accepted staff's plan, and staff was asked not to move other students from the school until a report and recommendation is presented from the superintendent. The superintendent said that staff's recommendation will be based on what the state's monitoring team reports, plus what staff thinks the community is suggesting. A report and recommendation will be presented to the board. In April, staff will present the report from the state's monitoring team from the State Department of Education; and, at that time, more discussion will be held on the whole inclusion philosophy.

**Departmental Reorganization (Auditing/Risk Management).** Mr. Vance questioned staff's plan for this department. The superintendent reported that security was removed from the Department of Buildings and Grounds and assigned to the Auditing Department. A lot of responsibility was inherited and security has become all encompassing. Thus, staff has little time to do risk management (claims adjustment) work. Staff is proposing that the position previously held by David Barr be staffed at a lesser grade to handle risk management only, and another position would be established to handle security full time. The plan calls for a budget increase of approximately \$26-\$28,000. More discussion followed on security staffing, a boot camp program, and use of existing vacant school property (George W. Carver School) to house and work with disruptive students. Mr. Milam suggested that staff should tour and consider making a bid to lease the Army Ammunition Plant facility in Minden, Louisiana as a possible boot camp site.

**Reorganization of Human Resource Division.** Mr. Milam requested clarification of this item. The superintendent explained staff's proposal to upgrade one personnel administrator's position to a director; thus, the division would be staffed with two directors and six personnel administrators. Classified (clerical) staff would be assigned by the division's assistant superintendent to administrators as work needs dictate.

### **Bids - Heating/Air Conditioning Units for Portable Classroom Buildings (#418 and #419).**

Mr. Milam expressed concern about the low number of contractors submitting bids for this item. Richard Jones, purchasing agent, had no explanation for the low interest and reported that approximately eight or ten companies are listed on the mailing list and are mailed bid packets.

**Bids - Asbestos Removal at Various School Facilities.** Mr. Milam asked for the identity of the schools where asbestos is to be removed. Keith Norwood, director of school plant, reported that the schools are Linear, Atkins and Keithville.

**Appointment of Design Professional.** Mrs. Allen asked for the identity of the project. The superintendent reported that reference is for the renovation of a building for use by the JROTC grant program housed at C. E. Byrd High School.

**Departmental Reorganization (Auditing/Risk Management).** Susie Payne, president of Caddo Association of Educators (CAE), asked if security is being removed from the auditing area, and if the security position will be staffed later. The president answered in the affirmative.

**Women Equity Act.** Mr. Milam asked for an explanation of this act. Essie Holt, assistant superintendent for curriculum and instruction, said that this is a \$40,000 federal grant designed to encourage more girls to enter nontraditional fields.

**Ninth Grade Task Force Recommendations.** Mrs. Allen asked who is serving on this task force. The superintendent reported that staff (Wanda Gunn, John Baldwin), administrators at the middle school level, teachers, parents and counselors are serving on the committee. Mrs. Allen asked staff if consideration has been given to establishing a school for ninth grade students only. The superintendent said that this question is addressed in the report. Dr. Holt commented that the committee suggested a study a ninth grade school site, but students didn't like the idea. Dr. Foster reported that such a school exists in Natchitoches.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mrs. Allen seconded the motion, and the meeting adjourned at approximately 4:10 p.m.

### **March 16, 1994**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m., Wednesday, March 16, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy D. Boykin, Jerry Tim Brooks, David Byerley, Raymond A. Hicks, David Matlock, Mark Milam, B. L. Shaw and Michael J. Thibodeaux. Johnny Vance, Jr. arrived at approximately 3:35 p.m., and Paul Glanville arrived at approximately 3:37 p.m. Dr. Shaw gave the invocation and led the Pledge of Allegiance.

### **MINUTES OF THE PREVIOUS BOARD MEETING**

Referencing the 1994-95 Caddo Parish School Board (CPSB) calendar, Mrs. Allen asked that the minutes of the February 16, 1994 meeting be amended to reflect May 31, 1995 as the date for the fourth nine weeks reporting period. Dr. Shaw moved, seconded by Mrs. Allen, approval of the minutes as amended. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The board reviewed the agenda and Dr. Shaw moved, seconded by Mr. Vance, to suspend the rules to add "Proclamation for Retired Teachers (Allen)" to the agenda. Vote on the motion carried unanimously. Mr. Milam requested that "Report - Energy Conservation Committee" be postponed until the April 1994 meeting, and announced that the committee will be meeting Tuesday, March 29, 1994, at 2:30 p.m. "Executive Session - Litigation" was deleted from the agenda.

### **Agenda Item No. 10-A (1-11)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for utility service truck bodies for maintenance department, computers for several schools, heating/air conditioning units for portable classroom buildings (#418 and #419), asbestos removal at various school facilities, large kitchen equipment for several schools, furniture and equipment for all schools, middle school and 9th grade athletic equipment and supplies, high school varsity athletics equipment for C. E. Byrd, Captain Shreve, Southwood, Booker T. Washington and Woodlawn, cafeteria kitchen and dining room air conditioning, Project P-1728, library furniture and equipment for Herndon, Northside, Booker T. Washington and Woodlawn and material and supplies for Chapter I schools. A copy of the tabulation bid sheets marked "Exhibit A, 29 pages, March 16, 1994" is filed in the official papers of the board.

### **Agenda Item No. 11**

**Appointment of Design Professional.** Staff recommended that Ralph Kiper & Associates be appointed as the design architect for the C. E. Byrd JROTC Career Academy, Project 179.

### **Agenda Item No. 12**

**Request for School Bus Transportation by New Elizabeth Baptist Church.** Staff recommended that the request from New Elizabeth Missionary Baptist Church to rent a school bus on March 19, 1994 be approved.

### **Agenda Item No. 13**

**Proclamation - Child Search/Childnet.** Staff recommended approval of the Child Search/ Childnet Awareness Month proclamation as presented. A copy of Governor Edward's proclamation declaring April as "Child Search/Childnet Awareness Month" is on file in the official papers of the board.

### **Agenda Item No. 16**

**Women's Equity Act.** Staff recommended approval of the request to submit the Women's Equity Act grant for an award of approximately \$40,000. The grant is designed to increase the knowledge and awareness of females regarding career opportunities in math, science and computer science.

### **Agenda Item No. 18-A**

**Request for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Rest and Recuperation, February 28 through the end of the 1993-94 school year.

Joanne Hummer, Teacher, Shriners Hospital

Sabbatical Leave for Rest and Recuperation from March 28 through the end of the 1993-94 school year.

Edith McQuaig, Teacher, C. E. Byrd High School

Sabbatical Leave for Rest and Recuperation for the Entire 1994-95 School Year

Patricia Smith, Teacher, Donnie Bickham Middle School

Sabbatical Leave for the Fall Semester, 1994-95 School Year

Gara Alexander, Teacher, Vivian Elementary/Middle

Sabbatical Leave for Study, Entire 1994-95 School Year

Venessa Livingston, Teacher, Donnie Bickham Middle School

Sheila Loyd, Teacher, Donnie Bickham Middle School

Judy Killian, Teacher, Jack P. Timmons Elementary

Leave Without Pay (Personal), March 8 1994 through March 7, 1995

Donna Camp, Teacher, Caddo Middle Magnet

Sabbatical Leave for Rest and Recuperation, March 16 Through the End of the Spring Semester

Nora C. Culpepper, Coordinator, Alexander Special School

**Request of the Board.** Delma C. Williams, bus aide at Bethune Middle School, requested leave without pay March 4 through 18, 1994 to travel to Oregon to see her grandson.

Dr. Shaw moved, seconded by Mr. Thibodeaux, approval of the revised consent agenda. Vote on the motion carried unanimously.

### **SPECIAL RECOGNITIONS**

**C. E. Byrd JROTC Color Guard.** The superintendent expressed appreciation to the C. E. Byrd JROTC color guard for posting colors at the opening ceremony of the Louisiana School Boards Association (LSBA) annual convention in New Orleans. Dr. B. L. Shaw is immediate past president of LSBA.

**1994 Louisiana MUDBUGS.** Sonny Brown, student at Keithville Elementary/Middle School, was recognized for having been chosen as a member of the 1994 Louisiana MUDBUGS. MUDBUGS are young athletes with physical or visual disabilities. As a team member, Sonny will be provided an all-expense paid trip, courtesy of the Louisiana Department of Education, Office of Special Services - G.U.M.B.O. Project, to Canada for competition and participation in a variety of educational and social activities. Mr. and Mrs. J. Brown, parents, school coaches and administrators were recognized.

**1994 Pentathlon Winners.** Caddo Middle Magnet's teams won the Pentathlon Delgao Award (Sweepstakes), Pentathlon first place overall for the eighth grade level and first place Super Quiz for the seventh grade level. Broadmoor Middle Laboratory's teams won Pentathlon first place in the Super Quiz for the eighth grade level. Youree Drive Middle School's seventh grade team won Pentathlon first place overall. Principals Johanna Barker (Broadmoor), Judy Moncrief (Caddo Middle Magnet) and Ollie Tyler (Youree Drive) were recognized, as well as team sponsors, parents, supporters.

**C. E. Byrd High School Girls/Boys Basketball Teams.** The 1994 Class 5-A state girls basketball champions were awarded certificates and they are: Katie Cochran, Caroline Haynie, Amy Restovich, Lesli Vollrath, Leslie Waugh, Rasheed Williams, Ginger Auer, Amanda Clark, Ashley Collingsworth, Heather Edman, Meg Frazier, Lauren Griffen, Starla Jones, Melissa Matarcher, Toni Norbury, Tren Reed, Trudy Tooke, Kecia Wade and Mia Washington. The head coach is Gay Nix, and assistant coaches are David Duhon and Cynthia Henderson. R. Lynne Fitzgerald is principal.

The 1994-95 Class 5-A state boys basketball champions were awarded certificates and they are: Taj Joseph, Ronald Hayes, Carlos Smith, Jeff Baker, Brandon Beard, Ray Byrd, Mel Cauthen, Larry Cooper, Robert Dowell, Pat Hall, Leon Murray, Neven Taylor and Pat Yoder. The Head coach is Delbert Clinton, assistant coaches are Ronnie Howell and Roger Vance, Alando Marston is manager, Steven Tate is cameraman and David French is statistician. In honor of the teams outstanding achievements, the school board and superintendent declared Friday, March 18, 1994, as C. E. Byrd High School Day, and announced that C. E. Byrd High School will be officially closed on this day.

**Recess.** The president called for a ten minute recess at approximately 4:05 p.m. The board reconvened at approximately 4:17 p.m.

## **INSTRUCTIONAL PRESENTATION**

Mildred McCarthy, principal at Atkins Elementary, and staff highlighted the school's model technology program. Mrs. McCarthy emphasized that Atkins Technology faculty and staff embrace the practice that all children can learn. With visual aid, historical information was introduced on the physical plant, staff composition, student population, and on program resources/offering. The resources provide for computers in every classroom (regular, special education and enrichment classes), multi-media technologies (AT&T distance learning, laser disc, CD Roms, still video camera, VCR, ParentLink communications), IBM Labs and Josten's Learning Styles. Mrs. McCarthy invited the board and staff to share their vision and the adventure. Board members were provided with a packet of information on the school and its program.

## **VISITORS**

Clara Scott, parent, made the board aware of her concerns for the lack of transportation provisions for students outside of the Broadmoor Middle Laboratory School district to attend the school.

Susie Payne, president of Caddo Association of Educators (CAE), addressed the following concerns: a) overtime compensation for hourly and salaried non-professional employees; b) premium increases on the supplemental cancer policy; c) lack of follow-up on discipline referrals. Speaking time having expired, Mrs. Payne provided board members with a copy of her statement and other items of concern listed were: d) teachers being summoned into administrative conferences for verbal reprimands; and e) employees' inability to use the telephone and/or receive messages at work.

Mimie Cherry, citizen, rejoiced with the board and staff over C. E. Byrd High School basketball teams' championships. She asked that all students and schools be treated with equal excitement. Mrs. Cherry encouraged the fostering of biblical principles in an effort to improve human relations.

Kathy Weakly, parent, made the board aware of her concern regarding a teacher's conduct. She asked the board and staff to look into this matter.



Margie Rayburn, chairman of the Special Education Advisory Council, provided board members with a copy of the advisory council's statement regarding the inclusion plan for Oak Terrace students.

### **PERSONNEL RECOMMENDATION**

The superintendent recommended that Charles Walker be appointed principal of Southwood High School. Terms of Contract are June 1, 1994 through June 15, 1996. Mr. Walker will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he is appointed. Dr. Shaw moved, seconded by Mr. Glanville, approval of the superintendent's recommendation. Vote on the motion carried unanimously. Dr. Shaw expressed appreciation for Principal Jewell Wagner's long tenure and service to the Caddo public school system.

### **NINTH GRADE TASK FORCE RECOMMENDATIONS**

John Baldwin, chairman of the Ninth Grade Task Force, reviewed the preliminary draft of the task force's recommendations. He informed the board that the task force's goal is to improve academic success of ninth grade students, thus, reducing the failure rate. He proceeded to identify the outlined duties and the task force composition. Mr. Baldwin stated that the report is organized into three areas -findings, recommendations, and appendices. The findings were causes and possible solutions; recommendations represent suggestions about ways to address the problem; and, appendices contain the documentation to support the findings and recommendations. Some noted findings are: a) ninth graders fail at approximately twice the rate as that of 10th graders; b) teaching practice plays a pivotal role in student failure; c) there is a divergence of opinion between students and educators as to whether ninth grade students are prepared for high school work; d) students receive little exposure to the arts and humanities and to vocational courses; e) ninth grade students reject the idea of a ninth grade center to help smooth the transition to high school; f) an alternative to the remedial programs which have failed to educate many students exists in the concept of acceleration; g) secondary schools do not meet the affective needs of students as well as they should; h) vocational education is not the "quick-fix" for at-risk students; and, i) staff development programs focus on increasing the achievement levels of low-performing students. A copy of the report is filed in the official papers of the board. Dr. Hicks asked staff to provide an opportunity for the task force to make its report to the media. The superintendent stated that staff anticipates talking to principals about the report; afterwhich, Dr. Hicks' suggestion would be appropriate. He further reported that this report will be combined with that of the suspension committee, and then a final report will be drafted for presentation to the board. Discussion ensued on comparative failure studies with other school districts, state-required credits (electives), teachers' commitment to develop talent of students, student successes versus failures and peer accountability. Mrs. Boykin requested additional information on the failure rate of students between the eighth and ninth grades, and for a historical perspective of the student failure rates over a five to ten-year period. She also asked staff to include in the information the history of phasing, and to appoint more parents to serve on the task force. Dr. Hicks asked staff to develop a survey for high school principals who are assigned to schools with high ninth grade failure rates and ask them to list what they consider to be the top five priorities that should be addressed. He also requested staff to conduct an environmental assessment and to consider offering summer programs. The president thanked the committee for its outstanding report. Mr. Milam excused himself from the meeting at approximately 5:29 p.m.

### **PRESENTATION -- RESULTS OF HEALTH INSURANCE PLAN SURVEY**

S. L. Slack, assistant superintendent for support services, stated that the survey was conducted so that staff could get a feel for how employees and retirees feel about the school system's insurance program. Jack Cunningham of Washington National Insurance Company employed Evets Management Service, Inc. to conduct the survey. Elliott Stonecipher of Evets Management presented the results of the survey. He read the conclusion statement, which was included in the mailout and a copy is filed in the official papers of the board. The survey was conducted among a random sample of employees and retirees. The following was noted: a) the degree of dissatisfaction with Benefits Plan Services (BPS) among those who have filed claims in the past two or three years is very low; b) there is notably higher dissatisfaction with the turn-around time in claims payment than any other single aspect of the overall claims payment process; however, the overall evaluation of BPS is, from the claimants, "net" a positive one; and four subgroups should be of particular importance to BPS in follow-up activities (men, administrators, employees of four to ten years, and employees with more than ten years). Dr. Hicks asked staff to conduct a health insurance plan survey of its own and to compare their findings with those presented by Evets Management. The superintendent stated that it was reported to staff that the previous insurance carrier for cancer, stroke, and heart attack coverage had requested a substantial increase in premiums, which was unacceptable. Another broker was provided with the same coverage and everyone enrolled is covered with no lapse in coverage and at a lesser rate. Mr. Slack informed the board that notice of a

rate increase was received, however, no justification or claims history was provided for the rate increase. He further reported that TLC, marketing firm, recommended that the cancer coverage be moved to Commonwealth. Employees were notified of the change; however, if an employee chose to continue their policy with Transport, then this could be done with a bank draft or through other arrangements with Transport. Dr. Hicks expressed concern about all interested employees being covered and encouraged staff to make certain that no employee or retiree is overlooked. Further, that staff and legal counsel should read all contracts carefully to ensure that terms are not violated. Mr. Slack commented that everyone who was enrolled in Transport, regardless of preexisting conditions, was automatically switched over to the new program. Mrs. Allen expressed concern that input was not received from the Employees' Benefits Committee, and suggested that the committee be reactivated. Mrs. Boykin inquired about the Employees' Benefits Committee election process. Mr. Thibodeaux asked staff to follow-up with employees who were enrolled with Transport Life to see if they have made a decision regarding coverage with Commonwealth, and to determine if employees understand that coverage with Commonwealth is available at a lesser rate. Mrs. Boykin asked staff to look at securing a health plan for retirees, in terms of coverage for catastrophic illnesses, at a reduced rate. She also requested staff to provide the board with an update on the health plan in the next month or so, to include in the report the most current cost containment report, and to inform employees about the health plan.

## **DEPARTMENTAL REORGANIZATION (AUDITING/RISK MANAGEMENT)**

Mr. Glanville moved, seconded by Mrs. Boykin, to approve the reorganization of the security/risk management functions as recommended by staff. Discussion followed on the placement of security functions, the need for reorganizing the risk management area, and on school resource officers (SRO). The superintendent reported that this effort is staff's first step in giving more attention to risk management and security needs. Dwight Collier, director of auditing/risk management, emphasized the need to reorganize the department. More discussion followed on staffing and cost factors. Dr. Shaw moved, seconded by Dr. Hicks, to postpone this item until the April 1994 school board meeting. Vote on the motion failed with board members Vance, Burton, Hicks, Shaw and Brooks supporting the motion. Board members opposed were Byerley, Thibodeaux, Allen, Matlock, Boykin and Glanville. Following more debate on staffing, Dr. Hicks moved, seconded by Mr. Thibodeaux, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the original motion carried with board members Vance, Hicks, and Matlock opposed. Board members supporting the motion were Byerley, Thibodeaux, Shaw, Allen, Burton, Brooks, Boykin and Glanville.

## **SUPERINTENDENT'S REPORT**

**Suspension Task Force Update.** The superintendent reported that subcommittees have been meeting, and the Suspension Task Force met Monday, March 14, 1994, to hear the preliminary recommendations of each subcommittee. Subcommittees also made a presentation to the superintendent's cabinet, and will continue to meet in order to study and incorporate recommendations to be presented to the entire task force. Principals and administrators will hear the recommendations and offer feedback; after which, the task force will convene to finalize the report. The task force co-chairmen and superintendent will make a written and verbal report to the CPSB at its April meeting.

**Overtime Procedures.** The superintendent commented that this item was postponed at the February 116, 1994 school board meeting. At the February meeting, Mrs. Boykin made a motion, seconded by Mrs. Allen, to continue overtime accumulation in the same manner as in the past. The superintendent called the board's attention to a petition from maintenance employees expressing opposition to changing overtime procedures. Dr. Shaw made a substitute motion, seconded by Mr. Matlock, that staff's recommendation regarding the paying of overtime will become policy of the Caddo Parish School Board. Dr. Hicks made a motion to amend the substitute motion, seconded by Mr. Byerley, that it be effective with the 1994-95 fiscal school year. Discussion followed on the definition of "overtime." Dr. Hicks moved, seconded by Mr. Vance, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the amendment carried with Mr. Matlock opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks, Boykin and Glanville. Vote on the substitute motion, as amended, carried with board members Brooks, Boykin and Allen opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Burton, Matlock and Glanville.

**Reorganization of Human Resource Division.** Dr. Hicks moved, seconded by Mr. Brooks, approval of the revised organizational chart for the Human Resource Division as recommended by staff.

Board members reviewed the proposed organizational chart and Dr. Shaw questioned how many new administrators are being requested. Willie Henderson, assistant superintendent for Human Resource Services, said that one new director position would be added; however, one existing position is being eliminated in order to staff the new director's position. Thus, the net effect is no additional people, just a change in the level of a position. The other director's position is being created as a result of the announcement of retirement of the present director. Mr. Thibodeaux inquired about the cost factor, and Mr. Henderson replied that the expense may be approximately \$2,500. More debate followed on job descriptions for the directors and on flattening of the organizational chart. Mr. Matlock moved, seconded by Mr. Glanville, to call for the question. The president called for the vote on the motion to end debate and said that a two-thirds vote is required. The motion failed with board members Byerley, Vance, Thibodeaux and Boykin opposed. Board members supporting the motion were Hicks, Shaw, Allen, Burton, Brooks, Matlock, and Glanville. Debate continued on the total number of positions that will be assigned to the Human Resource Division, and Mr. Henderson clarified that 29 positions will be assigned. Vote on the motion was called and carried with board members Matlock and Boykin opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks and Glanville.

## **OLD BUSINESS**

**Report on Inclusion.** The superintendent announced that a report will be presented at the April school board meeting. He said that staff is asking the board to support staff in continuing the normal IEP process at the Oak Terrace School. The superintendent said that staff feels that in the IEP process, they need to more clearly define to parents what their options are with the Oak Terrace School, with the parents being an important part of the decision as to whether the youngster will remain at Oak Terrace or move to the home school. Dr. Shaw moved, seconded by Mr. Byerley, approval of staff moving ahead with the IEP process for students at Oak Terrace, as submitted by staff. Dr. Hicks expressed concern about needed services being provided at neighborhood schools, and he encouraged staff to get the community and school leadership involved in the planning. Mrs. Boykin expressed concern that some teachers might feel pressured to alter IEP's, and the superintendent stated that if anyone feels they are being forced to change IEPs, the issue should be dealt with and appropriate disciplinary measures will be taken. Mr. Matlock expressed concern for severely handicapped students, and emphasized that the inclusion program should be meaningful and parent driven. Mr. Vance moved, seconded by Dr. Hicks, to call for the question. Vote on the motion to end debate carried with Mrs. Boykin opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks, Matlock and Glanville. Vote on the original motion carried unanimously.

**Broadmoor Middle Laboratory.** Dr. Hicks requested the superintendent to provide board members with information on the issue of transportation to Broadmoor Laboratory School, as referenced by a visitor. The superintendent said that staff will develop a historical perspective of transportation provisions to this school and forward it to board members. Dr. Hicks requested staff to respond by April 1994.

## **NEW BUSINESS**

**Proclamation - Retired Teachers.** Mrs. Allen moved, seconded by Dr. Hicks and Mr. Glanville, that the CPSB join Governor Edwin Edwards in his state proclamation and declare Wednesday, March 23, 1994, Retired Teachers Day in Caddo Parish. Mrs. Allen said that retired teachers are saluted for loving and dedicated services rendered in Caddo classrooms. Further, that retired teachers are to be applauded for continued services rendered to children and adults through their volunteer service activities. Vote on the motion carried unanimously. A copy of the Governor's proclamation is filed in the official papers of the board.

## **ANNOUNCEMENTS AND REQUESTS**

**Bethune Middle School.** Mr. Brooks observed that the principal and staff at Bethune is interested in creating a year-round program at the school. He encouraged staff to consider the feasibility of this request and to provide assistance.

**Principals' Meetings.** Mrs. Boykin requested staff to provide her with a schedule of future principals' meetings.

**Visitor's Complaint.** Dr. Shaw asked the superintendent to provide board members with a summation of the resolution of the problem expressed by a visitor about a teacher at one of the elementary schools. The visitor will share pertinent information with staff.

**Bussing.** Mr. Vance asked staff to investigate a concern about overcrowded school buses. He said that he received a report that students are standing on the bus while they are being transported to and from school.

**Huntington High School.** Mr. Brooks asked staff if they are aware of any student unrest at the school, and the superintendent said that staff visited the school last week, and things were alright. The president asked Mr. Brooks to visit with the superintendent if he had reference to a particular matter.

**Recess.** The president called for a ten minute recess at approximately 7:55 P.M. The board reconvened at approximately 8:05 P.m.

## **EXECUTIVE SESSION**

Mr. Vance moved, seconded by Mr. Glanville, for an executive session for approximately ten minutes to hear a student's request to enroll at North Caddo Magnet High School. Vote on the motion carried unanimously and the board went into executive session at approximately 8:06 p.m. The board reconvened at approximately 8:11 p.m. Mr. Byerley moved, seconded by Mr. Brooks, to allow Brad Alexander to attend North Caddo Magnet High School. Vote on the motion carried with Dr. Shaw opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Allen, Burton, Brooks, Matlock and Glanville. Mrs. Boykin was absent for the vote. Roosevelt Shelby, director of attendance and census, reported that the second student's request is identical to that of Brad Alexander. Mr. Brooks moved, seconded by Mrs. Allen, that Johnna Matlock be able to enroll at North Caddo Magnet High School. Vote on the motion carried with Dr. Shaw opposed; Mrs. Boykin was absent for the vote; and, board members Byerley, Vance, Thibodeaux, Hicks, Allen, Burton, Brooks, Matlock and Glanville supporting the motion.

**Adjournment.** There being no further business, Dr. Shaw moved for adjournment. Mr. Vance seconded the motion which carried unanimously. The meeting adjourned at approximately 8:18 p.m.

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Terry L. Terril, Ed.D., Secretary

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Willie D. Burton, President

## **EXECUTIVE COMMITTEE**

**April 6, 1994**

The Executive Committee of the Caddo Parish School Board met in regular session Wednesday, April 6, 1994, at 3:30 P.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. Other board members present were Jerry Tim Brooks, Judy D. Boykin, Paul Glanville, Raymond A. Hicks, David Matlock, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mrs. Allen.

**Agenda Items.** The superintendent reviewed the proposed agenda for the April 20, 1994 school board meeting. The following items were added to the agenda: "Security/Risk Management Staff Restructuring" (Hicks); "Sex Education" (Hicks); "Revision of CPSB Policy BDDDB-E (Agenda Format)" (Burton); "Report - Golf Program in Caddo Public Schools" (Brooks); "Discipline Policy for Caddo Parish Schools" (Boykin); and, "Executive Session - Workers' Compensation Settlement." The president noted that Robert's Rules of Order is the school board's guide on parliamentary procedures, and he requested the committee's permission to change the wording "old business" to "unfinished business" on future board meeting agendas. The Executive Committee unanimously consented to the change. Mr. Matlock suggested that the item be placed on the April 20, 1994 agenda for adoption by the full board. Agenda items 10 (1-9), 11-15, 17 and 20-A were categorized as consent agenda. Mr. Milam moved, seconded by Mrs. Allen, approval of the proposed consent agenda. Vote on the motion carried unanimously.

**Golf Program.** Mr. Brooks asked staff to ensure that pertinent information received from the Louisiana High School Athletics Association (LHSAA) is shared with all coaches throughout the parish in a timely manner. Mr. Matlock expressed support of the golf program in Caddo public schools.

**Sex Education.** Mr. Vance asked if the sex education curricula will be taught in Caddo public schools this semester. The superintendent answered in the affirmative and informed board members that a calendar

has been mailed to them outlining the teaching schedule. Mr. Vance asked if an evaluation was conducted on the curricula that was last taught. Essie Holt, assistant superintendent for curriculum and instruction, stated that some information was collected but it has not been distributed. Mr. Vance asked that board members be provided with a copy of the information. Discussion ensued on the revisions to the sex education curricula as ruled by the Appellate Court. Mr. Vance asked if the revisions will need to be reviewed by the Parental Review Committee (PRC), and the superintendent said that another review by the committee is not necessary. Legal counsel commented that the decision to teach sex education this semester is the Caddo Parish School Board's decision. Dr. Hicks requested clarification of the mechanism available in order for the board to make the decision, and the superintendent explained that staff is operating under the premise of a motion that was previously passed by the board to teach the course. More discussion followed on the curricula revisions and sex-related topics being discussed in other classes, i.e. health and physical education or science. Dr. Hicks requested that the item be discussed at the April 20, 1994 school board meeting.

**Insurance Letter.** The president referenced a letter received from Susie Payne, president of Caddo Association of Educators (CAE), regarding the allocation of a payroll deduction slot for employees who have indicated a desire to participate in an annuity program through a new insurance company. He stated that the item could be considered by the board after staff has had an opportunity to review and respond to the request.

**Discipline Policy.** Mrs. Boykin requested that board members be provided with a copy of the Discipline Policy for Caddo Parish schools, and said that she would be prepared to ask questions regarding the policy at the next school board meeting. She inquired about the latitude that principals have in enforcing the policy.

**CPSB Policy GCBE/GDBE (Professional and Support Staff Vacations -- 12 Month Employees).** Mr. Thibodeaux asked if staff would be making a recommendation regarding this item at the April 20, 1994 school board meeting. The superintendent said that staff has gathered information, as requested, and is in the process of tabulating the data. Assistant Superintendent S. L. Slack said that it is too early for staff to say if a recommendation will be presented.

## **CPSB WORK SESSION**

**Instructional Presentation.** Mrs. Allen asked if the instructional presentation on special education transition programs is the same as the report on inclusion that is listed under the superintendent's report. The superintendent said that the items are not the same. The instructional presentation addresses employment opportunities for special education students. Dr. Holt said that the presentation will address the transition of special education students into the work environment.

**Chapter I Budget.** Dr. Hicks requested information on the proposed budget revisions. Dr. Holt summarized the recommended revisions (assigning a coordinator to the Parent Resource Center, establishing additional early childhood elementary classes, developing a class in the northern part of the parish). Dr. Hicks requested that a utilization report of the Parent Resource Center be included in the mailout. Pat England, executive director for CAE, asked if additional instructional aides are provided for in the revised budget, and staff replied no. Mrs. England further inquired about the provisions for assigning aides to classes. Dr. Holt said that assignment of instructional aides is the responsibility of the principal, and principals work to ensure that all personnel is being utilized effectively.

**Audit of Group Life and Health Insurance Claims Administration.** Dr. Hicks asked if the auditor is to be external or internal, and the superintendent replied external. Dr. Hicks asked staff to provide board members with the results of the requests for proposals (RFPs).

**Riverside Elementary School Art Across the Curriculum Program.** Mr. Brooks requested clarification of this item. Mr. Milam explained that parents, school staff, and central office staff met and developed a program that is designed to incorporate art and technology into all basic skills areas. The program will enhance the image of Riverside Elementary School and will hopefully have students returning to the school. Mr. Brooks expressed concern that teachers will be crossing from school to school because of certification requirements. He further stated that teachers will need to be trained for the special instruction capability that will be required.

**Adjournment.** There being no further business, Mrs. Allen moved for adjournment. Mr. Milam seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:15 p.m.

**April 6, 1994**

The Caddo Parish School Board met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 4:16 p.m. Wednesday, April 6, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy Boykin, Jerry Tim Brooks, Paul Glanville, Raymond A. Hicks, David Matlock, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. present. David Byerley was absent. The board dispensed with the invocation and Pledge of Allegiance.

The president said that the purpose of the special school board meeting is to entertain a motion to go into executive session to hear a student expulsion appeal for approximately 30 minutes. He informed the board that the parent is requesting that the hearing be held in open session.

### **STUDENT EXPULSION APPEAL**

The superintendent made introductory remarks and recognized Roosevelt Shelby, director of attendance and census, who introduced staff members James Bruce, supervisor of attendance, and Troy Willis, assistant principal at Northwood High School. Board members were provided with a memo from Mr. Willis outlining events that lead to the expulsion of Chad Hullaby, ninth grade student at Northwood High School. Board members were also provided with a copy of the student's location inquiry sheet (class schedule and summary of other disciplinary infractions). Mr. Willis capsulized the events of the case and investigation which involved: a) the report that Chad had a gun in his possession, b) a search of the student's personal clothing, locker(s) and bookbag, c) questioning of two other students, d) conference with the attendance supervisor and e) contact with the sheriff's department. Mr. Willis stressed that Chad was expelled after a suspension hearing was conducted and based on Chad's admission that he had possessed the gun as reported by other students. He further stated that staff had followed the policy of the Caddo Parish School Board in this matter, and emphasized that his major concern was to locate the weapon (gun) and to ensure the safety of all students and personnel. Mr. Bruce noted that it was determined that at least two other students were involved in the incident and several students informed staff that they had observed Chad holding the gun. Mr. Bruce further informed the board that the weapon was a 25 automatic with 22 shells in the chamber (as reported by the sheriff deputy), a firing pin was missing in the gun which means that the gun could have exploded. Mr. Bruce reminded board and staff that school board policy dictates that a student be expelled for possession of a weapon.

Attorney Alma S. Jones was hired by Mr. and Mrs. Jason Williams, Chad's parents, and represented Chad at the hearing. Attorney Jones expressed concern about: a) the school board's student expulsion process, b) Chad being denied an opportunity to earn a high school education, c) inconsistencies of students' account of happenings or discussions at the school bus stop; d) reported pressure from school administrative staff in an effort to get an admission from Chad, e) school staff's failure to contact the parents in a more timely fashion, f) the lengthy interrogation of Chad during the school day by school officials and the sheriff, and g) other students reported to have been involved in the incident were returned to school after a hearing was conducted. Following Attorney Jones's summation, Chad was given an opportunity to make comments to the board. Chad recalled the activities that led to his suspension, and said that he had become afraid of going to jail when the sheriff was called to the school. He emphasized that he approached the student with the gun to see if it was real and held the gun (out of curiosity). When he attempted to return the gun to the student (Student A), that this student would not accept it. Thus, he gave it to another student (Student B) who was willing to receive the weapon.

Mr. Willis reported that after extensive investigation, the gun was located in another student's car on the parking lot.

Board members questioned Chad about his involvement, the length of time it took to complete the investigation, and Chad's understanding of the seriousness of his involvement. Mr. Williams, Chad's father, shared his views with the board about the incident. Staff was commended for its efforts to locate and confiscate the weapon and for following and enforcing school board policy. James Festavan, principal at Northwood, expressed concern about the message that would return to the school and community as a result of this hearing. He, too, applauded school and central office staff for their response to the incident and for confiscating the weapon. Attorney Jones questioned, through Mr. Matlock, the search and surfacing of the gun after extensive search and the involvement of other students. Dr. Shaw asked if staff was presenting a recommendation and the superintendent said that staff's recommendation is that Chad be expelled. Board members commended staff for its work, and Mr. Glanville reminded the board that the final decision rests with the board. Mr. Vance cautioned Chad about the seriousness of this hearing and advised him to be more selective of his peers.

After more discussion, Mr. Brooks moved, seconded by Dr. Hicks, that Chad be allowed to return to Northwood High School. He asked the parents to make sure that they counsel with Chad and encourage him to work diligently in getting an education. Vote on the motion carried with board members Shaw, Matlock, Boykin and Allen opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Burton, Brooks, Milam and Glanville.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Thibodeaux seconded the motion which carried, and the meeting adjourned at approximately 5:15 p.m.

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Terry L. Terril, Ed.D., Secretary

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Willie D. Burton, President

### **April 13, 1994**

The Caddo Parish School Board met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m., Wednesday, April 13, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy Boykin, Jerry Tim Brooks, David Byerley, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. David Matlock and Paul Glanville arrived at approximately 3:36 p.m. Dr. Hicks was absent. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Other visitors were also present. Invocation was given by Mr. Byerley followed with the Pledge of Allegiance.

#### **EXECUTIVE SESSION**

The president stated that the purpose of the meeting is to entertain a motion to go into executive session to hear litigation regarding the sex education curricula in Caddo public schools (Betty Coleman, et al versus Caddo Parish School Board, et al Nos. 25, 617-CA, 25,925-CW, 25-931-CW, Second Circuit Court of Appeal). Mr. Vance moved, seconded by Mr. Brooks and Mr. Thibodeaux, for an executive session to hear litigation for one hour or less. Vote on the motion carried with Mr. Byerley opposed. Board members Vance, Thibodeaux, Shaw, Allen, Burton, Brooks, Milam and Boykin supported the motion. Mr. Matlock and Mr. Glanville arrived after the vote was taken. The board went into executive session at approximately 3:35 p.m. and reconvened at approximately 5:01 P.M.

**Litigation** Mr. Brooks moved, seconded by Mr. Vance, that the Caddo Parish School Board discontinue further litigation on this case.

Mrs. Boykin made a substitute motion, seconded by Mrs. Allen, and moved that the Caddo Parish School Board authorize and direct its legal counsel to proceed with the further defense of the sex education case on behalf of the school board and to take all steps necessary to apply for a rehearing with the Louisiana Second Circuit Court of Appeal and/or for writs of review to the Louisiana Supreme Court to have the remaining portions of the March 18, 1993 decision and judgment of the district court that were not reversed by the court of appeal further reviewed, modified, reversed, recalled and/or set aside. Further move that pending such steps and during the last nine weeks of the current school year, the Caddo Parish School Board proceed to teach the same modified sex education curricula as was taught during the last nine weeks of the 1992-93 school year, to include the teaching of Sex Respect and Facing Reality, as modified in accordance with the trial court's judgment of March 18, 1993, reserving, however, the right of the school board to continue to proceed with its applications for further review.

Dr. Shaw moved, seconded by Mr. Glanville, to divide the question with the first paragraph being, "Move that the Caddo Parish School Board authorize and direct its legal counsel. . ." and the second paragraph being "Further move that pending such steps . . ." Vote on the motion to divide the question carried with board members Burton, Thibodeaux, Milam and Boykin opposed. Board members supporting the motion were Byerley, Vance, Shaw, Allen, Brooks, Matlock and Glanville. The president called for the vote on the first paragraph which carried with board members Vance, Burton, Shaw and Brooks opposed. Board members supporting the motion were Byerley, Thibodeaux, Allen, Matlock, Milam, Boykin and Glanville. Vote on the second paragraph carried with Mr. Byerley and Mr. Burton opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Allen, Brooks, Matlock, Milam, Boykin and Glanville.

**Adjournment.** There being no further business, Dr. Shaw moved for adjournment. Mr. Glanville seconded the motion which carried, and the meeting adjourned at approximately 5: 10 p.m.

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Terry L. Terril, Ed.D., Secretary

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Willie D. Burton, President

### **April 20, 1994**

The Caddo Parish School Board met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m., Wednesday, April 20, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy D. Boykin, Jerry Tim Brooks, Raymond A. Hicks, Paul Glanville, David Matlock, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. David Byerley arrived at approximately 3:37 p.m. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

### **MINUTES OF THE PREVIOUS BOARD MEETINGS**

Mr. Vance moved, seconded by Dr. Shaw, approval of the minutes of the March 16, April 6, and April 13, 1994 school board meetings. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The board reviewed the agenda and Mr. Milam requested that "Report - Energy Conservation Committee" be deleted. The following items were categorized as consent agenda.

#### **Agenda Item No. 11-A (1-9)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for band uniforms for Northwood High School; paper supplies for child nutrition program (all schools); fan coil replacement for Judson library/kindergarten; carpeting for Caddo Exceptional, Caddo Heights, George P. Hendrix, Linwood, Northwood, Shreve Island Werner Park and Woodlawn; ceiling tile replacement at Arthur Circle auditorium; reroofing at Cherokee Park, Hosston, Jack P. Timmons, Arthur Circle and Caddo Heights; disability access and improvements at Atkins, J. S. Clark, North Highlands, Oak Park, Riverside, Newton Smith, Walnut Hill and Westwood; and, VCT flooring at Barret, George P. Hendrix, Linear, North Caddo, Northside, Shreve Island, West Shreveport and Woodlawn. A copy of the tabulation bid sheets marked "Exhibit A, 12 pages, April 20, 1994" is filed in the official papers of the board.

#### **Agenda Item No. 12**

**Request for School Bus Transportation by Southern University - Shreveport.** Staff recommended that the request from Southern University-Shreveport, to rent three school buses for use in a summer tutorial program from June 13 - July 22, 1994, be approved.

#### **Agenda Item No. 13**

**Request for School Bus Transportation by Hugh O'Brian Youth Foundation.** Staff recommended that the request from North Louisiana Hugh O'Brian Youth Leadership Seminar to rent approximately three school buses May 20, 1994 be approved. The seminar wishes to transport ambassadors from Centenary College to the Biomedical Center and return.

#### **Agenda Item No. 14**

**Request for School Bus Transportation by the Boy Scouts of America.** Staff recommended that the request from the Norwela Council, Inc. of the Boy Scouts of America to rent approximately 15 school buses in June 1994 be approved. The buses will be used to transport needy boys throughout the Shreveport area to the local Boy Scout camp.



**Agenda Item No. 15**

**Amendment of Sales and Use Tax Ordinance.** Staff recommended that the proposed amendment to the 19 0 and 19 5 Caddo Parish School Board (CPSB) Sales and Use Tax Ordinance to provide for the local collection of sales and use taxes on the sale of motor vehicles be approved.

The following ordinance was presented by Josephine Allen, who moved its adoption, and was seconded by Judy D. Boykin.

ORDINANCE

AN ORDINANCE TO AMEND AND RE-ENACT SECTION 4.01 AND SECTION 4.06 OF THE 1980 AND 1985 CADDO PARISH SCHOOL BOARD SALES AND USE TAX ORDINANCES, AS AMENDED, TO PROVIDE FOR THE LOCAL COLLECTION BY THE DEALER OF SALES AND USE TAXES UPON THE SALE OR USE OF VEHICLES AS PROVIDED IN LSA-R.S. 47:301(10) (f) AND LSA-R.S. 47:301 (18) (b) AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, under the authority of Act 306 of 1979, the Parish School Board of the Parish of Caddo, State of Louisiana ("School Board") and the City of Shreveport ("City") jointly established the Caddo-Shreveport Sales and Use Tax Commission who, through its duly authorized Administrator, is responsible for the administration and collection of the sales and use taxes levied by the respective sales and use tax ordinances of the School Board and City; and

WHEREAS, due to problems experienced over the years with the collection of sales and use taxes on vehicles, the Caddo-Shreveport Sales and Use Tax Commission has unanimously recommended that Section 4.01 and Section 4.06 of the 1980 and 1985 Caddo Parish School Board Sales and Use Tax Ordinances, as amended, and the corresponding provisions of the sales and use tax ordinance of the City of Shreveport, be amended and re-enacted to specifically provide for the local collection by the dealer of sales and use taxes upon the sale or use of vehicles as provided in LSA-R.S. 47:301 (10) (f) and LSA-R.S. 47:301 (18) (b).

NOW THEREFORE BE IT ORDAINED by the Parish School Board of the Parish of Caddo, State of Louisiana, that Section 4.01 and Section 4.06 of the 1980 and 1985 Caddo Parish School Board Sales and Use Tax Ordinances, as amended, are hereby amended and reenacted to read as follows:

"Section 4.01. The tax levied by this ordinance shall be collected by the dealer from the purchaser or consumer. The dealer shall have the same right in respect to collecting the tax from the purchaser, or in respect to non-payment of the tax by the purchaser, as if the tax were a part of the purchase price of the property, or charges for services, and payable at the time of the sale; provided, however, that this Governing Body shall be joined as a party plaintiff in any action or proceeding brought by the dealer to collect the tax.

\* \* \*

Section 4.06. The tax imposed by this ordinance upon the sale or use of any motor vehicle, automobile, motorcycle, truck, truck-tractor, trailer, semi-trailer, motor bus, house trailer, or any other vehicle subject to the Louisiana Vehicle Registration License Tax of the State of Louisiana shall be collected as provided in this section.

(1) Every vendor of such a vehicle shall furnish to the purchaser at the time of sale a sworn statement showing the serial number, motor number, type, year and model of the vehicle sold, the total sales price, any allowance for and description of any vehicle taken in trade, the total cash difference paid or to be paid by the purchaser between the vehicle purchased and traded in, and the total sales or use tax to be collected by the vendor at the time of sale or to be paid directly to the Sales and Use Tax Commission by the purchaser, along with such other information as may be required. The tax imposed by this ordinance shall be calculated by the vendor as provided for in R.S.47:301(10) (f) and R.S. 47:301(18) (b). All labor, parts, accessories and other equipment which are attached to the vehicle at the time of the sale and which are included in the sale price are to be considered a part of the vehicle.

(2) It is not the intention of this Section to grant an exemption from the tax levied by this ordinance to any sale, use, item, or transaction which has heretofore been taxable, and this Section shall not be construed as so doing.

(3) The provision contained in Section 1.16 of this ordinance which excluded isolated or occasional sales from the definition of a sale at retail is not to apply to the sale of vehicles which are the subject of this Section. Isolated or occasional sales of vehicles are hereby defined to be sales at retail and as such are subject to the tax."

BE IT FURTHER ORDAINED that if any provision of item of this Ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this Ordinance which can be given effect without the invalid provisions, items or applications and to this end the provisions of the Ordinance are hereby declared severable.

BE IT FURTHER ORDAINED that all Ordinances or parts thereof in conflict herewith are hereby repealed.

This Ordinance shall be published in the official journal of the Caddo Parish School Board as soon as possible and shall be effective immediately upon its adoption. A certified copy thereof shall be recorded as soon as possible in the Mortgage Records of Caddo Parish, Louisiana.

This Ordinance having been presented in writing at a public meeting of the Caddo Parish School Board, for which proper public notice was given and a quorum present, was then submitted to an official vote, the vote thereon being as follows:

YEAS: (12) Allen, Boykin, Brooks, Burton, Byerley, Glanville, Hicks, Matlock, Milam, Shaw, Thibodeaux, Vance

NAYS: (0)

ABSENT: (0)

And the Ordinance was declared adopted on this, the 20th day of April, 1994.

/s/ \_\_\_\_\_  
Terry L. Terril, Secretary

/s/ \_\_\_\_\_  
Willie D. Burton, President

#### CERTIFICATE

I, Terry L. Terril, Superintendent and Secretary of the Caddo Parish School Board, hereby certify that the above and foregoing is a true and correct copy of an Ordinance adopted by the Caddo Parish School Board at a meeting of the Board on April 20, 1994.

Shreveport, Louisiana, this 20th day of April, 1994.

/s/ \_\_\_\_\_  
Superintendent and Secretary of  
Caddo Parish School Board

#### Agenda Item No. 16

**Chapter I Budget.** Staff recommended approval of the Chapter I budget, 1994-95 school year, as presented. The budget proposes to maintain the same basic program with some special projects at several schools. A copy of the budget is filed in the official papers of the board.

#### Agenda Item No. 17

**Audit of Group Life and Health Insurance Claims Administration.** Staff recommended approval of the bid for KPMG Peat Marwick to conduct an audit of the group life and health insurance claims administration for a period of five years.

#### Agenda Item No. 21-A

**Requests for Leaves.** leaves be granted. The superintendent recommended that the following requests for

Sabbatical for Study, Entire 1994-95 School Year  
Aloysius Graham, Teacher, C. E. Byrd High School  
Rebecca Taylor, Teacher, Herndon Magnet  
Laurie Weaver, Teacher, Donnie Bickham Middle School  
Margaret Elrod, Teacher, Captain Shreve High School

Sabbatical for Study, Fall Semester 1994-95 School Year  
Kerry Laster, Principal, Shreve Island Elementary

Sabbatical Rest and Recuperation, Entire 1994-95 School Year

John W. Hurst, Assistant Principal, J. S. Clark Middle School  
Mary Kathryn Petrus, Teacher, A. C. Steere Elementary  
Leroy Washington, Teacher, Woodlawn High School

Leave Without Pay (Personal), Entire 1994-95 School Year  
Lila Finney, Teacher, South Highlands Magnet  
Patricia Suckle, Teacher, Youree Drive Middle School

Leave Without Pay (Personal), May 1, 1994 - December 20, 1994

Donna Harris, Speech Therapist, Itinerant

**Requests of the Board.** Patricia Howard, teacher at Westwood Elementary School, requested to rescind her request for leave with pay for March 10-18, 1994.

Eric Washington, teacher at Captain Shreve High School, requested a leave without pay from May 16 through June 1, 1994, to attend training camp for the Shreveport Pirates.

Paula Gill, secretary in the Human Resource Services Division, requested a leave without pay May 3 through May 9, 1994 to finalize preparations for her daughter's wedding.

#### **Agenda Item No. 23-A**

**New Business - Revision of CPSB Policy BDDDB-E - Agenda Format.** The president recommended that CPS8 policy BDDDB-E, Agenda Format, be revised by changing the wording in item 13 from "old business" to "unfinished business."

Mrs. Allen moved, seconded by Mrs. Boykin, approval of the revised consent agenda. Vote on the motion carried unanimously.

#### **SPECIAL RECOGNITIONS**

**North Caddo High School DECA Chapter 21.** Framed certificates of achievement were presented to the first place winners at the Louisiana Career Development Conference. The honorees are: Shawn McMillian (Business, Personal and Finance Written); Jordan Burnett, Amanda Foster, and Kristen Stevens (Civic Consciousness); Kayci Dial, Lauren Dunn, and Kim Floyd (Creative Marketing Research Project); Chad Alexander (Entrepreneurship Prospectus); Kelle Cook (Fashion Merchandising Prospectus); Rebecca Baier (Food Marketing Written); Jason Farmer (Free Enterprise Chapter Project); Ryan Hook (Free Enterprise Individual Project); Clint Sullivan (General Marketing Written); Leslie Parker (Hospitality and Recreation Written); Jamie Farmer (Hospitality and Tourism Testing); Jennifer Beard and Lyman McKellar (Pepsi Earn and Learn Research Project); Allison Barker, Demetria Dial, and Mary Krohn (Public Relations Project); Brandy Cogley (Specialty Store Retailing Written); and, Chris Douget (Vehicles and Petroleum Testing). Elected state officers are: Jordan Burnett (president), Lauren Dunn (secretary), and Ryan Hood (treasurer). Terry Elmore is the teacher, and Billy Prealow is principal at North Caddo.

**Marketing Education Teacher of the Year.** Caren Shoemaker, teacher at the Caddo Career Center, was recognized for being Louisiana's Outstanding High School Marketing Education Teacher-of-the-Year for 1993-94.

**PTA Educators of Distinction.** The 1993-94 PTA Educators of Distinction are: Elementary- Delores Hackler, teacher at University Elementary; middle school - Mary Agnes Rambin, teacher at Caddo Middle Magnet; and, high school - Lynne Fitzgerald, principal at C. E. Byrd High School.

**Outstanding School Support Employee Award.** The 1993-94 CPSB outstanding school support employees are: Elementary - Ms. Eddie Daniel, sweeper at Barret; Middle School - Mrs. Ruth Chapman Bradford, bookkeeper/secretary at Caddo Middle Magnet; and, high school - Ms. Janice T. Reynaud, bus driver at Caddo

Career Center. Mr. Larry Freeman, bus driver at Hollywood Middle School, received a special commendation for ensuring the safety of a student at a bus stop.

**Books Across America.** Brenda Argo from the State Department of Education, recognized Keithville Elementary/Middle School, Herndon Magnet, Hosston Elementary and Walnut Hill Elementary/Middle School for participating in Books Across America Program. The principals and teachers were commended for having exemplary national demonstration sites, and the honorees are: Mary Bethel, Judy Hopkins and Jane Wyngate (Keithville); E. Dean Washam and JoAnn Powell (Herndon); Vicki Hughes (Hosston); and, Albert Hardison and Amanda Hines (Walnut Hill).

Dr. Shaw recognized and introduced Mitch Raymond who is a graduate of Captain Shreve High School, a Desert Storm hero, and a graduate of West Point Academy.

## **SPECIAL PRESENTATION - SUSPENSION TASK FORCE REPORT**

The superintendent made introductory comments regarding the suspension problems in Caddo public schools. He introduced Burnadine Moss Anderson, administrative assistant to the superintendent, who presented the Suspension Task Force's report. Utilizing visual aids, Mrs. Anderson gave an update of the historical perspective of the direction given to the task force. Parents, teachers, students, school administrators, clergy, law enforcement officers, juvenile authorities and businesspersons make up the task force which was divided into the following five committees: parental/guardian involvement, early intervention-and focus on reading and mathematics, in-school suspension and after school detention, cultural sensitivity and staff training, and community participation. Representatives from each committee gave an overview of the groups' findings and recommendations.

The cultural sensitivity and staff training co-chairmen Christianne Wojcik and Ron Anderson made several recommendations, i.e. the appointment of a standing cultural awareness committee to oversee ongoing cultural awareness training, cultural awareness training program for all employees, establishing cultural awareness facilitators, establishing and maintaining ongoing training interface with community agencies, utilizing existing telecommunications technology to facilitate training, and developing and disseminating a calendar of all national/religious holidays and local festivals. The projected cost to implement the recommendations is approximately \$46,500.

Community participation co-chairmen Corporal Wendell Delaney and Susie Payne suggested the following: that staff should distribute to schools a directory of community services for students and their families, provide conflict resolution training, recruit community members to serve as mentors for high challenged youths, provide discipline tips for parents through the use of public service announcements, distribute flyers on discipline to parents in the Chapter I Parent Resource Center, and have schools develop a total school involvement plan. The projected cost for implementing the recommendations is approximately \$13,300.

Parental/guardian involvement co-chairmen Lloyd Thompson and Melvin Lars recommended that: issues be identified, clarified and addressed; parents should be made to feel comfortable when visiting schools; provide more school based programs; consider a paid day in the school calendar for parent/teacher conferences; encourage local law enforcement and local governmental agencies to develop parent, schedule guardian/ student seminars to offset the fines and incarceration for curfew violations; maintain and increase the availability of Saturday morning seminars; reinforce the importance of parents' responsibility for the attitude and behavior of their children; encourage school staffs to connect with parents; and, communities should connect with parents and schools. The projected cost for implementation is approximately \$15,000.

In-school suspension/after school detention co-chairman Carolyn Rubenstein recommended: days of in-school suspension at 31 schools (18 middle, 13 high), train facilitators, provide paraprofessionals and/or social workers to work with in-school suspension students, develop a uniform policy for all schools with in-school suspension programs, limit the number of students in in-school suspension per day, monitor the offenses of individuals assigned to the program, provide academic assignments as well as clean campus projects, adhere to special education student guidelines, monitor attendance, provide study carrels to accommodate the separation of students, provide school staff and administrative support, schedule schoolwide meetings (PTA sponsored if necessary), and establish after-school detention. The projected cost for implementation is \$407,507.

Early intervention/focus on reading and math co-chairman John Dilworth suggested: extending the school year for students who need high challenge, schedule maximum class size in K-3, staff specially trained personnel in K-3, collaborate with Headstart and Caddo personnel to ensure all three year and four year old students

identified with needs are served, provide mentorship and tutoring for students with constant behavior referrals, and district-wide screening for children. The projected cost for implementation is \$4,270,000.

A copy of the report was shared with board members and staff. The superintendent and board members expressed appreciation for the informative report and commended staff and the Task Force for their dedication to complete the assignment. Mr. Vance expressed concern about the cost factor for implementing a comprehensive suspension program. Mr. Brooks requested that school committees be comprised of staff members of all races of people assigned at the school, and that training sessions be scheduled. Dr. Hicks requested that the Task Force be kept in tact, and asked staff to track the progress of implementation to determine how much is being accomplished. Mr. Thibodeaux asked that student's responsibility be addressed in future Task Force's discussions.

### **RIVERSIDE ELEMENTARY SCHOOL ART ACROSS THE CURRICULUM PROGRAM (MILAM)**

Dr. Shaw moved, seconded by Mr. Glanville, to authorize the expenditure of \$ 47,500 for the Riverside Elementary School to institute the Art Across the Curriculum Program. The program is designed to incorporate art and technology into all basic skills areas, therefore, creating an interest and motivational factor in improving basic skills. Dr. Hicks commended school staff and parents for this curriculum strategy and encouraged staff to move the plan forward to include other schools. Vote on the motion carried with Mr. Brooks and Mrs. Boykin absent for the vote. Board members supporting the motion were Byerley, Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Matlock, Milam and Glanville.

### **INSTRUCTIONAL PRESENTATION - SPECIAL EDUCATION INTERAGENCY TRANSITION PROGRAMS**

Cheryl Nix, special education transition coordinator, provided board members and staff with the following definition of transition services: a coordinated set of activities for a student, designed within an outcome-oriented process, which promotes movement from school to post school activities including postsecondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living or community participation. She gave a historical perspective of the transition program in Caddo Parish. Dr. Ron Byrd, dean of the Department of Education at LSU-S, presented a visual presentation of students enrolled in the interagency transition program as they interact with other students/instructors, and participate in routine activities. Mr. Buck, parent, thanked the cooperative partners for the transition program which has aided three of his children. Patty Winn of LA Rehab Services, is the initial contact person for the program, and she applauded Caddo Parish for its interagency cooperation.

### **VISITORS**

Clara Scott, parent, asked that transportation be provided for students who are enrolled at Broadmoor Laboratory School.

Sharon James, parent, asked the board to provide transportation for students who enroll at Broadmoor Laboratory School.

Susie Payne, president of Caddo Association of Educators (CAE), informed the board that May 3 is National Teacher Day and a proclamation is being adopted by the city of Shreveport, the Caddo Parish School Board and CAE. Ms. Payne informed the board that: CAE supports staff's recommendation regarding policy GCBE/GDBE (Professional and Support Staff Vacation -- 12 Month Employees); CAE is concerned about health insurance financial costs and about employees' use of accumulated sick days with the support of a doctor's certificate; and, CAE stands by its statement of April 1990 regarding inclusion and is requesting a copy of the state's inclusion report.

Mary Ellen Hoffman, parent, admonished the school board to abide by Caddo rules and regulations, to maintain educational excellence, provide school safety, and to be fiscally responsible.

Margie Rayburn, chairperson of the Special Education Advisory Council, asked the board to appoint persons to the council to replace a member who has resigned, and one who is moving to another area.

Lucy James, parent, encouraged the board and staff to listen to students when they speak, and to try to understand them.

## **PERSONNEL RECOMMENDATIONS**

The superintendent recommended that Glenn Payne be appointed head coach at Booker T. Washington High School, and that Gary Sullivan be appointed risk manager for the Caddo Parish School Board. Mr. Payne and Mr. Sullivan will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which they are appointed. Dr. Shaw moved, seconded by Mr. Vance and Mr. Glanville, approval of the superintendent's recommendations. Vote on the motion carried unanimously. The superintendent introduced Mr. Payne to the board. Mr. Sullivan was absent.

## **RENEWAL OF PROMOTIONAL OR ADMINISTRATIVE CONTRACTS**

Dr. Shaw moved, seconded by Dr. Hicks, approval of staff's recommendation to renew the promotional or administrative appointment contract forms included in the mailout with the appropriate salaries reflected by the CPSB salary schedule applicable to the position to which they are appointed. This contract form incorporates the provisions contained in LSA-R.S. 17:444 as amended by Acts 779 and 781 of 1991. Mr. Brooks asked if the administrators were evaluated, and the superintendent answered in the affirmative. Mr. Brooks said that he would inform staff of his concerns regarding this matter at another time. Mr. Byerley made a substitute motion to remove all administrators on the list from district one schools, and the board will vote on the renewal of their contracts at the next school board meeting. The president ruled that the motion died for lack of a second. Vote on the original motion carried with Mr. Byerley opposed. Board members Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks, Matlock, Milam, Boykin and Glanville supported the motion.

## **CPSB POLICY GCBE/GDBE (PROFESSIONAL AND SUPPORT STAFF VACATIONS -- 12 MONTH EMPLOYEES) (THIBODEAUX)**

Mr. Thibodeaux moved, seconded by Dr. Shaw, that all employees, regardless of their contract (9, 10, or 12 months), will be paid for only authorized vacation, sick leave or legal holidays as recognized and listed in the CPSB policy manual. Mr. Thibodeaux informed the board that he would like for staff/board to reevaluate the number of weeks an employee should have as vacation after a certain number of years. He emphasized that he is interested in the board adopting a consistent policy that states the number of days that employees are allowed to be off. Lengthy discussion ensued on the following: contract days for teachers, administrative responsibility to enforce school board policy, interpretation and clarification of school board policy GCBE/GDBE, changes in the terms of employees' initial employment contract (salary, vacation, sick days) and results of staff's survey of vacation/holidays for central office staff. Dr. Shaw made a substitute motion, seconded by Mr. Thibodeaux, that the superintendent present written information as to the application of the current policy GCBE/GDBE, and that the CPSB pay all employees tied to the teacher-type contract, principals, etc for the same legal holidays enjoyed by other CPSB employees. Mr. Matlock inquired about the cost factor if the substitute motion passes. S. L. Slack, assistant superintendent for support services, stated that the cost would be substantial. Mrs. Boykin asked if teachers were docked when schools were closed due to inclement weather, and the superintendent answered that teachers were not docked. Mr. Vance moved, seconded by Mr. Glanville, to postpone this item (all motions) and asked the superintendent and staff to review the issue, and return it to the board. The president asked for clarification of the date that staff should bring the issue back to the board, and Mr. Vance said that the item is to be postponed until the superintendent and staff can bring the item back, June, July, or end of the fiscal year. Vote on the motion carried with board members Byerley, Matlock and Milam opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Hicks, Allen, Burton, Brooks, Boykin and Glanville.

## **SUPERINTENDENT'S REPORT**

**Death.** The superintendent announced that funeral services were held earlier today for Mrs. Barbara Nolan, inclusion coordinator for Caddo public schools, who was killed in an automobile accident. He requested a moment of silence in Mrs. Nolan's memory and to reflect on her family.

**Report on Inclusion.** The superintendent called board members' attention to the report that was placed at each station. He noted that the state's team conducted an onsite visit, and the report reflects commendations and concerns. The State Department of Education acknowledges the CPSB as a state leader in special education, and in the southeastern United States. He spoke of the philosophy of a moderate inclusion plan, and informed the board that it is not mandated that inclusion will take place. The term "inclusion" is not used, rather the terminology is "least restrictive environment." The superintendent invited board members to visit Hollywood Middle School to observe a prime example of the inclusion program. He further noted that staff believes that a moderate approach to inclusion is a full continuum of special education programming that the state lists and is available (special classes, homebound, resource room to full inclusion). Oak Terrace is described as a school without an identity by the state's team because several groups of students are mixed at the site. The state

recommends that staff should move back into the Oak Terrace Plan. Staff is reviewing and discussing the plan; however, staff feels that the timeline needs to be extended until Oak Terrace gains an identity or until the individual educational plan (IEP) puts itself out of business. Staff and parents should have input in making a decision. The superintendent stated that the report will be shared with others, but staff is in the process of determining how the concerns could and should be handled most appropriately with the State Department. Mr. Brooks expressed appreciation for the superintendent's report, and informed the board that two parents, who were present during the earlier portion of the board meeting, asked that the program be continued at their particular school. Dr. Hicks spoke in support of the moderate inclusion approach, and reminded the board that students follow services. He encouraged staff to communicate to parents and the public that Caddo has a comprehensive approach and that the child will follow the services. The superintendent said that staff is controlled by some legal guidelines, but staff works to house youngsters in the least restrictive environment; and, if it is IEP driven, then the parent will have input in placement of the youngster. Dr. Shaw complimented the school system, special education staff, and central office staff for their work which allows the CPSB to be in good standing by doing its best for young people. Dr. Hicks requested a copy of the state's original report.

**Announcements.** The superintendent announced that a budget work session has been scheduled for next Wednesday, April 27, 1994, at 3:30 p.m. in the board room. Dr. Hicks requested that the time be changed to 4:30 p.m., and board members consented to the change.

**Codofil Display.** The superintendent informed the board that a Codofil display is in the foyer of central office. The Codofil program allows French and Belgium citizens an opportunity to teach French to Caddo youngsters.

## **UNFINISHED BUSINESS**

**Security/Risk Management Staff Restructuring (Hicks).** Dr. Hicks requested clarification of the job title/description for the supervisor of security and risk management position. Dwight Collier, director of auditing and risk management, said that the positions are supervisor of security and risk manager. He stated that the wrong title was listed in his memo to board members. Further, that the security manager's position is nonadministrative and the supervisor of security is administrative. The duties previously outlined to the board were exactly the duties and responsibilities of the position, with the difference being that security manager was listed instead of security supervisor.

## **ANNOUNCEMENTS AND REQUESTS**

**Report - Golf Program in Caddo Public Schools (Brooks).** Mr. Brooks thanked the staff for the report. He asked the superintendent to instruct staff to disseminate information received from the Louisiana High School Athletics Association (LHSAA) to Caddo coaches in a timely manner. The superintendent informed the board of the late timeline in which information is sometimes received at central office, and said that he will contact the proper person(s) at the State Department and address timelines. Mr. Matlock spoke in support of a golf program in Caddo public schools, and asked that staff do all that is possible to promote the program.

**Discipline Policy for Caddo Public Schools (Boykin).** Mrs. Boykin requested clarification of item number two under the heading "discretionary suspensions" in the CPSB discipline policy regarding participating in a fight (self-defense). She asked how is it addressed by principals. Ed Hearron, director of middle and secondary schools, said that principals should use discretion in this matter, and if it is proven that the student fought in self-defense, then that participant shall not be suspended. Mrs. Boykin expressed concern that the policy is not being consistently applied. She asked the superintendent to communicate to all assistant principals of discipline that the school board does not suspend students just because of participation in a fight.

**Health Education/Curriculum Services.** Dr. Hicks directed the superintendent to initiate the development of a health education curriculum/health services project that could be modeled in the Caddo Parish school system. He asked that something be presented during the summer; and, in viewing the models to consider state, regional and national models.

**CAE Proclamation.** Mrs. Allen called the board's attention to the proclamation for "National Teacher Day" and she read it aloud.

## **P R O C L A M A T I O N**

WHEREAS, an educated citizenry serves as the foundation of our democracy; and

WHEREAS, today's teachers mold the minds and train the workforce of the future; and  
WHEREAS, no other profession touches so many persons with such a lasting effect; and  
WHEREAS, good teaching grows in value and pays dividends far beyond the classroom;  
NOW, THEREFORE, we do hereby proclaim Tuesday, May 3, 1994 as

### NATIONAL TEACHER DAY

We urge all citizens to observe this day by taking time to remember and honor those who give the gift of knowledge through teaching

/s/ \_\_\_\_\_  
The Honorable Hazel Beard  
Mayor of Shreveport

/s/ \_\_\_\_\_  
Willie Burton - President  
Caddo Parish School Board

/s/ \_\_\_\_\_  
Superintendent Terry Terril

/s/ \_\_\_\_\_  
Susie Payne - President  
Caddo Association of Educators

Signed this 20th day of April, 1994.

**Administrative Contracts.** Mr. Byerley commented that his vote against the motion regarding the renewal of promotional or administrative contracts is a protest against the way that he has observed that some principals continue to make errors in judgment and bad decisions, yet, the board renews the contract carte blanche.

**Prayer.** Mr. Milam asked staff to communicate to high school principals that graduating seniors can elect to have prayer at graduation, if the request is initiated by a student.

**Graduation Sites.** Mr. Milam asked what is the reason for changing some of the graduation sites. The superintendent said that the change is from the Expo Hall to Hirsch Coliseum for four schools because of the lack of parking spaces. Also, the acoustics are better at Hirsch Coliseum.

**CPSB Policy Manual.** The president requested the superintendent and staff to review the school board's policy manual for outdated policies and report their findings to the board in June 1994.

**Progress Profile.** Mrs. Boykin asked that board members be provided with a complete copy of the Progress Profile.

**District Maps.** Mrs. Boykin informed the board that new district maps are available and can be picked up from Mr. Slack's office or the attendance office.

**Supervisor of Special Education Compliance Complaint.** Mrs. Boykin asked if the position of supervisor of special education compliance complaint has been filled, and the superintendent said that it has not. Staff has interviewed several persons, however, none were found to be appropriate. Staff will continue advertising and interviewing until an applicant is chosen.

**NSBA Conference.** Dr. Shaw expressed appreciation for board members attending the NSBA Conference. He said that the program was excellent, and the attendance was the greatest ever.

**Meeting Decorum.** Dr. Shaw read the following: "Comments were addressed to a specific employee in the audience today and one employee not present that is contrary to the rules adopted by the CPSB. Rules were adopted in an effort to maintain a highly professional and ethical relationship between the CPSB and its employees; and, may I encourage the president and/or superintendent to intervene if such occasions arise in the future." Mr. Matlock expressed support of the statement.

**Employees' Sick Leave.** Mr. Matlock requested clarification of the requirement for employees to submit a doctor's certificate if accrued sick leave is used. He suggested that staff/board might want to review the policy for possible revision. Staff said that the policy is in compliance with state law.

**Cooperative Vocational Education Banquet.** Mr. Thibodeaux expressed appreciation for the outstanding Cooperative Vocational Education Banquet. He applauded staffers Don Fritz and Lena Leviston



for doing an outstanding job, and he saluted the students for their impressive talents.

## **EXECUTIVE SESSION**

The president noted that an executive session is scheduled to hear a student expulsion appeal; however, the parent is requesting that the hearing remain open. Roosevelt Shelby, director of attendance and census, recapped the events that led to the expulsion of Jeremy James, student at Linwood Middle School. Jeremy was suspended for fighting and doing bodily injury to another student, and as a result of a suspension hearing, he was assigned to the School Away From School for the remainder of the school year. Mrs. Lucy James, mother, requested that Jeremy be allowed to return to Linwood Middle School instead of School Away From School. Roy Thomas, principal at Linwood, summarized the events of the fight and subsequent suspension hearing of January 4, 1994. He reported that although Jeremy was assigned to School Away From School, that he never reported to the school. Mrs. James informed the board that Jeremy did not report to School Away From School because he was hospitalized at Brentwood (January 6, 1994). She proceeded to summarize her views of the initial suspension hearing, and insisted that in her opinion, Jeremy had not received a fair hearing. She emphasized that Jeremy had been constantly abused (verbally) by the other student, he had walked away from the student on other occasions, and that Jeremy had reported the matter to the assistant principal several times; however, the administration never intervened. She acknowledged that she had her son admitted to Brentwood because he had reached his breaking point. She further expressed her dissatisfaction with the initial hearing. Board members were provided with a copy of a letter from Dr. Clif Dopson, treating physician for Jeremy, which offered support of Jeremy's request to return to Linwood. Jimmy Windham, assistant principal at Linwood, explained staff's action and noted how Jeremy had displayed a behavior problem and lost control of his actions during the fight. He reported that it took three people to stop the fight, and he presented board members with a copy of Jeremy's discipline referral sheet. Mr. Matlock asked Jeremy to give his account of the incident, and he proceeded to tell how he had gone to the assistant principal on four occasions to report incidents and was told that the matter would be taken care of. He also stated that he did not initiate the fight, but he had injured the student. Jeremy told the board how the other student verbally abused him, and a note with some of the abusive terms that the other student used was shown to the board. Mrs. James told of how she had conducted her personal investigation of the fight and said that other students told her that the matter was not as bad as what was told. The president reminded the board that a hearing had been held, and that the board is now being asked to grant Jeremy permission to return to Linwood rather than School Away From School. Other board members questioned Jeremy and staff about the fight and about Jeremy's behavior. Mrs. Allen urged that Jeremy be tested by the special education evaluation team, and that he receive the necessary assistance. Following more dialogue, Dr. Shaw moved, seconded by Mrs. Allen and Mr. Glanville, to uphold staff's recommendation. Mr. Vance made a substitute motion, seconded by Mr. Brooks, that Jeremy be allowed to continue his schooling at the New Elizabeth program. Mrs. Boykin asked if the school system has a contract with New Elizabeth, and the superintendent said that the referenced program is not a part of the school system. Ed HERRON stated that Jeremy could attend New Elizabeth as an alternative to attending School Away From School, and receive credit for the year; that staff could make a recommendation that he attend New Elizabeth if the administrators could accommodate Jeremy. The president said that the board will vote on Dr. Shaw's motion, and he asked staff to send Jeremy to New Elizabeth. Mr. Vance asked to withdraw his substitute motion, and the board consented. Mr. Matlock asked if staff would provide New Elizabeth with a letter, and the superintendent said that staff would do so. Vote on the motion carried with board members Hicks and Brooks opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville. The president stated that Jeremy is assigned to School Away From School, but he could opt to attend New Elizabeth.

**CAE Education Banquet.** The president announced that the CAE Educator of the Year Banquet is May , - 1994, and the speaker is Bob Chase.

**Senior Recognition.** The president announced that Senior Recognition Program is Thursday, April 28, 1994. Dr. Holt said that her secretary will send out a notice.

## **EXECUTIVE SESSION**

**Litigation - Workers' Compensation Settlement Docket No. 93-03097.** Dr. Shaw moved, seconded by Mr. Glanville, for an executive session to hear a workers' compensation claim for approximately 10 minutes. Vote on the motion carried unanimously. The board

went into executive session at approximately 8:02 p.m. and reconvened at 8:05 p.m. Dr. Hick moved, seconded by Mr. Glanville, to approve a workers' compensation claim settlement on Ms. Ester Leftwich for \$13,000. Vote on the motion carried with board members Shaw and Matlock opposed. Board members supporting the motion were Byerley, Thibodeaux, Hicks, Allen, Burton, Brooks, Milam, Boykin and Glanville. Mr. Vance was absent for the vote.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Dr. Shaw seconded the motion and the meeting adjourned at approximately 8:10 p.m.

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Terry L. Terril, Ed.D., Secretary

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Willie D. Burton, President

### **Executive Committee**

**May 4, 1994**

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, May 4, 1994, at 3:30 P.M. in its office at 1961 Midway Street, Shreveport, Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. Other board members present were Judy Boykin, Jerry Tim Brooks, Raymond A. Hicks, B. L. Shaw and Michael J. Thibodeaux. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mr. Thibodeaux.

**Agenda Items.** The superintendent reviewed the proposed agenda for the May 18, 1994 school board meeting. The following items were added to the agenda: "Request for School Bus Transportation by the Alliance for Community Development" (Hicks); "Proposal for North Highlands Elementary School" (Burton); and, "Discrimination Investigation" (Brooks). The following agenda items were categorized as consent agenda: 10-A (1-18), 12, 13, 15-22 and 23-A. Mrs. Allen moved, seconded by Mr. Milam, approval of the consent agenda. Vote on the motion carried unanimously.

**Report - Energy Conservation Committee.** The superintendent informed the committee that legal counsel feels that a contract will be prepared by June 1994.

**Discrimination Investigation.** Mr. Brooks asked staff to conduct an investigation into reported discrimination practices against teachers, maintenance workers, teacher aides, cafeteria workers and students. He said that he would provide staff with specific concerns.

**SPAR.** Dr. Hicks asked if SPAR, in partnership with CPSB, has contacted school board staff to coordinate summer activities to request use of school facilities. The superintendent said that he visited with the director of SPAR and activities are being brought on line. He further reported that staff is working with another track group that uses Captain Shreve facilities; also, three to four school computer labs will be open during the summer to reinforce basic skills.

### **WORK SESSION**

**Proposal for North Highlands Elementary School.** Dr. Hicks requested clarification of this item. The superintendent reported that staff is developing a proposal to conduct a study to determine if North Highlands Elementary School has the physical capability and people to become the second Performing Arts Elementary School. Approximately \$10,000 will be needed to conduct the study.

**Assistant Principal for Oil City Elementary/Middle School.** The superintendent informed board members that staff is recommending that the position of coordinator at the school be changed to assistant principal. The policy calls for middle schools to staff an assistant principal, and Oil City Elementary/Middle School does not have one. Staff is recommending that the coordinator slot be changed to assistant principal. The cost would be approximately \$1,500 to \$2,000. The position of assistant principal will be advertised.

**Position Vacancies.** The president requested that board members be provided with a list of all staff position vacancies. The superintendent said that a list would be mailed to board members.

**Resolution.** Mrs. Allen asked the Executive Committee to endorse the following resolution.

## RESOLUTION

WHEREAS, Louisiana's children and young adults are our state's future and our most valuable asset, and

WHEREAS, the education employees, both active and retired, have always been willing to meet the challenges required to develop the present generation in order to be prepared for the future, and

WHEREAS, the salaries of Louisiana's education employees, both active and retired, have never been close to the national or regional averages, and

WHEREAS, the Caddo Association of Educators and its state affiliate, the Louisiana Association of Educators, have taken the position that significant salary increases for all education employees, both active and retired, with a stable source of funding, should be approved by the 1994 Regular Session of the Louisiana Legislature, and

WHEREAS, the Caddo Parish School Board acknowledges the need for state salary increases for all education employees, both active and retired, in Caddo Parish as well as throughout Louisiana,

THEREFORE, BE IT RESOLVED THAT THE CADDO PARISH SCHOOL BOARD JOINS THE CADDO ASSOCIATION OF EDUCATORS AND THE LOUISIANA ASSOCIATION OF EDUCATORS IN THEIR ENDEAVORS TO OBTAIN A STABLE SOURCE OF FUNDING FOR STATE SALARY INCREASES FOR ALL SCHOOL EMPLOYEES, BOTH ACTIVE AND RETIRED, AND

BE IT FURTHER RESOLVED THAT THE CADDO PARISH SCHOOL BOARD WILL FORWARD A COPY OF THIS RESOLUTION TO GOVERNOR EDWARDS, THE LOUISIANA SCHOOL BOARD ASSOCIATION, AND MEMBERS OF THE CADDO LEGISLATIVE DELEGATION.

Mrs. Allen moved, seconded by Mr. Milam, that the Executive Committee adopt the resolution. Vote on the motion carried unanimously.

**Visitors.** Mr. Brooks asked when would the parents in the audience have an opportunity to address the committee. The superintendent stated that James Foster, assistant superintendent for administration, is presently meeting with the parents. The president recognized Angela Howard and asked her if she would like to address the Executive Committee. He suggested that Ms. Howard should adhere to guidelines regarding a hearing, and that the request should be organized through staff for presentation at the May 18 school board meeting. He stated that proper notice needs to be given to concerned parties. Ms. Howard presented the petition and superintendent with a petition and requested that an executive session be scheduled for the next regular school board meeting.

**Last Day of School for the 1993-94 School Year (Allen).** Mrs. Allen informed board members that she has received several calls regarding the last day of school for the 93-1994 school year (Tuesday, May 31, 1994). She asked if this item should be listed on the May 18, 1994 school board agenda for consideration. Dr. Hicks spoke in support of leaving the school calendar as established, unless there is a critical reason to do otherwise. Mrs. Boykin asked at what point does staff begin picking up textbooks from students. The superintendent said that textbooks should be collected as late as possible, and there is no need to retrieve textbooks at middle schools next week. He asked Mrs. Boykin to make him aware of any particular concerns. Mrs. Allen said that in speaking with staff, it is recommended that parents who are desirous of taking their child out of school before May 31 should notify the school principal and not leave before the student finishes his/her school work (tests).

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mrs. Allen seconded the motion which carried, and the meeting adjourned at approximately 4:05 p.m.

**May 18, 1994**

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m., Wednesday, May 18, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy D. Boykin, Jerry Tim Brooks, Raymond A. Hicks, David Matlock, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Paul Glanville arrived at approximately 3:44 p.m. David Byerley was absent. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Matlock gave the invocation and led the Pledge of Allegiance.

**MINUTES OF THE PREVIOUS BOARD MEETING**

Dr. Shaw moved, seconded by Mr. Vance, approval of the minutes of the April 20, 1994 school board meeting. Vote on the motion carried unanimously.

**PUBLIC HEARING - 1994-95 GENERAL FUND BUDGET**

The president declared the floor open for public input on the 1994-95 General Fund budget. No public input was offered.

**CONSENT AGENDA**

**Agenda Item No. 12-A (1-14 16-27)**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for printing paper and supplies for the Caddo Career Center; materials and supplies: computer supplies, library supplies, physical education supplies, printing school stationery and student activity forms, projector lamps, art supplies, first aid supplies, office supplies, paper supplies; auditorium stage sprinkler system for Booker T. Washington High School; addition of instructional television studio for Booker T. Washington High School; addition of smoke detection system - Laurel Street Elementary and Woodlawn High School; upgrade of electrical service at Bethune Middle School, Caddo Career Center, and Shreveport garage; accessibility renovations for Mooringsport Fundamental Elementary School; air monitoring for asbestos removal; program disability Southwood High School; bus maintenance supplies for transportation department; vehicle windshields and side glass for transportation department; upholstering bus seats and furnishing slip covers for transportation department; furniture and equipment for Chapter I schools; kindergarten storage cabinets for Chapter I schools; computer software for Chapter I schools; cooling tower replacement at Green Oaks High School; West Shreveport Elementary School boiler replacement; and, Caddo Magnet High School office expansion.

**Request to Rescind and Re-award Bid.** Staff recommended that the bids recommended for SP-05-94, reroofing work at three Caddo schools, as shown on the bid tabulation dated April 20, 1994, be rescinded; and, that the bids recommended for SP-05-94, as shown on the revised bid tabulation dated April 26, 1994, be approved. A copy of the tabulation bid sheets marked "Exhibit A, 52 pages, May 18, 1994" is filed in the official papers of the board.

**Agenda Item No. 14**

**Levy of 1994 Property Millage.** Staff recommended that the resolution levying millage on the 1994 tax roll for Caddo Parish be adopted.

**RESOLUTION**

**Resolution Levying Millage on the 1994 Assessment Roll for Caddo Parish**

By Michael J. Thibodeaux

Be It Resolved, That this School Board does hereby levy on all property subject to taxation within the Parish of Caddo the following ad valorem taxes for school purposes on the 1994 tax roll:

- I. Parishwide
  - A. For General Fund
    - 9.64 mills constitutional tax

19.26 mills operation and maintenance tax  
6.90 mills operation and maintenance tax  
3.46 mills operation and maintenance tax  
2.31 mills operation and maintenance tax

- B. For Construction Fund  
7.71 mills special building repair and equipment tax
- C. For Bond and Interest Fund  
5.70 mills for bond and interest tax

Resolved, Further, that the Assessor of Caddo Parish is hereby requested to assess the taxes hereinabove levied.

Resolved, Further, That a copy of this resolution be sent to the Legislative Auditor.

Seconded by Raymond A. Hicks

On roll call vote this 18 th day of May, 1994, the foregoing resolution was adopted as follows:

Yeas : Josephine Allen  
Judy D. Boykin  
Jerry Tim Brooks  
Wil lie D. Burton  
Raymond A. Hicks  
David Matlock  
Mark Milam  
B. L. Shaw  
Michael J. Thibodeaux  
Johnny Vance, Jr.

Absent: David Byerley  
Paul Glanville

I hereby certify that the above resolution levying the property tax millage for 1994 was adopted by a vote of 10 yeas and 0 nays being a majority.

/s/ \_\_\_\_\_  
Terry L. Terril, Superintendent  
Caddo Parish School Board

#### **Agenda Item No. 15**

**Approval of 1994-95 Sales & Use Tax Commission Budget.** Staff recommended that the 199 -95 Sales Tax Commission budget be approved. The estimated amount of the school board's share of this budget is \$254,385. A copy of the budget is filed in the official papers of the board.

#### **Agenda Item No. 17**

**Facility Use Agreement for Scope,--Inc. to Use School Facilities.** Staff recommended that the facility use agreement for Scope, Inc. to Use Booker T. Washington High facilities during the period July 1, 1994 through June 30, 1995 for educational remediation be approved. Scope will provide remediation in reading, language arts and mathematics to approximately 120 students.

#### **Agenda Item No. 18**

**Agreement Renewal for Use of Captain Shreve High School by Grace Community United Methodist Church.** Staff recommended that the agreement with Grace Community United Methodist Church for use of Captain Shreve High School facilities be adopted to clarify board action of December 15, 1993 which authorized such agreement with Grace Community, a United Methodist Congregation, that has since been incorporated and changed its name to Grace Community United Methodist Church.

#### **Agenda Item No. 19**

**Request From Human Resource Center, Inc. to Use George P. Hendrix Elementary School Facilities.** Staff recommended that the Human Resource Center, Inc., of First United Methodist Church, be authorized to

use George P. Hendrix Elementary School facilities for the period June 1 - July 29, 1994 for a summer program, with the stipulation that fees be waived and a Hold Harmless Agreement be signed.

**Agenda Item No. 20**

**Request for Bus Transportation by the Shreveport Jewish Federation.** Staff recommended that the request from the Shreveport Jewish Federation to rent a school bus for six field trips in June, 1994 be approved.

**Agenda Item No. 21**

**Request for School Bus Transportation by the Alliance for Community Development.** Staff recommended that the request from Alliance for Community Development, Inc. to rent approximately nine (9) school buses to transport persons to each of the ten (10) Shreveport Pirates football games during the period June - November, 1994 be approved.

**Agenda Item No. 22**

**Request for School Bus Transportation by the Student Referral Center of New Elizabeth-Baptist Church.** Staff recommended that the request from the Student Referral Center at New Elizabeth Baptist Church to rent a school bus for a field trip on May 20, 1994 be approved.

**Agenda Item No. 23**

**Request for School Bus Transportation by Sci-Port.** Staff recommended that the request from Sci-Port to rent a school bus for six field trips during June and July, 1994 be approved.

**Agenda Item No. 24**

**IDEA Budget.** Staff recommended approval of the FY95-97 application for IDEA Part B and Preschool Flow-Through Funds. The Caddo Parish Special Education Advisory Council also recommended approval of the budget. A copy of the budget is filed in the official paper of the board.

**Agenda Item No. 25**

**Application for Carl D. Perkins Vocational Funds FY95.** Staff recommended approval of the local application for vocational funds FY95. The application will continue to target program quality and improvement for programs in business and trade and industry.

**Agenda Item No. 26**

**Revision of the Caddo Performance Evaluation Plan for 1994-95.** Staff recommended that the board adopt the revised Caddo Performance Evaluation Plan as presented for 1994-95 and approve the revised school principal job description. The plan is revised to comply with new state requirements and to meet other Caddo school system needs. A copy of the revised plan is filed in the official papers of the board.

**Agenda Item No. 27**

**Proposal for North Highlands Elementary School and Hillsdale Elementary School.** Staff recommended that \$7,500 be set aside for a year of study to explore the possibility, of North Highlands Elementary School being the second Academic and Performing Arts Elementary Magnet School; and, that funds be allocated in the 1994-95 General Fund Budget. Also, that \$5,000 be added to the budget for Hillsdale Elementary School to conduct a study of the Arts Across the Curriculum program.

**Agenda Item No. 30-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, Fall Semester 1994-95 School Year

Polly Ralph, Counselor, Donnie Bickham Middle School  
Linda Flaherty-Molock, Teacher, Southwood High School

Sabbatical Leave for Study, 1994-95 School Year

Ethlyn Whitman, Teacher, E. B. Williams Stoner Hill Laboratory  
Thomas Coronado DeLeon, Teacher, Huntington High School

Sabbatical Leave, Rest and Recuperation, 1994-95 School Year

Patsy Weldon, Teacher, Woodlawn High School

Leave Without Pay (Personal), 1994-95 School Year

Tommy Vestal, Drug Education Administrative Coordinator, Central Office  
Edith Goodwin, Teacher, Keithville Elementary/Middle School  
Marilyn McArthur, Teacher, Caddo Middle Magnet  
Debbie Silver, Teacher, Keithville Elementary/Middle

**Requests of the Board.** Eric Washington, teacher at Captain Shreve High School, requested to adjust his request for a leave without pay that was approved at the April 20, 1994 school board meeting. The adjustment is May 26 and ends June 1, 1994.

Frances Clark, sweeper at Linear Middle School, requested leave without pay beginning April 27, 1994 through the end of the 1993-94 school year to take care of family problems.

Melissa McCann, teacher aide at A. C. Steere Elementary, requested leave without pay beginning May 1, 1994 through the fall semester of the 1994-95 school year in order to care for her seriously ill daughter.

Roynetta Lee-Ortiz, teacher on sabbatical leave for rest and recuperation for the 1993-94 school year, informed staff/board that her health has not improved. She requested to be relieved of the obligation to return to work or pay back monies received while on leave. Ms. Lee-Ortiz plans to retire May 31, 1994.

Mary Gafford, child nutrition employee at Mooretown ECE Center, requested a leave without pay beginning April 13 through the end of the 1993-94 school year to take care of family business out of the state.

Mr. Thibodeaux moved, seconded by Dr. Hicks, approval of the revised consent agenda. Vote on the motion carried unanimously.

## **SPECIAL PRESENTATION**

**Memorials.** Spouse of the late Barbara Nolan, inclusion coordinator for Caddo public schools, and spouse of the late Leon Anderson, band director at Southwood High School, were presented plaques in memory of these former CPSB employees.

**The TIMES Letter to the Editor Contest.** In conjunction with The Times education month celebration, a letter writing contest was sponsored. The theme was "Celebrating Diversity." Caddo's contest winners are: Rebecca Williams, Newton Smith Elementary; Countos Harper, Newton Smith Elementary; Crystal L. Brown, Hillsdale Elementary; Kasey Sistrunk, Walnut Hill Middle; Brittany Porter, Youree Drive Middle; Twiggy Duong, Youree Drive Middle; Sabrina Oliver, Broadmoor Middle Lab; Ginger Ramsey, Caddo Magnet High; and, Victoria Lisa Nooner, Caddo Magnet High. Students were awarded medallions and/or checks. School principals, teachers/sponsors, and relatives were also recognized. Cynthia Cater, education coordinator for The Times, made the presentations.

**JROTC Extracurricular Sweepstake Award.** The C. E. Byrd JROTC Battalion was awarded the JROTC Extracurricular Sweepstakes Trophy. The battalion won the Junior Varsity and female drill competitions. Lt. Col. John M. Mitchell, senior army instructor at C. E. Byrd High School, accepted the trophy from Col. Richard Miller, supervisor of JROTC programs in Caddo Parish. Principal R. Lynne Fitzgerald was recognized.

**Clean Campus Award.** Each school winner of the clean campus contest, sponsored by Shreveport Green, was awarded a banner, \$50 check, and traveling plaque for this honor. Awards were presented to Laurel Street ECE, South Highlands Elementary Magnet, E. B. Williams Stoner Hill Laboratory, Youree Drive Middle and Northwood High School. School custodians, PTA presidents, students and principals were applauded for their work to beautify each school's campus. Yvonne Lee, Shreveport Green, introduced the honorees.

**National Handwriting Contest.** Joey Lawler, sixth grade student at Herndon Magnet School, was awarded a certificate of recognition for being the first place Zaner Bloser National Handwriting Contest winner. Joey was recipient of a \$500 savings bond. Principal E. Dean Washam and Joey's parents were recognized.

**State VICA Winners.** Caddo Career Center students recently competed in the state's skills Olympic and the first place winners are: Glen Rains (Southwood), air conditioning/refrigeration; Josh Tate (Caddo Magnet High), architectural drafting; Evan McCommon (C. E. Byrd), technical drafting; Shelly Lambert (Southwood), dental assisting; Jason McGuire (Southwood), precision machining; and Jeff Wilborn (Southwood), state VICA pin contest.

**Orchestra.** Caddo Middle Magnet and Caddo Magnet High School orchestras recently participated in the 1994 Heritage Music Festival in San Diego, CA. The Caddo Middle Magnet orchestra advanced, and the Caddo Magnet High orchestra was recognized for having the most outstanding instrumental group and program. Caddo Magnet High School won the Adjudicators Award for receiving the highest rating of 22 bands, orchestras and choirs from around the nation. Johnette Parker is director of the orchestras. Principals Ascension Smith (Caddo Magnet High) and Judy Moncrief (Caddo Middle Magnet) were recognized.

**Special Education Teacher of the Year.** Linda Smith, special education teacher at Fair Park High School, was recognized as the Special Education Teacher of the Year.

## **VISITORS**

Mimie Cherry, citizen, announced that after 24 years of faithfully attending CPSB meetings, she is retiring due to health reasons. She encouraged the board to continue working in the best interest of children; to build better race-relations skills; invite parental involvement; come together and work as a unit; and, to cultivate Godly principles.

Doug Augspurger, parent, asked the board and staff to consider allocating funds for a Discoveries class and teacher at Turner Elementary Middle School. A handout identifying Discoveries classes at other Caddo public schools was distributed.

Brenda Hudson, parent, petitioned the board to fund a full time Discoveries teacher at Turner Elementary/Middle School.

Reverend William B. Hines, citizen, asked the board and staff to be fair in promoting employees to administrative positions.

Angela Howard, parent, made the board aware of her concerns regarding the administration at Westwood Elementary School. She asked that a black male be appointed principal at the school.

Donzell Williams, parent, asked that a new principal be assigned to Westwood Elementary. She expressed concerns about the lack of discipline at the school and parental involvement.

Velma Casey, parent, echoed other parent's request to assign another principal at Westwood Elementary.

Monique Beckius, parent, commented that the environment at C. E. Byrd High School is not safe for students; additional security should be assigned to the school; and, students are being sexually harassed as they walk the corridors. She encouraged board members to make unannounced visits to the school and observe activities.

Gary Burt, parent, informed the board that his son was physically injured at C. E. Byrd High School last week. He expressed concern about overcrowding conditions at the school, and about the inadequate lunch program.

R. Lynne Fitzgerald, principal at C. E. Byrd High School, applauded students for the good work that they are doing and for the honors/recognitions that many have received.

Lindberg Carpenter, NAACP representative, said that the Caddo public school system needs better administration. He pressed the board to get its act together.

Vincent Taylor, teacher at Fair Park High School, asked the board and staff to reconsider its recommendation for principal at Fair Park. He suggested that more input should be received from parents and faculty, and he encouraged the board to examine the possibility of appointing a competent black male to the position.



Victor Battle, parent, expressed concern that his son has been labeled as a troubled child by the administration at Sunset Acres Elementary School. Further, that his son is being mistreated while riding the school bus.

Margaret Battle, parent, asked staff to investigate her belief that students are being treated poorly by faculty members at Sunset Acres Elementary School.

Pat Lewis, parent, asked staff to: 1) assign a counselor at Oak Park Elementary, 2) provide enriched classes, 3) construct an additional parking lot and improve (pave) existing parking areas, 4) make temporary buildings handicap accessible, 5) improve safety on campus for everyone and 6) erect a fence around the campus.

Susie Payne, President of Caddo Association of Educators (CAE), announced the newly-elected officers for the 1994-95 school year. She shared with the board CAE's views regarding the Personnel Evaluation Plan, the need for additional funding in the group health insurance plan, salary adjustments for instructional aides, restoration of days to sweepers' work schedules and funding for summer camp for first graders and funding for the Learning Styles program. Ms. Payne encouraged the board to look for equity in the evaluation process for all schools.

## **PERSONNEL RECOMMENDATIONS**

Dr. Shaw moved, seconded by Mrs. Allen and Mr. Thibodeaux, to delay and reopen the advertisement for principal at Fair Park High School. After debate, vote on the motion was called and carried with board members Vance, Burton, Brooks and Matlock opposed. Board members supporting the motion were Thibodeaux, Hicks, Shaw, Allen, Milam, Boykin and Glanville.

Dr. Hicks requested clarification of the provision in the school board's promotional policy for considering external applicants. Willie Henderson, assistant superintendent for human resource services, noted that the promotional policy provides a mechanism whereby staff could promote from within or from outside of the school system. Dr. Hicks suggested that the policy should be reviewed by staff in that the reference "promotional policy" could be confusing because it also infers that a person from the outside could be promoted. Mr. Brooks moved, seconded by Dr. Hicks, to delay the appointment of the director of certified personnel until the June, 1994 school board meeting. Mr. Brooks said that more information on this appointment is needed. Mrs. Boykin made a substitute motion, seconded by Mr. Thibodeaux, that both positions (certified and classified directors of personnel) be postponed pending the board's viewing and approving the job descriptions. Debate ensued on the contents of the job descriptions for the director of personnel positions. Mrs. Boykin requested staff to pay close attention to applicant's qualifications, and to require experience in personnel management and human resources. Dr. Shaw made a substitute motion to Mrs. Boykin's substitute motion, seconded by Mr. Thibodeaux, to support staff's recommendations. The president ruled that Dr. Shaw's motion was out of order, and called for the vote on the substitute motion by Mrs. Boykin, which failed. Board members supporting the substitute motion were Brooks, Milam, Boykin and Allen. Board members opposed were Vance, Thibodeaux, Hicks, Shaw, Burton, Matlock and Glanville. Vote on the original motion carried with board members Shaw, Matlock, Allen and Glanville opposed; board members Vance, Thibodeaux, Hicks, Burton, Brooks, Milam and Boykin supported the motion.

Dr. Hicks moved, seconded by Mr. Milam, approval of all of the remaining personnel recommendations. The superintendent announced that the remaining recommendations are Dr. Sandra McCalla, principal at Captain Shreve High School; Bob Bitowski, assistant principal for administration/discipline at Southwood High School; David Barr, director of classified personnel; and Roy Murray, supervisor of security. Vote on the motion carried with board members Vance and Allen opposed. Board members supporting the motion were Thibodeaux, Hicks, Shaw, Burton, Brooks, Matlock, Milam, Boykin and Glanville. The superintendent recognized and introduced the new appointees.

**Recess.** The president called for a ten minute recess at approximately 5:41 p.m. The board reconvened at approximately 5:56 p.m.

## **SPECIAL PRESENTATION**

**Facilities Study Committee.** Desmond Sprawls, chairman of the Facilities Study Committee, presented the committee's findings to the board. Dr. Dennis A. Pernotto assisted Mr. Sprawls with presentation of visuals. Mr. Sprawls noted that the committee's charge was to review the condition of all the district's attendance centers, review past enrollment data, study future enrollment projections, analyze district boundary lines and

recommend to the board of education a master plan for building, closing, remodeling, and renovating buildings and costs and methods of obtaining funds to accomplish this plan. Highlights of the presentations were the statement of purpose and general recommendations for physical facilities, i.e. asbestos floors, accessibility for physically challenged, standards for physical facilities, cafeteria and kitchens, facilities and usage, repairs, cleaning, paint touch-up, computerize requests, overcrowding and critical improvements. The proposed five year capital improvements program budget estimates are elementary, elementary/middle schools - \$36,900,000 and middle schools, high schools, special programs - \$17,100,000 for a total of \$54,000,000. Board members received a bound copy of the committee's final report. Mr. Sprawls informed the board that after its review of the report, a work session should be scheduled whereby staff, the board and committee members can interact. The superintendent and board members expressed appreciation to the committee for its dedication and hard work. Other committee members in the audience were recognized. Mr. Matlock asked that the committee not be disbanded in that there is particular input that he wishes to share with the committee. The president said that a work session to discuss and react to the committee's recommendations will be scheduled in the near future. Mrs. Boykin asked the superintendent to present at the next school board meeting (or work session) a plan for making available to board members future enrollment projections; and, to clarify the projected increase in financial costs. Dr. Hicks asked the committee to continue monitoring the system's progress in regards to the recommendations.

### **INSTRUCTIONAL PRESENTATION - BESE 8G ART GRANT**

Sally Cox, BESE member - at - large, capsulized how art funds were requested and awarded through an 8g multisensory art state-wide grant. The grant award to Caddo totaled \$33,671. Rachel Terril, supervisor of art for Caddo public schools, summarized the compilation of the grant award and identified how funds were disbursed. One-third of the funds was given to SRAC for five theater productions for the elementary students of Caddo Parish. Sixth grade students were transported to Caddo Magnet High School to build sculptures. Tenth grade students were involved in a writing unit involving English teachers. The writings were compiled and printed into the text, "Louisiana Cultural Heritage." Board members were given a copy of the book, and a video presentation depicting art activities in classrooms was shown. Student exhibits were displayed throughout the board room.

### **BIDS**

#### **Approval of Bids/Proposals Taken - Addition of Science Technology Center for C. E. Byrd High School.**

Dr. Shaw moved, seconded by Mr. Thibodeaux, approval of the circled low bids for addition of a science technology center for C. E. Byrd High School. Board members requested clarification of the escalation in costs and bid procedures/responses. Keith Norwood, director of school plant, summarized how funds are estimated, used, and assigned to Capital Projects. Discussion followed on construction plans for the structural support for a third floor, and on the removal of temporary buildings. The president called for the vote on the motion which carried unanimously.

### **ADOPTION OF 1994-95 GENERAL FUND BUDGET**

Dr. Shaw moved, seconded by Mr. Glanville, that the 1994-95 General Fund budget be approved as recommended by staff.

Mr. Glanville made a motion to amend the motion, seconded by Dr. Shaw, that expenditures for the proposed 1994-95 General Fund budget be increased by \$30,000 to provide a Discoveries teacher at Turner Elementary/Middle School. Debate followed on the school's needs, special funds, and teacher allotment. Dr. Shaw made a substitute motion, seconded by Mr. Thibodeaux, that any future Discoveries program brought for approval will first have staff's recommendation. Dr. Shaw noted that Discoveries program recommendations should come from staff. Mr. Vance said that program criteria must also be met. Dr. Shaw further noted that Turner would be considered when staff brings a recommendation to the board. Mr. Matlock moved, seconded by Mr. Brooks, to refer Mr. Glanville's motion and the substitute motion to a committee consisting of the superintendent and his cabinet requesting that they report to the board with a recommendation. Dr. Shaw commented that the matter has already been referred to the superintendent through the substitute motion. Mr. Matlock withdrew his motion; Mr. Brooks withdrew his second to the motion. Vote on the substitute motion carried unanimously.

Mrs. Allen made a motion to amend the motion, seconded by Mr. Brooks and Mr. Glanville, that the CPSB include in the budget the automated substitute assignment system (\$42,000) which requires an additional personnel department clerk (\$18,000) for a total of \$42,00. Vote on the motion carried with board members Shaw, Matlock, Milam and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Allen, Burton, Brook and Glanville.

Dr. Shaw made a motion to amend the motion, seconded by Dr. Hicks and Mr. Brooks, that the CPSB increase its sponsorship/relationship with the Shreveport Symphony at a cost of \$17,000. Vote on the motion carried with board members Milam and Boykin opposed; Mr. Matlock abstained; and, board members Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks and Glanville supported the motion.

Mr. Brooks made a motion to amend the motion, seconded by Dr. Hicks, that the CPSB add to the 1994-95 General Fund budget salary adjustments for instructional aids, restoring the work days to the sweeper's schedule, summer camp for first graders, Learning Styles program and projected increase in group insurance plan. The president suggested that Mr. Brooks divide his motion, and Mr. Brooks agreed. Staff reported that \$23,000 is already allocated in the Chapter 2 Budget for Learning Styles for next year; as well as funds for a summer camp. Therefore, Mr. Brooks made a motion to amend the motion, seconded by Dr. Hicks and Mr. Glanville, to restore work days to sweepers' schedule (\$170,000). Discussion followed on holidays for sweepers. In response to a board member's inquiry, staff commented that this adjustment was not included in staff's recommendations. Vote on the motion failed with board members Vance, Burton, Hicks, Brooks and Allen supporting the motion. Board members opposed were Thibodeaux, Shaw, Matlock, Milam, Boykin and Glanville.

Mr. Brooks made a motion to amend the motion, seconded by Dr. Hicks, to add to the 1994-95 General Fund budget salary adjustments for instructional aides (\$60,000). Mr. Thibodeaux asked if staff is making this recommendation, and the superintendent answered that this is not included in staff's recommendations. Mrs. Allen noted that this adjustment is an attempt to equalize salaries for instructional aides. The superintendent reported that all aides on the salary schedule, but the aides placed on the salary scale later have not advanced. Dr. Hicks moved, seconded by Dr. Shaw, to call for the question. Vote on the motion to end debate carried with board members Vance and Boykin opposed. Board members supporting the motion were Thibodeaux, Shaw, Hicks, Allen, Burton, Brooks, Matlock, Milam and Glanville. Vote on the motion carried with board members Vance, Matlock and Milam opposed. Board members supporting the motion were Thibodeaux, Shaw, Hicks, Burton, Allen, Brooks, Boykin and Glanville.

Mr. Brooks made a motion to amend the motion, seconded by Mr. Milam, to include in the 1994-95 General Fund budget the projected increase in the board's contribution to the group insurance plan (\$500,000). Vote on the motion failed with board members Burton, Brooks, Milam, Allen and Glanville supporting the motion. Board members opposed were Vance, Thibodeaux, Shaw, Hicks, Matlock and Boykin.

Dr. Hicks made a motion to amend the motion, seconded by Mr. Brooks, that the 1994-95 General Fund budget be funded (\$20,000) for CPSB participation in Sci-Port program. Vote on the motion carried with Mr. Matlock opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks, Milam, Boykin and Glanville.

Mrs. Allen made a motion to amend the motion, seconded by Mr. Brooks, that the 1994-95 General Fund budget's school library allotment be increased by fifty cents (50c) per student totaling \$25,000. Mr. Matlock made a substitute, seconded by Mr. Brooks, to increase the allotment by doubling the amount totaling \$50,000. Vote on the amendment carried with board members Vance, Burton, Thibodeaux, Hicks and Milam opposed. Board members supporting the motion were Shaw, Allen, Brooks, Matlock, Boykin and Glanville.

Mr. Milam noted that staff requested in the original budget that \$150,000 be allotted for a study, and he requested clarification of the matter. The superintendent said that the study would establish all classified salaries, job description upgrades, etc. S. L. Slack, assistant superintendent for support services, said that terminology in job descriptions has changed over the years and is obsolete. Job descriptions need to be addressed by groups as opposed to individual jobs. The study could last for approximately nine months. Mr. Vance moved, seconded by Dr. Shaw, to call for the question. Vote on the motion to end debate carried with board members Vance and Boykin opposed. Board members Thibodeaux, Shaw, Hicks, Burton, Allen, Brooks, Matlock, Milam and Glanville supported the motion.

Dr. Hicks moved, seconded by Dr. Shaw, approval of the 1994-95 General Fund budget as amended. Staff reported that the projected ending balance is \$2,428,956. Vote on the motion carried with board members Matlock, Milam, and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks and Glanville.

Referencing the list of recommendations from the Suspension Task Force, Mrs. Boykin asked if staff has received input from school staff members as to how money will be used. Dr. Holt said that after all information has been received and reviewed, the task force will convene to develop plans on how to follow-up.

## **APPROVAL OF SECTION 457 DEFERRED COMPENSATION PLAN REQUEST FOR PROPOSAL**

Dr. Hicks expressed concern about the distribution plan for requests for proposal. Dr. Shaw moved, seconded by Mr. Brooks, that the request for proposal for Third Party Administrator Services for the parish Deferred Compensation Plan be approved. Dr. Hicks asked if the matter will be advertised through The Times, Shreveport Sun, and Caddo Citizen. Ben Wreyford, director of finance, replied that staff will advertise through the school board's official printer, as well as through the other referenced publications. Vote on the motion carried with Mr. Milam opposed. Board members Vance, Thibodeaux, Shaw, Hicks, Burton, Allen, Brooks, Matlock, Boykin and Glanville supported the motion.

## **CALENDAR ADJUSTMENT FOR TEACHERS AND OTHER NINE-MONTH EMPLOYEES HOUSED AT CADDO PUBLIC SCHOOLS (THIBODEAUX)**

Mr. Thibodeaux asked that this item be removed from the agenda, and stated that the superintendent will address this matter administratively. Mrs. Boykin asked how would the superintendent address this issue, and the superintendent said that principals will be advised via memos, telephone, electronic mail that when staff members finish all work on the last day of school, that they be allowed to leave. Students will attend school on Monday and Tuesday (May 30 and 31, 1994).

## **CPSB DRESS CODE (BROOKS)**

Mr. Brooks expressed concern about the student dress code in Caddo Parish public schools, and asked the board to think about developing a dress code whereby students will be required to wear a uniform. He emphasized that he has observed that enforcement of the existing dress code, in some schools, is very relaxed.

## **SUPERINTENDENT'S REPORT**

**Grants.** The superintendent reported that several teachers received grants from the Caddo Public Education Foundation and grant collections total between \$750,000 and a million dollars for this year.

**Chapter I Budget.** The superintendent announced that Chapter I staff submitted a budget revision to the State Department in April to purchase equipment and supplies for Chapter I schools, and the revision has been approved.

**Financial Reporting Award.** The superintendent announced that for the seventh consecutive year, the Caddo Parish School Board has been awarded a certificate of excellence in financial reporting from the Association of School Business Officials International (ASBO).

**Assistant Principal for Oil City Elementary/Middle School.** The superintendent requested that the position of coordinator at Oil City Elementary School be changed to assistant principal, as per CPSB policy. He noted that the position would be advertised. Dr. Hicks moved, seconded by Mr. Glanville, approval of the superintendent's request. Mr. Thibodeaux questioned the student population at Oil City Elementary/Middle School, and observed that there are other elementary schools with larger student populations without an assistant principal. The superintendent said that the assistant principal would serve all grades, K-8; further, that the principal will have more time to spend on instructional matters rather than discipline problems. Vote on the motion carried with board members Thibodeaux, Matlock and Boykin opposed. Board members supporting the motion were Vance, Shaw, Hicks, Allen, Burton, Brooks, Milam and Glanville.

## **UNFINISHED BUSINESS**

**Report Energy Conservation Committee.** Mr. Milam said that the process is being continued, therefore, this item will be delayed until the next school board meeting.

**Director of Personnel Position.** Mr. Thibodeaux requested that board members be provided with a copy of the job description for the director of certified personnel before the board is asked to act on a recommendation.

**Mimie Cherry.** Mr. Thibodeaux requested the board to recognize Mrs. Mimie Cherry with a plaque for her faithful support of the CPSB.

**AAU Junior Olympics.** Mr. Thibodeaux announced that the CPSB will support, through use of school gymnasiums, the AAU Junior Olympics State Championships, June 9-12, 1994 at Huntington High School and Turner Elementary/Middle School. He invited board members to support the games.

**Inclusion.** Dr. Hicks informed the board that he is still receiving calls/complaints from parents about students at Oak Terrace being relocated. He reported that some parents feel that they are being pressured to sign IEPs. Dr. Hicks asked the superintendent to invite staff (Rosalie Ewing, Margaret Brown, instructional facilitators, advisory committee members) to attend the next school board meeting so that this matter can be cleared up. Dr. Holt announced that a meeting with staff is scheduled for Monday to address this matter. She further stated that staff is following the board's mandate and some students will be moved, but definitely not all. Further, that Oak Terrace will not be closed. Dr. Hicks emphasized his interest in the superintendent conveying to the director of special education the status of inclusion. The superintendent said that he thought that the matter was clarified, and he offered to meet with the parents who feel that they are being pressured.

**Request for School Bus Transportation.** Dr. Hicks moved, seconded by Mr. Brooks, that two school buses be rented to the Shreveport Pirates football team to transport " team players from Fair Grounds Field to Huntington High School for practice. He asked staff to designate and spell out all requirements for negotiating a contract. Mr. Matlock moved, seconded by Mr. Glanville, to suspend the rules and amend the agenda so that this item can be considered by the board. Vote on the motion to suspend the rules carried unanimously. Mr. Milam questioned the team's need to request the use of school buses. Dr. Shaw asked if there is anything that would prohibit the CPSB from renting buses to the team, and the superintendent answered no. Mr. Slack said that staff would follow board policy for the use of school buses by an outside organization. More discussion followed on the maintenance of the football field at Huntington. Staff said that the team will use the field in June but the field will be repaired prior to students' reporting to practice. Vote on the original motion carried with Mr. Milam opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Hicks, Burton, Allen, Brooks, Matlock, Boykin and Glanville.

## **NEW BUSINESS**

**Student Recognition.** Dr. Shaw asked staff to showcase student's successes/honors through some type of publication, or that an archive be built to display awards. He suggested that sponsors could be sought for the project such as the PTA.

**Visitors.** Dr. Shaw asked staff to develop a policy or procedure whereby citizens will be required to address concerns regarding specific personnel to at least two CPSB administrators before bringing the matter to the board.

**Committees.** Referencing a visitor who addressed the board earlier, Dr. Shaw asked that when staff develops school/community committees, that they consider involving parents who have shown an interest in CPSB and community matters. He said that some visitors address the board, such as the visitor today, and they are articulate, clear, cordial and organized.

## **ANNOUNCEMENTS**

**Employees Benefits Committee.** Mr. Thibodeaux asked if the Employees Benefits Committee has a slate of officers or an executive committee, and the superintendent answered no. Mr. Thibodeaux suggested that the Employees Benefits Committee should consider appointing an official executive committee so that when recommendations are made, then the executive committee could inform the board, as well as the staff.

**Discrimination Investigation.** Mr. Burton stated that Mr. Brooks is interested in the staff following up on his request to investigate reported discrimination practices against teachers, maintenance workers, teacher aides, cafeteria workers and students, as reported at the May Executive Committee meeting. Mr. Brooks said that supervisors and directors should be more involved in school operations; that they should monitor and assist principals, and intervene when problems arise between school administrators and citizens.

**Elementary Schools.** Mr. Matlock asked staff to seek input from staffs at elementary schools regarding appropriate student population/size for elementary schools before acting on recommendations from the Facilities Study Committee to close, combine or construct a central elementary school.

**Racial Tension.** Mr. Matlock stated that there is the appearance of a lot of racial tension in communities and schools. He noted that there is a great deal of respect, mutual affection, cooperativeness and sometimes disagreement on the CPSB. Mr. Matlock said that he would like for the board/staff to explore the possibility of doing something visible in an effort to dismiss rumors of racism existing on the CPSB. The president stated that he has spoken with the superintendent about an activity for the board.

**CAE Retirement Reception.** Mrs. Allen announced that the CAE will host its annual CPSB employees' retirement reception on Thursday, May 19, 1994, at 4 p.m. in the board room. She urged board members to attend the reception.

**Compliance Complaint Position.** Mrs. Boykin asked if the compliance complaint position has been filled. Staff stated that a recommendation will probably be presented at the June, 1994 school board meeting.

**Job Descriptions.** Mrs. Boykin asked that the job descriptions for the two personnel directors positions be shared with board members prior to the June, 1994 school board meeting.

**Enrollment Caps.** Mr. Milam asked if student enrollment caps were set for Caddo Magnet High and C. E. Byrd High School. The superintendent said that student enrollment caps will be in place for the 1995-96 school year. Jim Foster, assistant superintendent of administrative services, said that the enrollment at C. E. Byrd will be 200 students per class that will be grandfathered in beginning in the fall of 1995, plus gifted; and, a total of 1250 students for Caddo Magnet.

**Spelling/Vocabulary Books.** Mr. Milam commented that spelling/vocabulary books were removed this year because staff decided that the curriculum would be incorporated into other texts and subjects. He requested feedback on this strategy. Dr. Holt said that staff will prepare a report.

**Test Scores.** Mr. Milam asked staff to provide board members with comparative data on test scores. Dr. Holt said that board members will be receiving information.

**Suspension Problems.** Mr. Milam asked the superintendent to poll assistant principals to determine if they would like to visit with staff and board members to share their views on ninth grade suspension problems. Dr. Holt suggested that board members could attend a principals meeting for input or that a special meeting could be scheduled and all assistant principals and interested principals be invited.

**Student/School News.** Mr. Vance expressed appreciation for the noteworthy educational articles that are appearing in The Times on a weekly basis. He thanked Sharon Thomas, news reporter, for her efforts to share happenings with the citizenry.

**CPSB Structure.** Mr. Vance asked the superintendent to think about the structure of the Caddo public school system; does Caddo have the best structure? He noted that other districts have clusters of grades K-6, 7-9, and 10-12.

**Legal Service.** Mr. Vance asked staff to study the feasibility of having legal representation housed at central office. He asked staff to inform the board of how much legal work has been contracted with minority representation.

**Fax Machines.** Dr. Hicks asked staff to research the feasibility and cost of installing fax machines at every Caddo Parish public school.

**Legal Suit.** Dr. Hicks asked the superintendent to investigate the situation of a principal initiating a law suit against a student. He said that he would provide the superintendent with pertinent information.

**State PTA Button.** Mr. Glanville informed the board that he recently attended the state PTA convention in Monroe and received a button that he presented to the superintendent. The button reads, "I am part of the solution."

**Cultural Diversity.** Dr. Shaw expressed appreciation for the workshop that was recently offered by staff on cultural diversity. He acknowledged the presence of other board members (Allen, Boykin, Glanville) who attended the program.

## **EXECUTIVE SESSION**

**Litigation - R. Shelby, et al vs CPSB , et al No. 371,469-B, First Judicial District Court, Caddo Parish, Louisiana.** Mr. Vance moved, seconded by Mr. Brooks, for an executive session to hear litigation for approximately 10 minutes. The motion carried unanimously, and the board went into executive session at approximately 9:12 p.m. The board reconvened at approximately 9:16 p.m.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Matlock seconded the motion which carried unanimously, and the meeting adjourned at approximately 9:17 p.m.

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Terry L. Terril, Ed.D., Secretary

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Willie D. Burton, President

### **Executive Committee**

**June 1, 1994**

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, June 1, 1994, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. CPSB member Jerry Tim Brooks was present. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mrs. Allen.

**Agenda Items.** The superintendent reviewed the proposed agenda for the June 15, 1994 school board meeting. "Official CPSB Meeting for July, 1994 (Burton)" was added to the agenda. The following agenda items were categorized as consent agenda: 13-A (1-26) through 15; 17-19; 21-26-A; and, 27-B. Mrs. Allen moved, seconded by Mr. Milam, to adopt the indicated consent agenda items. Vote on the motion carried unanimously.

**Evaluation of CPSB Administrators.** Mr. Brooks asked the board/staff to develop an evaluation plan for CPSB administrators. The superintendent informed board members that staff has a new evaluation plan for administrators which comes from the district and state. The president asked the superintendent to share the evaluation plan with Mr. Brooks.

**Kindergarten Evaluations.** The president stated that he might present a recommendation regarding the evaluation of kindergarten programs at the June, 1994 school board meeting.

### **WORK SESSION**

**Principal - Fair Park High School and Director of Personnel (Certified).** The president asked if a recommendation will be presented for the principal position at Fair Park High School. The superintendent said that staff was instructed to readvertise the position vacancy. A recommendation will be presented if there is enough time to complete the promotional process. Willie Henderson, assistant superintendent for human resource services, said that the advertising period has not expired. Mr. Brooks asked if a recommendation will be presented for the position of director of personnel (certified). Staff reported that the board delayed taking action on this position assignment at its last official meeting, and a recommendation will be presented at the June meeting. Mr. Brooks expressed concern about the application of administrative promotional procedures in the Caddo Public School System.

**Renewal of Caddo Parish Stadium Concessions Contract.** Mr. Milam asked what type of adjustments will staff make for playing football games at Independence Stadium. The superintendent said that the adjustment is for ten less game dates, and staff has been assured that the football field will be ready and marked appropriately. Mr. Milam asked if rescheduling will increase the number of Thursday night games, and staff said that more Thursday night games would be a logical conclusion.

**Consideration of Life Time Maximum Benefit Limit on Group Health Plan.** Cathy McClure, newly-elected president of Caddo Association of Educators (CAE T), asked if a date has been set for the Employees Benefits Committee to meet. S. L. Slack, assistant superintendent for support services, reported that a meeting has been scheduled. Mrs. Allen announced that the meeting is scheduled for next Tuesday from 11 a.m. until 12:30 P.M. Mrs. McClure asked if more information has been received from Washington National on possible rate increases. Mr. Slack said that information will be presented at the committee meeting.

**Pupil Progression Plan.** The president reminded board members that they have been asked to submit the name of a representative from their district to Dr. G. Jeane Nichols, director of elementary education, to serve on the Pupil Progression Plan Committee. Mrs. Allen asked if she could get a list of current committee members, and the superintendent said that the list will be provided.

**Renaming of Booker T. Washington High School Stadium.** Mr. Burton inquired about staff's progress with area legislators regarding the resolution to rename the stadium. The superintendent reported that he has written Dr. C. O. Simpkins and has attempted to contact him by telephone, but he was not successful. He further

reported that other members of the Legislature have informed him that constitutional amendments regarding special sessions dictate what can be brought up. If the issue has not been introduced, the stadium could be renamed "Barnes Stadium"; however, the individual's first name could not be used until legislative action is taken. The president encouraged the superintendent to follow-up on this matter. Mr. Brooks said that he would assist the superintendent in contacting Dr. Simpkins.

**Energy Conservation Committee.** The president said a report will be presented at the June, 199 school board meeting. Interested conservation groups will be allowed to address the board on this issue during visitors' presentations.

**Nine-Point Discipline Plan.** Cathy McClure announced that CAE representatives will be meeting with area legislators this week to discuss the nine - point discipline plan.

**Meeting with Assistant Principals of Discipline.** Mr. Milam asked if staff has contacted assistant principals regarding a meeting with board members to discuss discipline concerns. The superintendent replied that staff is talking with assistant principals and they are being polled about scheduling a meeting.

## **EXECUTIVE SESSION**

Mr. Milam moved, seconded by Mrs. Allen, to go into executive session for approximately 20 minutes to hear a student appeal. Vote on the motion carried unanimously. The committee went into executive session at approximately 4:04 p.m. and reconvened at approximately 4:10 p.m.

**Adjournment.** There being no further business, Mrs. Allen moved for adjournment. Mr. Milam seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:11 p.m.

## **June 15, 1994**

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 P.M., Wednesday, June 15, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Jerry Tim Brooks, Paul Glanville, David Matlock, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Judy D. Boykin arrived at approximately 3:40 p.m.; Raymond A. Hicks arrived at approximately 4:35 p.m.; and, David Byerley was absent (out-of-town). Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mr. Milam gave the invocation and led the Pledge of Allegiance.

## **MINUTES OF THE PREVIOUS BOARD MEETING**

Mr. Glanville moved, seconded by Mr. Brooks, approval of the minutes of the May 18, 1994 school board meeting. Vote on the motion carried unanimously.

## **PUBLIC HEARING FOR 1994-95 DEBT SERVICE BUDGET**

The president declared the floor open for input on the 1994-95 Debt Service Budget. No one came forth.

## **PUBLIC HEARING FOR 1994-95 CAPITAL PROJECTS BUDGET**

The president declared the floor open for input on the 1994-95 Capital Projects Budget. No one came forth.

## **PUBLIC HEARING FOR 1994-95 EISENHOWER BUDGET**

The president declared the floor open for input on the 1994-95 Eisenhower Budget. No one came forth.

## **PUBLIC HEARING FOR CHAPTER 2 BUDGET**

The president declared the floor open for input on the Chapter 2 Budget. No one came forth.

## **PUBLIC HEARING FOR 1994-95 CHILD NUTRITION PROGRAMS BUDGET**

The president declared the floor open for input on the 1994-95 Child Nutrition Programs Budget. No one came forth.



## CONSENT AGENDA

The board reviewed the agenda and the following items were categorized as consent agenda.

### Agenda Item No. 14-A

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for janitorial chemical supplies; janitorial paper supplies; janitorial poly can liners; janitorial supplies; window glass for maintenance department; vehicle windshields and side glass for transportation department; piano laboratory for Caddo Middle Magnet; video equipment for Chapter I schools; student and athletic lockers for C. E. Byrd, Captain Shreve, Midway and North Caddo; periodicals for all schools; computer software for Chapter I schools; computer signal converter for Chapter I schools; janitorial tools and electrical supplies; materials and supplies - classroom supplies; materials and supplies - teaching supplies; milk and dairy products (all schools); bread and bread products (all schools); fruit juice (all schools); fencing at Mooretown ECE; gym ventilation for Caddo Middle Magnet, Project P-184; HVAC replacement at Ingersoll, Project P-183; accessibility project for South Highlands, Project P-177; gym floor replacement at Bethune, Fair Park and Linwood; refinish gym floor at Herndon, and fencing at Judson, Creswell and Newton Smith. Further, that all bids for agenda item 14-1-25 (Paving work at Booker T. Washington, Oak Terrace, Forest Hill and Westwood) be rejected and that this project be readvertised to rebid on July 14, 1994. A copy of the tabulation bid sheets marked "Exhibit A, 53 pages, June 15, 1994" is filed in the official papers of the board.

### Agenda Item No. 15

**Adoption of 1994-95 Debt Service Budget.** Staff recommended that the proposed 1994-95 Debt Service Fund Budget be approved. This budget is used only for the payment of bonded indebtedness of the school board. The projected balance at June 30, 1995 is \$1,571,740.

### Agenda Item No. 16

**Adoption of 1994-95 Capital Projects Budget.** Staff recommended approval of the proposed 1994-95 Capital Projects Budget. This budget is based on the Capital Projects Plan previously adopted by the board. The projected balance at June 30, 1995 is \$50,722. Funds maintained in the Construction Reserve totals \$580,616 as of April 30, 1994.

### Agenda Item No. 17

**Adoption of 1994-95 Child Nutrition Programs Budget.** Staff recommended approval of the 1994-95 Child Nutrition Programs Budget. Anticipated balance of funds (July 1) for the 1994-95 budget totals \$2,556,700.

### Agenda Item No. 19

**Drug-Free School and Communities Act Grant Allotment Proposal.** Staff recommended that the Drug-Free Schools and Communities Act grant application be approved. The proposal reflects an approximate 26 percent reduction in federal funding for drug prevention/ intervention programs.

### Agenda Item No. 20

**Request for School Bus Transportation by LSU-S Nature Day Camp.** Staff recommended that the request from LSU-S Nature Day Camp to rent school buses for field trips during the period June 23 - August 4, 1994 be approved.

### Agenda Item No. 26

**Eisenhower Budget 1994-95.** Staff recommended approval of the Eisenhower Budget for 1994-95. This program is designed to improve the skills of teachers in mathematics and science by providing teacher training. The funding level is \$224,189.

### Agenda Item No. 27

**Chapter 2 Budget.** Staff recommended approval of the Chapter 2 Budget. The funding level of \$319,100 is for innovative instructional programs.

### **Agenda Item No. 28**

**Pupil Progression Plan 1994-95.** Staff recommended approval of the 1994-95 Pupil Progression Plan. The plan is developed in compliance with the State Board of Elementary and Secondary Education guidelines included in Bulletin 1566, (R.S. 17:24.4) and all applicable policies and standards of Bulletin 741, 1706, and all applicable federal, state, and local regulations.

### **Agenda Item No. 29-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, 1994-95 School Year

J. Patrick Adams, Teacher, Vivian Elementary/Middle  
Margaret Thompson, Teacher, Fair Park High

Sabbatical Leave for Rest and Recuperation, 1994-95 School Year

Judy Reynolds, COE Coordinator, Fair Park High School

Sabbatical Leave for Study, Fall Semester 1994-95 School Year

Carla Lindsey, Teacher, Walnut Hill Elementary/Middle

Sabbatical Leave for Study, Spring Semester 1994-95 School Year

Phyllis Perkins, Teacher, Walnut Hill Elementary/Middle

Leave Without Pay (Personal), Fall Semester 1994-95 School Year

Ruthie Adam, Teacher, Green Oaks High  
Cynthia Trahan, Teacher, Shreve Island Elementary

Leave Without Pay (Personal), 1994-95 School Year

Aimee Barron, Teacher, Westwood Elementary  
Milda M. Eakin, Teacher, Hamilton Terrace Adult Learning Center  
John Wagnon, Teacher, Youree Drive Middle School  
Aleatha Gibson, Counselor, Pine Grove Elementary

Leave Without Pay (Study), 1994-95 School Year

Yvonne Penelope, Teacher, C. E. Byrd High

Leave Without Pay (Personal), 1994-95 and 1995-96 School Years

Linda Day, Assistant Principal, Linwood Middle School

**Request of the Board.** Patricia Bobbitt, teacher at Huntington High School, was on sabbatical leave for rest and recuperation for the 1993-94 school year. Her health has not improved and she asked to be relieved of the obligation to return to work or pay back monies received while on leave.

### **Agenda Item 29-B**

**Official CPSB Meeting for July, 1994 (Burton).** The board approved the motion that one official CPSB meeting be held during July, 1994, this being the regular board meeting on July 20, 1994, at 3:30 p.m. in the board room.

### **Agenda Item 30-B**

**CPSB Approval of Energy Conservation Committee Members (Milam).** The board approved the motion that persons identified in the mailout packets be appointed to the Energy Conservation Committee. Further, that

the committee be charged to conduct an ongoing study into future energy saving methods for the Caddo Public School System. Committee members are: Keith Norwood, director of school plant; Chuck Miller, retired CPSB director of school plant; Louis Greber, supervisor of buildings and grounds; Robert Williams, supervisor of science; Paul Glanville and Judy D. Boykin, CPSB members; and, John Douglas, oil and gas industry (parent).

Mrs. Allen moved, seconded by Mr. Thibodeaux, approval of the amended consent agenda. Vote on the motion carried unanimously.

### **SPECIAL RECOGNITIONS - 1993-94 CPSB RETIREES**

Willie Henderson, assistant superintendent for human resource services, announced that 87 certified employees with a cumulative total of 2,303 years of service and 75 classified employees with a total of 1,510.5 years of service were retiring from the Caddo public school system. On behalf of the board, Mr. Henderson and the superintendent introduced the retirees and presented them with framed certificates of recognition for their service. Certified retirees present were: Thelma L. Burson, Louie G. Chalfant, Mary S. Choyce, Gladie Clayborne, J. D. Courtney, Althia Fuller, Gloria Higgins, Ruthie M. Holmes, Judith Horne, Jewel Y. Jones, Martha Keith, Minnie L. Key, Patricia Kimble, Carol J. Lynch, Claudette Martin, Charles E. C. Miller, Alma Moore, James D. Mooty, Betty Pennywell, Mabel Pennywell, Laura Player, Helen Randle, Mary C. Reagan, Marie R. Rinaudo, Dorothy Scott, Carolyn Sharp, Miranda Slagle, Lois A. Tarter, Mollie D. Wade and Mel Frances Wilson. Certificates were mailed to: Mary Ann Bargmann, Carrie G. Belle, Patricia Bobbitt, Sarah Brackman, James C. Bruce, Edward Caesar, James Carter, M. B. Childress, Martha N. Christian, Snow B. Clingon, Virginia Freeman, Charlotte Fulton, Martha Gahagan, Silas Geter, Jr., Evelyn M. Graham, J. C. Harkness, Norma S. Harris, Melva J. Harvey, Ethel S. Haughton, Yvonne P. Hendrick, Jo Ann Hill, Driskill B. Horton, Jr., Edward B. Hudson, Murray Huffman, Doris B. Johnson, Roynetta Lee, William Lee, Sr., William Lloyd, Camille Lummus, Sammie Madison, Diane McRaney, Barbara Mitchell, Bettye Moore, Marjorie B. Moore, Linda M. Owensby, Lloyd Parker, Marilyn Parker, Annette Payne, Marianne Poison, Delores C. Poss, Harriet R. Powell, Tommy Powell, Wade Robinson, Nelva W. Rodney, James E. Sanders, Edna Sherling, Anne Shuttleworth, Joe Shyne, Beverly Smith, Mary Varnell, Jewell Wagner, Daisy White, Walter White, Sr., Evelyn Williams, Marilyn Williams, Mary Williams and William Winfield.

Classified employees present were: Lula P. Alfred, Addie B. Bass, Charlie Mae Carter, Mary E. Collins, Alfred Dennis (posthumous), Clara Fisher, Doris Fulghum, Glennie J. Gallagher, Bonnie D. Graham, Vertia Green, Bobbie J. Hall, Dorothy M. Hall, Betty B. Herrington, Eula M. Hudson, Ossie M. Jernigan, Gloria D. Johnson, Francis W. Mazier, John Newson, Eddie M. Rogers, Emma J. Samuels, Kenneth R. Shaw, Enola H. Shields, Dorothy W. Walling, Louise S. Williams and Mary McKee Williams. Certificates were mailed to: Omelia Arterberry, Edna Bell, John W. Benton, Robbie M. Bergeron, Josephine Bernhoft, Jedonne K. Bradford, Willie Mae Bryant, Willie L. Cage, Lucy L. Collins, Bonnie D. Coaxum, Marion Elliott, Margie Fisher, Gussie R. Franklin, Juanita H. Gilbert, Irene F. Grice, Tecolia Horton, Barbara Huddleston, Bertha L. Jackson, Milton Jeter, Mary H. Klemm, Andrew Labor, William "Jeff" LaCaze, Esther C. Leftwich, Ena C. Lightbourn, Arnold Malone, Jr., Horace W. Mann, Cheryl S. Mitchell, Mildred D. Mitchell, Molly B. McCook, Kenneth A. Parker, Laura D. Poole, Ruby F. Prewitt, Ophelia B. Rasco, Bettie B. Reddy, Norma J. Roeten, Mary M. Russell, Bobbie J. Samuels, Bernice S. Scott, Claudia V. Stephens, Katherine W. Stringer, Margie M. Stromile, Cornelius Tarry, Berl A. Thomas, James L. Williams, Joe L. Williams, Mary Williams, Murl L. Williams, Billie L. Worsham and Nero John Young.

**Recess.** The president called for a five minute recess at approximately 4 p.m. The board reconvened at approximately 4:06 p.m.

### **VISITORS**

Kenneth R. Epperson, president of South Shreveport Civic Council, Inc., spoke against the school board's adoption of a policy mandating clear backpacks for students.

Barbara Norton expressed concern about the appointment of a principal to Fair Park High School. She encouraged the board to appoint an individual who will work with the parents/citizens in the community.

Suzetta Grant, parent, expressed concern about the rumor that Oak Terrace School will be closed.

Anthony Hollis, president of the National Association of the Advancement of Colored People (NAACP), asked the board to delay the appointment of a director of certified personnel. He noted that pertinent information regarding applicants for the position was requested for review by NAACP, but all of the requested information

was not made available. Mr. Hollis encouraged the board to comply with the organization's request, and to work with citizens before making critical personnel appointments.

Willie Bradford asked the board to delay appointing a director of certified personnel until relevant information on all applicants has been made public.

Mary P. Kellum asked the board to improve its health care plan by providing a plan that would increase medical coverage that would aid her in caring for her seriously ill spouse.

Cathy McClure, president of Caddo Association of Educators (CAE), expressed CAE's support of staff's request to delay taking action on consideration of life time maximum benefit limit on the group health plan until the Employees Benefits Committee has reviewed the plan.

Angela Howard, parent, asked the board to appoint a new principal to Westwood Elementary School. She asked that a black male be appointed principal; someone who understands the needs of the students, supports the faculty and staff, works with parents, and will ensure a quality education for all students. A petition was presented to the board. Cindy St. Amant, president of the Caddo and Bossier Zoological Association, briefly highlighted the organization's plans for building a zoo in the area, and solicited the board's support. Supportive documentation on the proposed master plan/fund raiser for the zoo was distributed to board members.

Lloyd Thompson, president of the PTA at J. S. Clark Middle School, encouraged the board and staff to consider carefully all applicants applying for the position of assistant principal at J. S. Clark Middle School before making an appointment.

Sally Cox, Board of Elementary and Secondary Education (BESE) member-at-large, gave an update of BESE activities and educational agenda items that will affect Caddo public schools. Mr. Milam requested that "BESE Update" be placed on future board agendas, when appropriate, as a separate item in order to provide ample time for the presentation.

## **PERSONNEL RECOMMENDATIONS**

Dr. Shaw moved, seconded by Mr. Glanville and Mr. Matlock, approval of the personnel recommendations as recommended by staff and included in the mailout. Dr. Hicks made a substitute motion, seconded by Mr. Brooks, to separate the personnel recommendations and vote on each position separately. Vote on the substitute motion failed in a tie vote with board members Vance, Burton, Thibodeaux, Hicks and Brooks supporting the motion. Board members Shaw, Allen, Burton, Matlock and Milam were opposed; and Mrs. Boykin was absent for the vote. Discussion ensued on recommended positions, the promotional screening process and committee composition, the need for citizens to identify specific reasons for reconsidering a candidate, and the public's perception of promotional procedures. The president called for the vote on the motion which carried with board members Brooks and Hicks opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville. The superintendent made the following recommendations: Ron Festavan, director of personnel (certified); Wanda Brooks, principal at Fair Park High School (terms of contract July 22, 1994 - June 15, 1997); Renee Neugart, assistant principal for instruction at Captain Shreve High School (terms of contract August 8, 1994 - June 15, 1997); Daniel Presley, assistant principal for administration and discipline at Bethune Middle School (terms of contract August 10, 1994 - June 15, 1997); Connie Rogers, principal at Werner Park Elementary School (terms of contract August 8, 1994 - June 15, 1997); Leisa Edwards, principal at Judson Fundamental Elementary School (terms of contract August 8, 1994 - June 15, 1997); Charlotte Watson, principal at University Elementary School (terms of contract August 8, 1994 - June 15, 1997); Barbara Denson, principal at Eighty-First Street ECE (terms of contract are August 8, 1994 - June 15, 1997); and, Clara Hunton, principal at Shreve Island Elementary School for the fall semester of the 1994-95 school year. Each employee will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he/she is appointed.

## **BIDS**

**Approval of Bids/Proposals Taken -- Paving Work at Booker T. Washington, Oak Terrace, Forest Hill and Westwood.** Mr. Matlock moved, seconded by Mr. Thibodeaux, that the board reconsider agenda item 14-A-25. Vote on the motion carried unanimously. Mr. Vance expressed concern for staff's need to rebid and readvertise this item, and he requested clarification of the matter. Keith Norwood, director of school plant, explained that due to a clerical error, all addenda were not received by all bidders. He proceeded to recap the bid procedures, and noted that after consultation with legal counsel, staff was advised to rebid. Mr. Vance asked the superintendent to review the bidding process in an effort to eliminate the need to rebid items. Dr. Shaw

moved, seconded by Mr. Glanville, that all bids for agenda item 14-A-25 (paving work at Booker T. Washington, Oak Terrace, Forest Hill and Westwood) be rejected and that this project be readvertised to rebid on July 14, 1994. Vote on the motion carried with Dr. Hicks absent for the vote; Mr. Brooks opposed; and, board members Vance, Thibodeaux, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville supporting the motion.

#### **APPOINTMENT OF OFFICIAL PRINTER**

Dr. Shaw moved, seconded by Mr. Glanville, that The Times be appointed the Caddo Parish School Board's official journal for the 1994-95 year. Mr. Brooks made a substitute motion, seconded by Mr. Thibodeaux, that The Caddo Citizen be the school board's official journal for the 1994-95 year. Discussion followed on the newspapers' circulation and publication schedules, bid procedures, and quoted rates for printing. Due to its greater circulation and daily publication, staff recommended that The Times be appointed official journal for the 1994-95 year. Following debate, Dr. Hicks made a second substitute motion, seconded by Mr. Vance, that The Times be designated as the official printer journal for the CPSB, and Shreveport Sun and Caddo Citizen be designated auxiliary, official journals for the Caddo public school district.

After more debate regarding the bid process, publication of school board materials and circulation (readership), Mr. Vance moved, seconded by Dr. Hicks, to call for the question. Vote on the motion to end debate carried with board members Brooks, Matlock and Milam opposed. Board members supporting the motion were Thibodeaux, Shaw, Hicks, Allen, Burton, Brooks, Boykin and Glanville. Vote on the second substitute motion failed with board members Vance, Burton, Hicks and Allen supporting the motion. Board members opposed were Thibodeaux, Shaw, Brooks, Matlock, Milam, Boykin and Glanville. Additional debate ensued on printing needs and bid specifications. Mr. Milam moved, seconded by Mr. Glanville, to call for the question on all motions. Vote on the motion to end debate carried with Mr. Matlock opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Shaw, Allen, Burton, Brooks, Milam, Boykin and Glanville. Vote on Mr. Brooks' substitute motion carried with board members Vance, Burton, Thibodeaux, Brooks, Milam and Boykin supporting the motion. Board members opposed were Shaw, Hicks, Allen, Matlock, and Glanville opposed.

#### **REQUEST FOR SCHOOL BUS TRANSPORTATION FOR THE YOUTH UNITED GAMES (HICKS)**

Dr. Hicks moved, seconded by Dr. Shaw, approval of the request for the use of school buses by the Community for a Drug-Free Shreveport (office of the Mayor) to transport students who will be participating in the First Annual Youth United Games, July 28-30, 1994. Vote on the motion carried unanimously.

#### **RENEWAL OF CADDO PARISH STADIUM CONCESSIONS CONTRACT**

Mrs. Allen moved, seconded by Mrs. Boykin, that the contract with Captain Shreve Band Booster Club and the Southwood Band Booster Club (S & S Concessions) for all concession rights at the Caddo Parish Stadium be renewed for a five year period beginning July 1, 1994 and ending June 30, 1999. Mr. Vance requested clarification of the terms of the contract. S. L. Slack, assistant superintendent for support services, explained the schedule and distribution of proceeds. Board members discussed the interest and/or involvement of other area high schools. Mr. Vance requested staff to provide him with a report on the use of Caddo Stadium by Caddo Parish public high schools, and on concessions. Mr. Vance made a substitute motion, seconded by Dr. Shaw, to postpone this item until the July, 1994 school board meeting. Dr. Hicks moved, seconded by Dr. Shaw, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the substitute motion failed with board members Vance, Burton and Hicks supporting the motion. Board members opposed were Thibodeaux, Shaw, Allen, Brooks, Matlock, Milam, Boykin and Glanville. Mr. Matlock questioned the award of concession proceeds from other high school stadiums and suggested that the board and staff should look at all stadiums for fairness. Mr. Slack recounted the historical perspective of the construction of Caddo Parish Stadium and concession arrangements (equipment/volunteer workers). Mrs. Boykin requested clarification of concession awards when junior varsity teams play at the stadium. After more debate, the president called for the vote on the original motion which carried with board members Vance and Hicks opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Burton, Brooks, Matlock, Milam, Boykin and Glanville. A copy of the contract is filed in the official papers of the board.

#### **CONSIDERATION OF LIFE TIME MAXIMUM BENEFIT LIMIT ON GROUP HEALTH PLAN**

The superintendent noted that staff is presently working on this plan and is waiting for the Employees Benefits Committee to make a recommendation. He reported that the lifetime maximum benefit limit at this time is \$500,000 and the request is to increase the benefit limit to \$1,000,000. Mrs. Allen informed the board that some

families have reached the maximum benefit limit. She moved, seconded by Mr. Brooks, that the board assume the responsibility of the cost to raise coverage to \$750,000 maximum benefit. Dr. Hicks suggested that staff should review the rising cost of health services, and suggested that staff should consider providing a catastrophic illness coverage. Mr. Brooks commented that some employees need the assistance now, and he encouraged board members to support the motion. Mr. Thibodeaux moved, seconded by Mr. Matlock, to postpone this item until such time that the Employees Benefits Committee has had an opportunity to make a recommendation at the July, 1994 school board meeting. Vote on the motion to postpone carried with board members Vance, Allen and Brooks opposed. Board members supporting the motion were Thibodeaux, Shaw, Hicks, Burton, Matlock, Milam, Boykin and Glanville.

## **SPECIAL EDUCATION ADVISORY COUNCIL NOMINEES**

Mrs. Boykin asked staff to describe the election process, and observed that board members were neither provided with a slate nor biographical information on the candidates. Legal counsel commented that Rosalie Ewing, director of special education, drafted the ballot based on what was done last year. He proceeded to recap the board's previous action and reviewed the vacancies on the proposed ballot. Mrs. Allen moved, seconded by Dr. Hicks, that Richard Neeson be transferred from category B -Teachers of Children in Special Education Services to category F - State and Local Education Program Administrators. Dr. Shaw made a substitute motion, seconded by Mr. Matlock, that staff bring to the board a recommendation per slot and the board vote on it as a whole, reject it as a whole, or make amendments. Dr. Shaw and Mr. Matlock spoke in support of staff providing the board with a slate of candidates, and Mr. Matlock encouraged the board to proceed with transferring Mr. Neeson to another category. Mr. Matlock made a motion to amend the substitute motion, seconded by Mr. Glanville, to allow the board to vote on the pending motion concerning the transfer of Mr. Neeson. Dr. Shaw commented that unless this appointment is critical, that staff could bring this recommendation back to the board in the appropriate slot. The superintendent noted that school board policy calls for the council to be on board by July 1, but he did not think that the group would be meeting in July. Mrs. Ewing said that the group decided not to meet in July. Mr. Thibodeaux expressed concern about staff providing the board with a slate, and emphasized that part of the reason for the council is to attempt to provide representation from many areas in an unbiased fashion. More debate followed and Dr. Hicks spoke in support of the election procedure that is in place. He made a second substitute motion, seconded by Mr. Vance, that the board postpone the election of members to the Special Education Advisory Council until the July 20, 1994 meeting. Vote on the motion to postpone carried with board members Shaw, Matlock, Milam and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Allen, Burton, Brooks, and Glanville.

## **SPECIAL EDUCATION MEDICAL CONTRACTS AND INTERAGENCY AGREEMENTS**

Mr. Vance moved, seconded by Dr. Hicks, approval of the special education medical contracts and interagency agreements as submitted by staff. Vote on the motion carried unanimously. The special education agreements are: The Adolescent Center, Blind Services Agreement (Division of Rehabilitation Services), Caddo Oaks Hospital, Charter Forest, CPC-Brentwood Hospital, Family Crisis Center, Head Start Programs, Highland Hills Hospital, Holy Angels, Joy Home for Boys, Juvenile Detention, Louisiana Child Care and Placement Services, LSU-S, North Louisiana Regional Hospital, Rehabilitation, Shriners Hospital, Southern University-Shreveport/Bossier, Volunteers of America MADRE (Mental Health and Drug Recovery Empowerment), Volunteers of America Magnolia House and Huron House, Willis-Knighton Physical Medicine and Rehabilitation Institute, Dr. Linda Gage-White, Head Start, Physicians Filing Service, Dr. Clinton Price, Therapists Unlimited, Dr. Alan Richards, Mollie E. Webb and Dr. Terry Kendrick. A copy of each agreement is filed in the official papers of the board.

## **SUPERINTENDENT'S REPORT**

**Requests for Leaves.** Mr. Matlock expressed concern with the procedure for granting requests for leaves. He asked staff to clarify their future recommendations regarding employees being relieved of their obligation to return to work or pay back monies received while on leave (waiver to repay funds).

## **UNFINISHED BUSINESS**

**Energy Conservation Committee.** Mr. Milam moved, seconded by Dr. Hicks, approval of the contractual agreement with Energy Education, Inc. to implement an education based energy conservation program. Further, that staff be authorized to develop a request for proposals (RFPs) for a mechanical/electrical upgrade based energy conservation program. The superintendent asked that Mr. Milam include in the motion that any such action would be subject to review of the document by legal counsel. Mr. Milam concurred with the

superintendent's request. Legal counsel said that the document should be reviewed by him and voted on by the entire board. Mr. Milam identified members of the Energy Conservation Committee and summarized the committee's activities, noting the following: a) visits were made to Oklahoma City, OK, Ft. Worth and Austin, TX to consider ways to save money or energy; b) most businesses are moving towards geo-thermal heating and air-conditioning procedure; c) the committee is interested in saving money with energy cost, yet maintaining comfort; d) the philosophies in savings are mechanically-oriented or an education-based approach; and, e) the committee will meet with other companies in the next several weeks to hear their proposals for future consideration. Mr. Milam said that the committee is suggesting that the board accept the people-oriented energy management system. Gary Clark, Energy Education, Inc. representative, briefly highlighted its plan/offerings. Debate ensued on cost, contractual guarantees, buildings comfort levels, financial savings probabilities (utility budget), and the energy conservation educational training of employees (turning off lights, cutting off chillers, etc.). Dr. Shaw asked that Shawn Fenton, representative of Johnson Controls, Inc., be given an opportunity to address the board. Mr. Fenton informed the board of Johnson Controls' offerings in reducing energy and cost, and asked the board to consider all options before making its decision. Mr. Brooks moved, seconded by Dr. Shaw, to postpone this item until the July, 1994 board meeting. Debate continued on the feasibility of employing an energy conservation expert to develop a program for the school system. Mrs. Allen informed the board of upcoming meeting dates of the committee (June 28, July 12 and July 26). Vote on the motion to postpone was called and failed with board members Brooks, Vance, and Burton supporting the motion. Board members opposed were Thibodeaux, Hicks, Shaw, Allen, Matlock, Milam, Boykin and Glanville. Dr. Shaw requested clarification of the original motion. Mr. Vance made a substitute motion, seconded by Mr. Brooks, to approve the concept of the Energy Conservation Committee as presented, subject to the subsequent presentation of a contract for approval by the school board's attorney, and subsequent approval by the board. Dr. Shaw moved, seconded by Mr. Matlock, to call for the question on all items. Vote on the motion to end debate carried unanimously. Vote on the substitute motion carried unanimously.

**Recess.** The president called for a ten minute recess at approximately 7:30 p.m. The board reconvened at approximately 7:44 p.m.

#### **EXECUTIVE SESSION - STUDENT APPEAL**

Dr. Shaw moved, seconded by Mr. Glanville, for an executive session to hear a student's appeal for approximately 15 minutes. The president announced that the hearing will be closed. The board went into executive session at approximately 7:46 p.m. and reconvened at approximately 8:15. Dr. Shaw moved, seconded by Mr. Glanville, that the process regarding Sheldon Salone be backed up to the point of what would have normally occurred between May 26, 1994 and May 27, 1994 where he will be evaluated in the presence of his parents, and that any decision that has been made will become null and void; and, it will pick up at the point that would normally have occurred between May 26, 1994 and May 27, 1994. Dr. Hicks expressed concern that Sheldon's record be cleared, and said that it is his perception that no action was officially taken. Dr. Shaw noted that there could not be an appeal if a decision had not been made. Mrs. Boykin suggested that persons involved should get together at this building level so that the parents will know what the child's placement is. The superintendent noted that staff will need time during the summer to locate all involved parties to address this appeal. Mrs. Boykin encouraged the parents to return to the board if this matter is not satisfactorily resolved before school starts. She further expressed concern that no one from the school was represented at the hearing. Dr. Hicks again noted that no official action was taken against this student because the hearing was, in his opinion, never convened. He made a substitute motion, seconded by Mr. Brooks, that the superintendent ascertain the status of the placement of Sheldon Salone at Judson Fundamental Magnet School for 1994-95, and advise the school board. Vote on the substitute motion carried with board members Shaw, Matlock and Milam opposed. Board members supporting the motion were Vance, Thibodeaux, Hicks, Allen, Burton, Brooks, Boykin and Glanville.

**Oak Terrace.** Dr. Hicks inquired about the clarification of the status of Oak Terrace School. He asked the superintendent to take direct action and conduct a press conference informing the public of the status of Oak Terrace School; that being that the school will remain open to serve students with special needs. He asked the superintendent to invite special education staffers Rosalie Ewing, Frances Gould, Margaret Brown and Assistant Superintendent Essie Holt to be present at the July, 1994 school board meeting to talk about this matter. Mrs. Boykin commented that she, too, has received calls regarding the status of Oak Terrace from faculty members. Mrs. Boykin inquired about the options available to parents who disagree with an Individualized Educational Program (IEP) placement, and Mrs. Ewing explained that there is a series of steps available to parents.

#### **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**LSBA Day at the Legislature.** Dr. Shaw noted that he and Mrs. Allen were in Baton Rouge on Tuesday, June 1T, 1994, and had lunch with members of the area's legislative delegation and Sally Cox (BESE). Dr. Shaw encouraged the board to strengthen the bond with legislators in an effort to garner their support for educational concerns.

**Discipline Concern.** Mr. Milam inquired of staff's progress in scheduling a meeting with assistant principals of discipline to discuss behavior/suspension concerns. The superintendent informed the board that staff is in the process of contacting principals to determine when a meeting could be scheduled. He further reported that staff is attempting to schedule an administrative meeting and board members will be invited to participate.

**BESE Update.** Mr. Milam asked staff to schedule "BESE Update" as a separate agenda item at future school board meetings when appropriate.

**Student Behavior.** Mr. Milam asked staff to develop a device whereby enriched teachers will be able to give grades on students' behavior, and to reflect the grades on report cards.

**Proposed Zoo.** Mr. Thibodeaux asked staff to consider offering the George Washington Carver School site as a location for the proposed new zoo.

**Student Enrollment.** Mrs. Boykin asked if staff has completed its report on student enrollment trends. The superintendent informed the board that staff has made one date run, however, the preliminary set of figures is incomplete. Staff has been directed to compile the report; hopefully, to be presented to the board in July, 1994.

**Facilities Study Report.** Mrs. Boykin asked staff to include in the list of recommendations a suggestion for building offices for the special education department staff.

**Learning Styles Program.** Mrs. Boykin asked for clarification of some of the questions regarding the family that are included in the Learning Styles survey. She expressed objection to questions of a personal nature on the survey, and asked staff to look into this. She was particularly interested in knowing how these questions apply to students' learning styles. Dr. Hicks suggested that the questions are motivational. The superintendent said he would research the survey and see what the interest is and what it does to the survey.

**Ft. Sills Summer Camp.** Mr. Glanville informed the board that he attended the JROTC summer camp at Ft. Sills, Oklahoma last week. He said that the experience is very rewarding and the board and staff would be proud of camp activities.

**Adjournment.** There being no further business, Mr. Brooks moved for adjournment. Mr. Vance seconded the motion which carried unanimously, and the meeting adjourned at approximately 8:51 p.m.

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Terry L. Terril, Ed.D., Secretary

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Willie D. Burton, President

**July 20, 1994**

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m., Wednesday, July 20, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy Boykin, Jerry Tim Brooks, David Byerley, Paul Glanville, Mark Milam, B. L. Shaw, and Johnny Vance, Jr. David Mattock arrived at approximately 3:45 p.m. Michael J. Thibodeaux was absent. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mrs. Boykin gave the invocation and led the Pledge of Allegiance.

## **MINUTES OF THE PREVIOUS BOARD MEETING**

Mrs. Allen moved, seconded by Mr. Vance, approval of the minutes of the June 15, 1994 school board meeting as included in the corrected copy of the mailout. Vote on the motion carried unanimously.

## **CONSENT AGENDA**



The president announced that item 16 - "Policy on the Public Addressing the CPSB" is being removed from the agenda in order to give legal counsel an opportunity to review the proposed policy. The item will be presented at the August, 1994 school board meeting. The board reviewed the revised agenda and the following items were categorized as consent agenda.

#### **Agenda Item No. 8**

**Personnel Recommendations.** The superintendent made the following recommendations: Betty Lawrence, principal at Creswell Elementary School (terms of contract August 8, 1994 through June 15, 1997); Sandra Denmark, principal at Jack P. School (terms of contract August 8, 1994 - June 15, 1997); Ken Bass, Northwood High School (terms of contract July 22, 1994 - June 15, 1997); Shirley Rhodes, assistant principal of discipline/administration at C. E. Byrd High School (terms of contract August 8, 1994 - June 15, 1997); Melvin Lars, assistant principal discipline/administration at Linear Middle School (terms of contract August 10, 1994 - June 15, 1997); Louise Smith, assistant principal of instruction at Southwood High School (terms of contract August 8, 1994 - June 15, 1997); Beverly Paige, assistant principal for instruction at Turner Elementary/Middle School (terms of contract August 10, 1994 - June 15, 1997); E. Jean Ware, supervisor of Mathematics; Jenny Badgley, supervisor of English; Mary Bethel, elementary supervisor; and, Sonja Webb, instructional technology specialist. Each employee will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he/she is appointed. The superintendent recognized and introduced the newly-promoted administrators to the CPSB.

#### **Agenda Item No. 9**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for computers for the child nutrition programs department; paper supplies for child nutrition programs (all schools); agriculture lease - 16th Section; and, paving at several schools SP-10-94. A copy of the tabulation bid sheets marked "Exhibit A, five pages, July 20, 1994" is filed in the official papers of the board.

**Authority to Sell Surplus Used Vehicles.** Staff was authorized to join with the city of Shreveport to hold an auction sale on Saturday, August 27, 1994, at the Fair Grounds to dispose of surplus used vehicles (buses, trucks, tractors, tires, etc.)

#### **Agenda Item No. 10**

**Pretreatment System for Transportation Garage.** The CPSB retained Aillet, Fenner, Jolly & McClelland, Inc. to design a pretreatment system for the transportation garage and bus wash to be funded by 1994-95 Capital Projects funds.

#### **Agenda Item No. 11**

**Resolution to Approve Systems Survey and Compliance Questionnaire.** The board adopted the resolution to approve the Systems Survey and Compliance Questionnaire, as required by the Legislative Auditor.

A RESOLUTION APPROVING A SYSTEMS SURVEY AND COMPLIANCE QUESTIONNAIRE AS REQUIRED OF STANDARDS FOR AUDIT OF GOVERNMENTAL ORGANIZATIONS, PROGRAMS, ACTIVITIES, AND FUNCTIONS PROMULGATED BY THE UNITED STATES COMPTROLLER GENERAL.

By: B. L. Shaw

WHEREAS, the Caddo Parish School Board authorized the Superintendent to execute a letter of engagement with the accounting firm of KPMG Peat Marwick to audit its financial statements for the period July 1, 1993 -June 30, 1994; and

WHEREAS, since that time, the Legislative Auditor of the State of Louisiana has approved the letter of engagement conditioned upon the School Board completing and approving the attached Systems Survey and Compliance Questionnaire.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish School Board, in due and legal session convened, that the attached System Survey and Compliance Questionnaire has been presented to and is hereby approved.

BE IT FURTHER RESOLVED that the completed questionnaire and a copy of this resolution be given to the firm KPMG Peat Marwick.

Seconded by Paul Glanville

I hereby certify that the above resolution was adopted by a vote of 10 yeas, 0 nays, and 1 absent being a majority.

Adopted July 20, 1994

#### **Agenda Item No. 12**

**Contract With LSU-S Regarding Cooperating Teachers.** The board approved the contract between LSU-S and the CPSB regarding the renewal of cooperating teachers for the 1994-95 year. A copy of the contract is filed in the official papers of the board.

#### **Agenda Item No. 13**

**Use of Alternative Fuels in CPSB Vehicles - Act No. 954.** Staff recommended that a waiver be granted for the requirements of Act 954 to move toward the use of alternative fuels in school system vehicles.

#### **Agenda Item No. 15**

**Renewal of Facility Use Agreement With Caddo Parish Headstart.** Staff recommended that the agreement with Caddo Community Action Agency for the 1994-95 Head Start Program to use available classrooms and to provide meal service to participants be approved. A copy of the contract is filed in the official papers of the board.

#### **Agenda Item No. 17**

**Request for Enriched Credit for Technical Communication.** Staff recommended approval of the request for enriched credit for Technical Writing. Technical Writing is being taught in the Engineering Prep Program at Captain Shreve High School.

#### **Agenda Item No. 18**

**Budget Adjustment - Six Discoveries Teachers.** Staff recommended approval of the budget adjustment to staff six Discoveries teachers. The following schools qualify for a program: Blanchard Elementary, Lakeshore Elementary, Sunset Acres Elementary, Turner Elementary/Middle, Walnut Hill Elementary/Middle and Werner Park Elementary. A budget adjustment of approximately \$180,000 was recommended by staff to staff a position at each of the qualifying schools.

#### **Agenda Item No. 20**

**Revisions to Personnel Evaluation Plan.** The CPSB adopted the additional revisions to the revised Caddo Performance Evaluation Plan as presented by staff. The State Department of Education requested that a philosophical statement on the role of the principal and the purposes of principal evaluations be included in Caddo's plan. These sections were included in Appendix D and are stated exactly as they appear in the revised Bulletin 1525.

#### **Agenda Item No. 21**

**1994-95 School Calendar (Matlock).** The board approved a motion declaring Monday, May 29, 1995 (Memorial Day Observance), a school holiday.

#### **Agenda Item. No. 23**

**1994-95 General Fund Budget Adjustment - Funds for 4-H Programs (Glanville).** The board approved a motion that the 199 -95 CPSB General Fund Budget be amended to provide an additional \$4,500 for supplemental funding of three 4-H agents to assist with the 4-H programs in Caddo Parish schools.

## **Agenda Item No. 24**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted:

Sabbatical Leave for Study, 1994-95 School Year

Phillip Garret, Teacher, Caddo Magnet High School

Sabbatical Leave for Study, Fall Semester 1994-95 School Year

Beverly Iverson, Teacher, Oak Park Elementary

Sabbatical Leave for Rest and Recuperation, 1994-95 School Year

Kenneth Cochran, Principal, Donnie Bickham Middle School

Sandra J. Collins, COE Coordinator, Woodlawn High School

Julie Lester, Teacher, Ingersoll Elementary

Inell Prealow, Librarian, Fair Park High School

Mattie Rachal, Teacher, C. E. Byrd High School

Sabbatical Leave for Rest and Recuperation, Fall Semester 1994-95 School Year

Bradley Powell, Teacher, Broadmoor Middle Laboratory

Leave Without Pay (Personal), 1994-95 School Year

Joseph Guillory, Teacher, Caddo Middle Magnet

Patricia Howard, Teacher, Westwood Elementary

Marsha Nola, Teacher, Shreve Island Elementary

**Requests of the Board.** Omerror Dawson, teacher at J. S. Clark Middle School, requested to rescind her sabbatical leave for study for the fall semester of the 1994-95 school year, and return to her position at J. S. Clark.

Margaret Elrod, teacher at Captain Shreve High School, requested to rescind her sabbatical leave for study for the 1994-95 school year and return to her position at Captain Shreve High School.

Pamela Williams, cafeteria manager at Jack P. Timmons Elementary, requested a leave without pay for the 1994-95 school year to move with her husband out of state.

Gayla Campbell, secretary in the technology department, requested a leave without pay beginning July 25, 1994, to complete credits for her college degree.

## **Agenda Item No. 26-A**

**Request From Boy Scouts for Use of Three School Buses.** Staff recommended approval of the request from Boy Scouts of America to rent approximately three school buses on August 10, 1994.

Dr. Shaw moved, seconded by Mr. Glanville, approval of the amended consent agenda. Vote on the motion carried unanimously.

## **SPECIAL PRESENTATIONS**

**Mimie Cherry.** The president and superintendent presented Mrs. Mimie Cherry, citizen, with a plaque in appreciation of her many years of service in caring about the children of Caddo Parish. Mrs. Cherry thanked the board for its special recognition. Members of Mrs. Cherry's family were recognized.

**Child Nutrition Programs.** Jackie Solomon, director of Child Nutrition Programs, school food service supervisory and clerical staff, along with the Executive Board of the Caddo Parish School Food Service Association presented an overview of CPSB's child nutrition programs. Mrs. Solomon informed the board that the school food service department's theme for 1994-95 is "Caddo Parish Child Nutrition Programs - Nutrition and Education Hand in Hand." The oral and visual presentation highlighted the following: a historical view of the school food service program, meal rates for students and employees, funding sources/expenditures, and

educational benefits for students and employees. A packet of information which included a copy of the American School Food Service 1994 Legislative Issue Paper, stationery, pen, and a brochure outlining key projects and student and employee educational opportunities was distributed to board members.

## **VISITOR**

Cathy McClure, President of Caddo Association of Educators (CAE), called the board's attention to the Employees Benefits Committee's recommendations regarding life time maximum benefit limits on the group health plan (included in the mailout). She also expressed CAE's concerns regarding the adoption of a policy governing the public's access to the school board. Mrs. McClure stated that CAE believes that the public should have direct access to the CPSB.

## **CONSIDERATION OF LIFE TIME MAXIMUM BENEFIT LIMIT ON GROUP HEALTH PLAN**

The superintendent observed that the Employees Benefits Committee unanimously recommended to staff to advance the life time benefit maximum. He noted that staff does not disagree with the committee's recommendations, but is requesting time to explore the issue further. The superintendent asked that staff be given more time to look into the feasibility of the board purchasing a reinsurance policy or employees having the option of purchasing a reinsurance policy. S. L. Slack, assistant superintendent for support services, reiterated that staff is requesting time to consider or pursue all options before a decision is made. He reported that the reinsurance or optional insurance is a possibility that staff is considering, and staff is seeking additional information from insurance companies to determine if this is feasible. Mrs. Boykin expressed concern about raising insurance caps, and stated that she disapproves of supplemental or extended policies that places the burden on employees. Discussion ensued on: a) the number of employees, dependents and/or retirees that are insured; b) the number of insured persons who have reached or exceeded the life time maximum benefit; c) escalation of medical costs; and d) insurance caps for other companies. Dr. Shaw moved, seconded by Mr. Vance, that staff be authorized and encouraged to pursue consideration of life time maximum benefit limits on the group health plan. Mr. Brooks encouraged the staff and board to act on this matter expeditiously. Vote on the motion carried unanimously.

## **SPECIAL EDUCATION ADVISORY COUNCIL NOMINEES**

Dr. Shaw moved, seconded by Mr. Vance, that the 504 coordinator serve the last two years of his term on the Special Education Advisory Council in the category "State and Local Education Program Administrators." Further, to approve staff's recommendations for appointment to the Special Education Advisory Council, as mailed to board members under separate cover. Debate followed on voting procedures and Mr. Milam made a motion to amend the second part of the motion, seconded by Mrs. Boykin, to approve staff's recommendations unless otherwise overridden by board members' votes. Mr. Matlock called for point of order and asked legal counsel to comment on the validity of the amendment. He stated that he would not participate in a ballot unless it is announced publicly. Mr. Matlock questioned if the amendment was in order. Legal counsel advised that the law requires that any vote made by any member of the board in a representative facet has to be identified as to the person, the vote, and recorded in the minutes. He said that the original motion appears to be okay; however, the amendment referencing another vote, tally, or information not identifiable on the record and at the time of the vote would not be consistent with the law. The president commented that the amendment is not acceptable. Receiving no objection from the board, Mr. Milam withdrew the amendment. Vote on the original motion carried with board members Milam and Boykin opposed. Board members supporting the motion were Byerley, Vance, Shaw, Allen, Burton, Brooks, Matlock and Glanville.

## **CPSB REPRESENTATIVE FOR DISTRICT FIVE (SUTHERLAND)**

Legal counsel informed the board of the legal procedures for filling a vacancy on the school board created by resignation of a school board member. The law requires that when there is a resignation in the membership of the board, that if there is less than a year remaining in the term, that remaining members of the board will, within ten days, proceed to announce/declare the vacancy and elect a person qualified to fill the unexpired portion of the term. He pointed out the manner in which an elected public official must submit his/her resignation emphasizing that an elected public official must file the resignation with the secretary of state in certain form. Dr. Hicks has been provided with a copy of the form. The law requires that once the form has been received by the secretary of state, he shall notify the board that it is required to fill the vacancy. The resignation is revocable for a three-day period; after the three-day period, the resignation is irrevocable. As of this date, the president/superintendent has not received notice from the secretary of state. The president commented that if the board approves, it will be the board's intent to appoint a committee comprised of citizens from district five to analyze candidates for the interim position. He further stated that application procedures will be announced

through the media. Mr. Vance asked legal counsel to check with the secretary of state to determine if the resignation from Dr. Hicks has been received. Dr. Shaw emphasized that it is the CPSB's responsibility to appoint a person to fill the vacancy. Mr. Matlock expressed the desire for the school board to call a special meeting before the regular meeting in August, 1994 to fill the vacancy, and the president concurred. More debate followed on advertising the vacancy, procedures for screening candidates, community input, and the timeline.

## **UNFINISHED BUSINESS**

**Report - Oak Terrace Alternative School.** The superintendent commented that concern has been expressed regarding the status of Oak Terrace School. Margaret Brown, principal at Oak Terrace, and Lula Banks, instructional facilitator, gave an overview of students' placement and the instructional program at Oak Terrace. Mrs. Brown reported that earlier this school year, the CPSB voted to use the IEP (Individualized Education Program) process to facilitate the inclusion process at Oak Terrace. As a result of this, six classes were closed, but five classes remain. The Human Resource Department is presently working to place all certificated and noncertificated employees at this time. Mrs. Brown capsulized the number of IEP conferences that have been held. Mrs. Banks summarized activities related to IEP (Individualized Educational Program) update conferences for 1993-94. Mrs. Banks reported that good rapport was evidenced in the conferences, and parents were encouraged to share information and voice concerns regarding their child's instructional program/placement. Least Restrictive Environment (LRE) was also considered during scheduled IEP conferences. As a result of this, the IEP Committee recommended that a number of students be moved to regular campuses. This was not a forced issue, and parents were in agreement. Mr. Vance questioned the responsibility of the IEP Committee and asked what options parents have if they disagree with the committee's recommendation. Mrs. Banks replied that the committee will make the recommendation, but a parent can refuse to sign the document and does not have to accept the recommendation. The superintendent noted that parents have the right to call for a due process hearing. Mr. Brooks commented that there are no problems if parents have a choice in student placement.

**Energy Conservation Education (Milam).** Mr. Milam moved, seconded by Dr. Shaw, approval of the contract with Energy Education as included in the supplemental mailout. Legal counsel summarized the changes in the proposed contract and board members were provided with a copy of the contract changes. He noted that a beginning period is not identified in the contract. Mr. Byerley asked for the identity of persons heading this project, and the superintendent said that Keith Norwood, director of school plant, and staff will be making recommendations to him, and he will make a recommendation to the board. Mr. Byerley also inquired about methods to determine savings, and legal counsel capsulized his understanding of how savings are calculated. Dr. Shaw made a motion to amend the motion, seconded by Mrs. Boykin, to include in the superintendent's recommendation that the contract becomes effective September 1, 1994. Vote on the amendment carried with Mr. Vance opposed. Board members supporting the amendment were Byerley, Shaw, Allen, Burton, Brooks, Matlock, Milam, Boykin and Glanville. Vote on the original motion, as amended, carried with board members Vance, Burton and Matlock opposed. Board members supporting the motion were Byerley, Shaw, Allen, Brooks, Milam, Boykin and Glanville.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Public Addressing the CPSB.** Mr. Matlock asked the board to consider requiring 48-hour notice requirement in the policy only if someone is going to address an item that is in the statutory list of things that require 24-hour notice to employees. He said that he does not wish to restrict anyone from addressing the school board, but he wants to protect employees and give them due process.

**Hiring Procedures.** Mr. Brooks asked staff to work with department heads and school administrators to guarantee that CPSB policies/procedures are not being violated by staff in terms of hiring and promotional practices for certified and classified employees. He further asked the superintendent to bring employees who are guilty of violating CPSB policies/procedures before the board for disciplinary action. The superintendent asked Mr. Brooks to provide him with pertinent information regarding his concerns following the meeting.

**School Safety.** Mr. Vance asked staff to inform parents that Caddo public schools are safe; to make this announcement publicly; and, to inform the public of what staff is doing to ensure school safety.

**New Teacher Inservice.** The superintendent announced that inservice for teachers new to Caddo Parish will be held at Southwood High School (cafeteria) on August 10, 1994 at 8 a.m. Board members were invited to attend.

**Minority Hiring.** The superintendent reported that 30 percent of CPSB new hires for the 1994-95 school year are minorities. He further reported that these candidates are outstanding and staff is pleased with the recruitments.

**Sales Tax.** Mrs. Allen asked about the status of the collection of sales taxes on automobiles. Mr. Slack reported that the change in the process is on hold at this point, and the Attorney General is reviewing the matter. He further stated that the reason for the change is to establish accountability in collection procedures.

**Student Enrollment Trends.** Mrs. Allen inquired about student enrollment trends. The superintendent informed the board that staff is working on this matter, but a report has not been submitted to him at this time. He said that staff plans to bring a report at the next school board meeting based on the report from the Facilities Study Committee. This, however, will be presented only if staff has received the information on demographics, as requested.

**Special Education Site.** Mrs. Allen asked for an update on staff's consideration of constructing a special education site. The superintendent stated that staff will asterisk this request in the Facilities Study Committee's report. The reason being to denote that it was not a specific recommendation of the citizen's group, but added later.

**Personnel Evaluation Plan Revisions.** Mrs. Allen referenced items included in the revised Personnel Evaluation Plan that are listed in Appendix D, i.e. safe school environment, positive school atmosphere, staff involvement in site based management, accountability. She asked if the revisions will be emphasized when staff meets with principals. Ron Festavan, director of certified personnel, reported that the revisions are in line with state requirements and will be emphasized when staff meets with principals. Principals will be informed that the revisions are applicable to all schools.

**Boot Camp.** Mr. Matlock encouraged staff to look seriously at developing a boot camp or nonresidential boot camp for disruptive students. The intent being to point these youngsters in the right direction. Ed Hearn, director of secondary schools, reported that staff is planning to visit a boot camp site in September, 1994. He invited interested board members to accompany staff on the trip.

**West Shreveport Elementary School.** The president asked the superintendent to look into the feasibility of renaming West Shreveport Elementary School the Eddie Jones Elementary School.

**School Patrol.** Mr. Milam asked the superintendent to send a letter to Police Chief Steve Prator asking him to increase police patrol around school sites during the opening of school -- August 17, 1994.

**Appreciation.** Dr. Shaw expressed appreciation to the superintendent for the manner in which he dealt with the incident at Southwood High School. He stated that he believes that the superintendent was on target with what evolved. Mr. Brooks echoed Dr. Shaw's sentiments.

**Adjournment.** There being no further business, Dr. Shaw moved for adjournment. Mr. Vance seconded the motion, and the meeting adjourned at approximately 5:09 P.M.

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Terry L. Terril, Secretary

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Willie D. Burton, President

### **Executive Committee**

**August 3, 1994**

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, August 3, 1994, at 3:30 P.M. in its office at 1961 Midway Street, Shreveport, Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. Other board members present were Jerry Tim Brooks, David Matlock, Michael Thibodeaux and Johnny Vance, Jr. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mr. Vance.

**Alexander Special School.** The superintendent gave an update of the situation regarding use of "time out" rooms at Alexander Special School. He explained the time out room concept and its application; and, further stated that staff is examining the condition of the rooms and researching to see that the rooms are made state of the arts. The superintendent said that time out rooms are very acceptable and are used throughout the country as a calming measure for students. He shared a copy of the press release with board members as well as a copy of an article in the School Board News paper that addresses discipline for special education students. He said that an attempt to call all parties in this matter together will be done as soon as possible in an effort to answer all questions.

**Agenda Items.** The superintendent reviewed the proposed agenda for the August 17, 1994 school board meeting. "Policy on the Public Addressing the CPSB" was postponed until the September, 1994 school board meeting; "NTE Scores" (Brooks) was deleted in that Mr. Brooks' concern is being addressed in the agenda item that addresses professional staff recruiting and hiring; "Special Presentation - Continental Basketball Association," "School Supplies" (Milam), "Information on Student Transfers" (Vance) and "Student Dress Code" (Brooks) were added to the agenda. The following items were categorized as consent agenda: 9-A (1-2), 11-17, 21, 24, and 25-A.

## **DISCUSSION**

**Evaluation of Custodial Compensation (Matlock).** Mr. Matlock asked staff to provide board members with a comparative analysis of how custodial staff and sweepers' salaries compare to those at similar industries. The superintendent informed board members that requests for proposals (RFP) requesting compensation studies have been distributed and are out at this time.

**Evaluation of Year-Round-School Programs.** Mrs. Allen asked if the board will receive an evaluation of year-round-school programs. The superintendent said that a report on the pilot programs at Newton Smith and Shreve Island will be presented at the September, 1994 school board meeting.

**Boot Camp.** Mr. Matlock encouraged staff to conduct an evaluation of a boot camp type program for CPSB. The superintendent noted that legislative bills are being considered at this time that would address this type of program. He said that the "Crime Bill" is being introduced and he wrote Senator Johnston and called Bossier officials to determine if they are interested in cooperating with Caddo in this effort; they are interested. The "School Safety Bill" is being introduced through Educate America - Goals 2000 and money will be available this fall. He emphasized that these are definitive programs that the federal government will be presenting, and the CPSB can compete for funds. Mr. Milam encouraged staff to examine the feasibility of securing the Army Ammunition Plant in Minden, LA as a site for a boot camp. He also suggested that school boards in surrounding parishes might be interested in developing a partnership in this effort.

**School Supplies.** Mr. Milam said that he will be making a motion at the August 17 school board meeting that every Caddo Parish educator below the assistant principal level be issued a one-time payment of \$75 for the purpose of supplementing out-of-pocket expenses for classroom supplies. Mr. Matlock asked that a total cost be affixed to this item and that it be included in the mailout. Mr. Vance asked staff to include their recommendation in the mailout. Board members and staff expressed concern for the procedure for disbursing such funds if the motion passes.

**Parental Review Committee (PRC).** Mr. Vance asked if PRC members received some type of orientation after being appointed to the committee. Staff reported that the new committee has not met at this time. Mr. Vance encouraged staff to provide orientation for committee members, hopefully by January or February, 1995. He also requested staff to complete training sessions for teachers who will be teaching sex education in a timely fashion so that the curricula will be taught on schedule. Mr. Vance inquired about provisions in CPSB policy regarding the election and appointment of PRC members. Legal counsel commented that school board policy makes provisions for appointment of PRC members by school board members to represent individual districts, and he would review the policy for specific provisions regarding membership changes.

**CPSB Representation (District Five).** Mr. Thibodeaux asked if the CPSB will be appointing someone to serve on the board to represent district five. The president said that someone will be appointed; that Dr. Hicks filed the wrong papers with the Secretary of State, but this matter has been rectified and he is waiting to hear from the Secretary. The president said that the board will be asked to appoint Mrs. Mildred B. Pugh to serve during the interim since she has already qualified to represent district five. Hopefully, this will be done prior to the August 17, 1994 school board meeting.

**Job Description for Assistant Principals.** Mrs. Allen asked if job descriptions for high school and middle school assistant principals will be revised to allow assistant principals an opportunity to participate in the evaluation process. Willie Henderson, assistant superintendent for human resource services, replied that the job description is not being revised, but there is a provision in the existing job description which allows assistant principals to participate - - that being under other duties as assigned by the principal. Mrs. Allen asked if coordinators will be given an opportunity to conduct evaluations, and Mr. Henderson said coordinators will not participate in the evaluation process.

**Policy on the Public Addressing the CPSB.** Mr. Vance asked if a legal statement has been prepared on this item, and legal counsel said that a statement is not ready as of this date. Mr. Vance asked that this item be considered in September, 1994 so that board members will have an opportunity to review the document and to communicate with constituents. Mr. Matlock asked that the various employee organizations be given a copy of the document for review and input.

**Employees Benefits Program.** Mr. Milam asked for an update on hospitalization benefits. The superintendent reported that the committee is still discussing lifetime maximum benefits caps. Staff is still seeking and trying to negotiate a way to address financial needs for reinsurance. The million dollars cap is still projected and the employees benefits group would like for the CPSB to provide funding. The committee has said that they would consider modifying some of the benefits.

**Student Transfers.** Mr. Vance asked staff to communicate to citizens pertinent information on procedures for requesting student transfers.

**Policy Revision.** Mr. Vance commended staff for proposing policy revisions for professional staff recruiting, hiring, and promotion. He asked staff to give serious consideration to employing and promoting in-house staff before seeking employees from outside of the parish. Mr. Matlock requested that employees, perhaps through professional organizations, be provided copies of policy changes.

**Budget Revision - Fairfield Elementary School.** Mr. Matlock asked for the dollar amount for the proposed budget revision. The superintendent said that the total amount is \$15,000, and funds will be used to enhance the school's technology program.

**Evaluation of an Elementary School in Greenwood.** Mr. Matlock said that the text of his motion is that the Facilities Study Committee be requested to consider building a new elementary school in Greenwood, rather than adding wings to the elementary schools that currently affect that community. Further, that staff consider those changes from an educational and economic perspective as to whether or not this would be advisable.

**Student Uniforms.** Mr. Brooks asked that school administrators be instructed to enforce the CPSB student dress code. He suggested that the adoption of a uniformed dress code would eliminate the wearing of gang-type clothing and would be a cost saving factor for parent(s). Mr. Vance encouraged the board/staff to receive input from parents before proposing the adoption of a uniformed dress code; that it would be better to let parents and/or schools initiate such a move on an individual basis. The superintendent replied that principals will be directed to enforce the student dress code policy. Cathy McClure, president of Caddo Association of Educators (CAE), asked that principals be inserviced on the discipline policy. Mr. Brooks further suggested that the CPSB should adopt a policy whereby parents will be required to spend a day at their child's school, visiting each class that the child is enrolled in, if the child is suspended two or more times during the school year.

Mrs. Allen moved, seconded by Mr. Milam, approval of the proposed consent agenda. Vote on the motion carried unanimously.

## **WORK SESSION**

The president polled the audience for input on proposed agenda items.

**Facilities Study Committee.** The president asked that a copy of the summary of the committee's report be made available for review by the public upon request. The superintendent said that staff will be making a recommendation to the board to review and accept the committee's report. Staff will also provide the board with a recommendation and timeline as to how to progress with recommendations.

**Guidelines for Visitors Addressing the CPSB.** The president asked that the guidelines for visitors addressing the CPSB be printed (enlarged) and posted in a more visible spot at the sign-in table.



**Personnel Recommendations.** The president asked if the CPSB has a policy regarding personnel transfers, or if input is received from principals when a staff member is being relocated. Mr. Henderson said that there is an administrative practice whereby principals are notified of personnel transfers.

**NTE Scores.** Mrs. Allen asked for clarification of the NTE publishers' statement regarding the use of NTE scores as a requirement for hiring. The superintendent replied that staff cannot use the scores as the sole criterion for employing teachers. Legal counsel commented that new guidelines have been developed; basically, the test affects entry level people and not experienced people. Discussion ensued on Louisiana requirements for administrative certification, and Mr. Henderson clarified that Louisiana requires that a certain score be made on the administrative exam in order for a person to become certified.

**School Supplies.** Mr. Burton expressed concern for the manner in which money would be allocated for teachers to purchase school supplies. Mr. Matlock asked for input from CAE or other professional organizations regarding this matter. Discussion followed on disbursement procedures, legality of awarding teachers an allowance for classroom supplies, invoices and accountability, etc. Pat England, director of CAE, noted that teachers want to be reimbursed for purchases of classroom supplies. She noted that some schools use the school's PTA to administer and disburse funds. Mr. Slack said that it would not be feasible for mass numbers of teachers to come to the finance office to seek reimbursement for purchase of school supplies; further, that it would be difficult to reconcile the volume of paperwork that would be created.

**Alexander Special School.** Mr. Thibodeaux asked the superintendent to keep the board and public apprised of developments regarding the use of time-out rooms at Alexander.

**Discipline Concerns.** Mr. Milam asked if staff has been successful in scheduling a meeting with assistant principals of discipline to discuss behavior/suspension concerns. Ed Hearron, director of high schools, commented that a survey was conducted and the results for or against a meeting were about even. Further, that some principals would like to be included if a meeting is scheduled. The superintendent asked Mr. Milam if he, with clerical assistance, would be interested in compiling a survey with specific questions for distribution to the referenced personnel for input. Mr. Milam said he would be interested in coordinating this effort, and would make a report to the board of the results. James Foster, assistant superintendent for administrative services, reported that staff has some information that was collected at the end of school regarding principals' concerns. The superintendent asked Dr. Foster to share this information with him, and he would present it to Mr. Milam.

**Adjournment.** There being no further business, Mrs. Allen moved for adjournment. Mr. Milam seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:50 P.m.

### **August 17, 1994**

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m., Wednesday, August 17, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy D. Boykin, Jerry Tim Brooks, Paul Glanville, David Matlock, Mark Milam, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. David Byerley was absent. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Mrs. Allen gave the invocation and led the Pledge of Allegiance.

### **NEW BUSINESS**

**Appointment of CPSB Representative for District Five.** The president requested that "New Business - Appointment of CPSB Representative for District Five" be advanced on the agenda. Board members expressed no opposition to the request.

Mr. Thibodeaux moved, seconded by Mr. Glanville, to appoint Mildred B. Pugh as school board representative for District Five to fill the unexpired term vacated by Dr. Raymond A. Hicks. Vote on the motion carried unanimously. The president stated that Mrs. Pugh will officially sit on the board after she receives commission from the Secretary of State.

### **MINUTES OF THE PREVIOUS BOARD MEETING**

Mr. Vance moved, seconded by Mrs. Allen, approval of the minutes of the July 20, 1994 school board meeting. Vote on the motion carried unanimously.

## CONSENT AGENDA

Staff is presently doing a comparative analysis of how custodial staff and sweepers' salaries compare to those at similar industries; therefore, Mr. Matlock asked that "Evaluation of Custodial Compensation" be removed from the agenda. A report will be presented to the board at a future date. The board reviewed the revised agenda and the following items were categorized as consent agenda.

### Agenda Item No. 9

**Personnel Recommendations.** The superintendent made the following recommendations: Linda Lynn, assistant principal of instruction at Fair Park High School (terms of contract August 18, 1994 - June 15, 1997); James Moran, principal at Donnie Bickham Middle School (terms of contract for the 1994-95 school year); Mary Rounds, assistant principal for instruction at Ridgewood Middle School (terms of contract August 18, 1994 - June 15, 1997); Larry Campbell, principal at Keithville Elementary/Middle School (terms of contract August 18, 1994 - June 15, 1997); and, Jerrye Murray, assistant principal of instruction at Oil City Elementary/Middle School (terms of contract August 18, 1994 - June 15, 1997). Each employee will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which he/she is appointed. The superintendent recognized and introduced the newly-promoted administrators to the school board.

### Agenda Item No. 10

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for digital duplicator supplies and science supplies and equipment. A copy of the tabulation bid sheets marked "Exhibit A, three pages, August 17, 1994" is filed in the official papers of the board.

### Agenda Item No. 12

**Agreement With Association for Community Training, Inc. for After School Study Program.** Staff recommended that the agreement with the Association for Community Training, Inc. for an after school study program for 1994-95 at Midway, J. S. Clark, Hollywood and Northside, and to provide transportation and snacks be approved. A copy of the agreement is filed in the official papers of the board.

### Agenda Item No. 14

**Renewal of Contract for Use of Independence Stadium.** Staff recommended that the contract with the City of Shreveport for use of Independence Stadium during the 1994-95 football season be approved. Contract provisions are the same as in previous years. A copy of the contract is filed in the official papers of the board.

### Agenda Item No. 15

**Request to Use Eighty-First Street ECE School Facilities.** Staff recommended that the request by Rev. Russell L. Pinkney, Sr. to use the Eighty-first Street Elementary School auditorium for Sunday worship services be approved for the period of August 21, 1994 through October 16, 1994.

### Agenda Item No. 16

**Elementary Coordinator Job Description.** Staff recommended approval of the revised elementary coordinator job description as included in the mailout. The job description was revised in keeping with the elementary curriculum.

### Agenda Item No. 17

**Budget Adjustment - Fairfield Elementary School.** Staff recommended approval of the budget adjustment for Fairfield Elementary School as submitted. Staff plans to implement an integrated arts curriculum during the 1994-95 school year, and requested a budget adjustment of \$15,000.

### Agenda Item No. 18

**Kid-Med (Title 19) Health Program Budget.** Staff recommended approval of the proposed Kid-Med Title 19 budget for 1994-95. A copy of the budget is filed in the official papers of the board.

### **Agenda Item No. 19**

**Renewal of Promotional or Administrative Contracts.** Staff recommended approval of the renewal of promotional or administrative appointment contract forms included in the mailout, with the appropriate salaries reflected by the CPSB salary schedule applicable to the positions to which they are appointed. Contracts renewed were for assistant principals E. Jan Greene (Linwood Middle School), John Hurst (J. S. Clark Middle School) and Dr. Beatrice James (Caddo Magnet High School).

### **Agenda Item No. 24**

**Parental Review Committee (PRO Member - District Ten.** Mrs. Sherrie Nance was appointed to serve on the Parental Review Committee representing district ten. Mrs. Cathie Grayson, former PRC representative, has moved out of the district.

### **Agenda Item No. 26-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Rest and Recuperation, Fall Semester, 1994-95 School Year

Nora Culpepper, Coordinator, Alexander Special School  
Annabelle Loe, Teacher, Walnut Hill Elementary/Middle School  
Lucy White, Counselor, C. E. Byrd High School

Sabbatical Leave for Rest and Recuperation, 1994-95 School Year

Linda DeMann, Teacher, Riverside Elementary  
Georgia Hicks, Teacher, Hillsdale Elementary  
Isobel Hood, Teacher, Youree Drive Middle School  
Sadie Lampkins, Assistant Principal, Midway Middle School  
Lillian Miller, Teacher, J. S. Clark Middle School  
Palmadge Graham, Teacher, Turner Elementary/Middle School  
Patricia Jarrell, Teacher, Ridgewood Middle School

Leave Without Pay (Personal), 1994-95 School Year

Rebecca Ellerbe, Teacher, Keithville Elementary/Middle  
Rhonda Samuels, Teacher, Captain Shreve High School  
Priscilla Shoulders, Teacher, University Elementary  
Linda Bass, Teacher, Herndon Magnet  
Pamela Raspberry, Teacher, Blanchard Elementary  
Betty Westmoreland, Teacher, Fair Park High  
Malcolm Spencer, Band Director, Midway Middle School (Mr. Spencer has been on leave without pay for two consecutive years. Staff did not recommend approval of this request).

**Requests of the Board.** Pam Ivie, bus driver, requested leave without pay from August 17, 1994 through January 1, 1995 due to family problems.

Debbie Gates, secretary at Judson Fundamental Elementary, requested leave without pay for the 1994-95 school year due to illness in her family.

Claudette Thomas, teacher at Linwood Middle School, was on sabbatical leave for rest and recuperation for the 1993-94 school year. Her health has not improved and she is asking to be relieved of the obligation to return to work or pay back monies received while on leave. She has applied for disability retirement.

Barbara Riley, secretary at Southwood High School, requested leave without pay for the 1994-95 school year due to medical problems.

Johnniestine Jamison, computer proctor at Ingersoll Elementary, requested leave without pay for the 1994-95 school year to complete her education.

Janice Henderson, cafeteria technician at Linear Middle School, requested leave without pay for the 1994-95 school year in order to care for her seriously ill father.

Staff recommended approval of each of the above listed requests with the exception of Malcolm Spencer's request.

Mr. Thibodeaux moved, seconded by Mr. Vance and Mr. Milam, approval of the amended "" consent agenda. Vote on the motion carried unanimously.

## **SPECIAL PRESENTATIONS**

**Drug Education Mini Grant Awards.** Cathy McClure, president of Caddo Association of Educators (CAE), announced that in March, 1994, CAE submitted a grant proposal to the National Education Association (NEA) Drug Education and Prevention Program. CAE was awarded one of six \$3,000 grants, and the winning schools are: Fairfield Elementary, Hollywood Middle and C. E. Byrd High School. Each school will receive a \$500 award to implement its proposal. The theme for proposals submitted is "Prescription for Success; Stay in School." School principals and staff representatives were present to receive the awards.

**Continental Basketball Association Plan.** The president introduced Eli Jacobson,

owner of the Crawdads Basketball Team. Mr. Jacobson informed the board of the association's desires to work with the Caddo Public School System by implementing two plans - a drug program and education program. The education program is designed to encourage students to improve grades by one letter grade during the school year. Students who are successful in attaining this goal become eligible to attend the "Stay in School Gym" at the Hirsch Coliseum. In the drug program, Crawdads basketball players will work with students and discuss the true facts about drugs. Mr. Jacobson also highlighted the association's plans to initiate and encourage total family interest and/or participation in attending Crawdad's basketball games.

## **SPECIAL RECOGNITIONS**

**Special Commendation for Four CPSB Employees.** On June 29, 1994, a visitor to the personnel office inadvertently locked her four-month-old son in her car after leaving the office. CPSB employees Herbert Tatum, Noel Graham, Jeff Pugh and Robert Jackson responded immediately and made valiant efforts to unlock the auto and render assistance until members of the Shreveport Fire Department arrived. These employees received commendations for exemplary action and response during this emergency, and were presented framed certificates of recognition for their efforts.

## **VISITORS**

Debbie Hart, Associated Professional Educators of Louisiana (APEL), spoke in support of visitors addressing the board, and encouraged the board to continue its character education program.

Cathy McClure, president of Caddo Association of Educators (CAE), urged the board to support Mr. Milam's motion to award teachers funds to purchase classroom materials and supplies. She reminded the board of the approaching renewal date for its group health insurance plan and asked the CPSB to provide its employees with the best service and prices for insurance coverage.

Bonita Bandaries, Christian Educators Association of the International, thanked the board for recognizing the professional teachers' organizations in Caddo Parish.

## **REPORT - FACILITIES STUDY COMMITTEE**

The superintendent introduced Desmond Sprawls and Dennis A. Pernotto, Ph.D., chairman and subcommittee chairman respectively of the Facilities Study Committee, who capsulized the committee's subjective evaluation and recommendations for individual school plants. Dialogue between the chairmen and board members ensued on the committee's findings/recommendations. Questions and responses concerned: (a) capital to renovate existing facilities, construction of school wings and new buildings; (b) student capacity at the elementary level -- construction of a new elementary school in the Greenwood community; (c) available data on average class sizes (including special education classes); (d) the chairmen's personal responses to the committee's findings, citizen's reactions, and their commitment to assist the board in educating the Caddo Parish citizenry on school facilities' needs; and, (e) existing school buildings that are empty or not fully utilized. The president polled board members regarding its desire to have a special board meeting to interact with the Facilities Study

Committee. Board members agreed to having a special meeting, and Mr. Thibodeaux asked that the meeting be scheduled after the October 1, 1994 election so that returning and new board members will be able to participate in the interchange. Mrs. Boykin requested that she be provided with complete enrollment projections, at least for the year 2000, for each school district, and enrollment projections for proposed new schools. Board members expressed appreciation to Mr. Sprawls and Dr. Pernotto for the committee's support, hard work and commitment to complete its task.

### **PURCHASE OF PROPERTY ADJACENT TO CENTRAL ELEMENTARY SCHOOL**

Mrs. Allen moved, seconded by Mr. Brooks, that the CPSB accept the recommendations of staff regarding the purchase of property adjacent to Central Elementary School. Mrs. Allen asked about the possibility of the board asking the city to close the street at the Weinstock Street section so that the school property would extend across the street. She further stated that it is her calculation that the referenced corner is the northwest rather than the southwest corner. She inquired about the expense of clearing the property. S. L. Slack, assistant superintendent of support services, said that staff has not made such a determination; that staff is waiting to have an environmental study done to make sure that there are no problems. Vote on the motion carried unanimously.

### **CPSB NEWLY-ELECTED MEMBER**

The president recognized and introduced Alvin Mims, newly-elected member to the Caddo Parish School Board representing district six.

### **REVISION TO POLICY GCC-R/GCD-R - PROFESSIONAL STAFF RECRUITING AND HIRING**

The superintendent asked legal counsel to inform the board as to staff's intent for revising the policy. Legal counsel reported that staff's memo accurately reflects the discussions with Educational Testing Service (ETS) (PRAXIS Series). Over a period of time there has been a gradual evolution of the position of the ETS with respect to the use of the NTE results. ETS has developed five or six separate criteria with respect to the use of NTE results by local school systems which includes that the NTE results: 1) cannot be used as the sole criteria for any decision by a non-certifying group; 2) cannot be used to determine the employment potential or determination of fully - licensed teachers; 3) cannot be used without appropriate validation; 4) cannot be used without appropriate standard setting studies to establish qualifying scores or criteria; and, 5) cannot be used to rank order candidates of programs for a presumed quality. Local school systems are allowed to attain the results in order to verify that teacher applicants meet the certification criteria as enforced by the state. Legal counsel noted that after reviewing CPSB policy, that staff's use of the NTE results were not in compliance with ETS guidelines. In light of ETS's current position on the acceptable use of NTE test results, the proposed revisions will bring CPSB policies in line with ETS guidelines. Mr. Burton moved, seconded by Mr. Vance and Mr. Brooks, approval of policy GCC-R/GCD-R - Professional Staff Recruiting and Hiring revisions, as submitted by staff.

Mr. Matlock asked legal counsel if ETS is the private company that administers the test, and he asked legal counsel to clarify his reference to validation. Legal counsel said that ETS guidelines are not absolute prerequisites, and validation references what the test is designed to achieve and what it is used for. Mr. Matlock asked that the proposed changes be clarified. Legal counsel said that the policy is adopting the same criteria for employment in Caddo Parish and its applicability, and point scores in the existing policy for ranking applicants are being deleted. Mrs. Allen asked if the State Department of Education is going to continue using the NTE to certify teachers to teach in Louisiana. Legal counsel answered in the affirmative, and said that a different test is being developed. Mrs. Allen asked staff to request that an English supervisor or teacher review the revised policy to ensure that the construction of each section has conformity. Mr. Vance moved, seconded by Mr. Brooks, to call for the question. Vote on the motion to end debate carried with board members Shaw, Matlock and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Allen, Burton, Brooks, Milam and Glanville. Vote on the original motion carried with board members Shaw and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Allen, Burton, Brooks, Matlock, Milam and Glanville.

### **REVISION TO POLICY GCO/GCCA - PROFESSIONAL STAFF PROMOTIONS**

Mr. Burton moved, seconded by Mr. Brooks, approval of Policy GCE/GCCA - Professional Staff Promotions, as submitted by staff. Mrs. Boykin moved to amend the motion, seconded by Dr. Shaw, on page four of six, first paragraph, to read that the Interview Committee shall be composed of: (1) superintendent and/or the assistant superintendent of administration as the chairman; (2) assistant superintendent of the division having a vacancy; (3) the immediate supervisor of the position to be filled; and, (4) the appropriate director of personnel. Mrs.

Boykin expressed concern that the committee, as defined in the policy, did not include the immediate supervisor, and the assistant superintendent of instruction is included each time even if the opening is in another department, i.e. transportation. Dr. Shaw commented that the board's primary responsibility is holding its superintendent responsible, supporting him, and putting him in the driver's seat. He said that he would like to see the superintendent participate in promotional interviews as frequent as possible, and for the assistant superintendent (who is subject to the superintendent) to take his place if he is unable to be present. Vote on the amendment carried with Mr. Vance opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Burton, Brooks, Matlock, Milam, Boykin and Glanville.

Dr. Shaw made a motion to amend the motion, seconded by Mr. Thibodeaux and Mrs. Boykin, on page four of six, third paragraph, second line, to read ". . . concerning the preparation and experience of candidates. . . "; on page four of six, fourth paragraph, first line, to read "When all available information on the candidates has been received through questioning and a rating scale, the members of the committee, through the Interview II Committee chairperson, will make a recommendation of three names, without rank, for the position to be filled by the superintendent. Further, that on page four of six, paragraph five, to read that "The superintendent may select from the committee's recommendations." Dr. Shaw commented that he would like for the board to hold the superintendent accountable for recommendations, not a committee. Mr. Vance expressed concern about the superintendent's involvement in the process at this time, and discussion followed on the superintendent's role in the promotional interview process. Mr. Matlock cautioned board members that its dissatisfaction with the system's selection process could create concerns that the board cannot envision. He noted that there is diverse input in the selection process, and because of this there is a lot of faith in the system. Mr. Brooks commented that the superintendent has to, rely on staff, however, he expressed concern about the committee's authority. Vote on the motion carried with board members Vance, Burton, Brooks and Matlock opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Milam, Boykin and Glanville.

Mr. Thibodeaux questioned the ranking scores for candidates and said it would be helpful if applicants were notified of their scores in each area. Willie Henderson, assistant superintendent for human resource services, said that there is no standard procedure to inform applicants of scores, but staff will share the information with applicants. Mrs. Allen requested that staff notify all candidates of their deficiencies if they were not selected for the promotion. Mrs. Boykin requested clarification of the involvement of the teachers' professional organization(s) in the interview process. Mr. Henderson said that there are several teacher organizations working within the system and input is requested; but, the procedure has not been defined at this time as to how the organizations will participate. Mrs. Boykin asked staff to provide board members with a copy of the selection process, involving teacher organizations, at the next Executive Committee meeting. Mr. Vance encouraged staff to present all information to the board in its final draft, after the document has been reviewed by legal counsel, and before asking the board to vote. Mr. Matlock asked legal counsel to review item three on page two of six (Medical Examination). He asked the superintendent for his thoughts on the proposed policy revisions. The superintendent said that he would like to see the information compiled and read as one document. For information, Mr. Matlock questioned Dr. Shaw's intent when he included the words "without ranking" in his amendment. He said that he assumed that it is not Dr. Shaw's intent that the superintendent be precluded from asking members of the committee (individually) about the three applicants. Dr. Shaw commented that the superintendent may ask whomever he wants to about the applicants, at his prerogative. Mr. Brooks said that he would like to see more people serve on the Interview Committee, on a rotating basis. Mr. Vance asked the board to table this item until the September board meeting in order to allow legal counsel an opportunity to review the document and the proposed amendments. Mr. Vance moved, seconded by Mr. Brooks, to postpone this item until the September, 1994 school board meeting. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Allen, Burton, Brooks, Matlock, Milam and Glanville. Dr. Shaw clarified that the board will still have the privilege of amending the policy when it is presented at next month's meeting. The superintendent commented that the policy will be returned, as amended, with the only changes being those made on the advice of legal counsel or staff regarding the policy's workability. Mr. Matlock asked staff to send a copy of this policy to representatives of teachers' professional organizations for review and/or input.

**Recess.** The president called for a ten minute recess at approximately 5:40 p.m. The board reconvened at approximately 5:53 p.m.

## **EVALUATION OF AN ELEMENTARY SCHOOL IN GREENWOOD**

Mr. Glanville moved, seconded by Mr. Matlock, that the Facilities Study Committee be requested to consider building a new elementary school in Greenwood rather than adding wings to the elementary schools that currently affect the community. Further, that staff consider those changes from an educational and economic perspective as to whether or not this is advisable. Mr. Vance suggested that this motion be presented to the

committee as a request from the board. Mrs. Allen asked if the school board still owns the property where the original Greenwood School was, and staff answered no. Mrs. Boykin said that she would like for the board to know exactly where the population shifts will be. Dr. Shaw made a substitute motion, seconded by Mr. Thibodeaux, that staff share with the Facilities Study Committee the interest in a school at Greenwood, and be prepared to report on such an interest in the work session. Mr. Thibodeaux moved, seconded by Mr. Matlock, to call for the question on all motions. Vote on the motion carried with Mr. Vance and Mrs. Boykin opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Burton, Brooks, Matlock, Milam and Glanville. Vote on the substitute motion carried with board members Vance and Burton opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Brooks, Matlock, Milam, Boykin and Glanville.

### **SCHOOL SUPPLIES (MILAM)**

Mr. Milam moved, seconded by Mr. Matlock, that every Caddo Parish educator below assistant principal level be issued a one-time payment of \$75 for the purpose of supplemental out-of-pocket expenses for classroom supplies. Mr. Milam said that the funds will be provided to individual schools and placed in a teacher's supply account. Funds will be disbursed as receipts are received, or school supply companies are paid after a list of teachers' purchases is provided and said companies invoice the school. The cutoff date will be September 15, 1994. Mr. Vance questioned the management of this activity. The superintendent said that the business staff accepts the concept, but would like to have an opportunity to refine its management so that it will be workable for them. Dr. Shaw made a substitute motion, seconded by Mr. Brooks, that every Caddo Parish school be funded \$75 per educator below the assistant principal level for the purchase of supplemental classroom supplies. The money may be given on pre-purchase basis or reimbursement. More discussion followed on disbursement procedures and Mr. Matlock stated that he would like to see the cutoff date extended to January 1, 1995. Mr. Thibodeaux asked that educators who are eligible to receive the \$75 be identified. Mr. Vance made a second substitute motion, seconded by Mr. Brooks, that staff will bring a recommendation to the board at its September, 1994 school board meeting concerning this agenda item, and that eligible educators below the level of assistant principal be identified. Vote on the second substitute motion carried with board members Matlock, Milam and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Allen, Burton, Brooks and Glanville.

### **SUPERINTENDENT'S REPORT**

**Mini Facts.** The superintendent called board members' attention to the updated 1994-95 Mini-Facts brochure that was distributed earlier.

**Neighborhood Schools.** The superintendent informed board members that the Neighborhood Schools brochure is designed to showcase all Caddo Parish public schools, with the exception of magnet schools. It individually catalogs the offerings in each building allowing the personality of the school to show.

**School Opening.** The superintendent announced that today is the first day of school, and operations were successful and went smoothly.

**Thanks.** The superintendent announced that a card of thanks was received from Mrs. Mimie Cherry expressing appreciation for the board's special recognition of her at the last school board meeting.

### **UNFINISHED BUSINESS**

No unfinished business was discussed.

### **NEW BUSINESS**

No new business was introduced at the meeting.

### **ANNOUNCEMENTS AND REQUESTS**

**Information on Student Transfers.** Mr. Vance said that information was included in the mailout packet and he will discuss the report with the appropriate staff.

**Student Dress Code.** The superintendent announced that a memo attached to the student dress code policy and voicing Mr. Brooks's concerns will be sent to school principals on Thursday, August 18, 1994.

**School Vacancies.** Mr. Vance asked staff to provide him with information on the number of Caddo Parish public schools that are vacant. He also asked staff to consider the feasibility of constructing a parking lot at West Shreveport Elementary School.

**Boot Camp.** Mr. Vance said that he plans to accompany staff on their visit to an established boot camp. He said Ed Hearron, director of secondary schools, will apprise him of the visit schedule.

**Health Insurance Plan Renewal Date.** Mrs. Boykin asked if the renewal date for the health insurance plan was changed from October to January so that the renewal would run the calendar year rather than the original September/October date. The superintendent said that the board has a sixty-day cancellation clause which gives the board the flexibility to move the date; however he did not recall the anniversary date being moved. He also noted that reinsurance is underway and negotiations are being made for those people who have exceeded the maximum lifetime cap; and, staff is considering a plan for **all** employees. Mrs. Boykin asked staff to check to see if the renewal date was changed.

**CPSB Representative District Six.** Dr. Shaw acknowledged Alvin Mim's presence in the audience. Mr. Mims has qualified to be the CPSB representative for district six.

**Homebound Program.** Mr. Brooks asked staff to provide him with information on the Homebound Program.

**Policy Revision.** Mrs. Allen questioned if policies GCC/GCD and GCO should be acted on separately; these policies were attached to policy GCC-R/GCD-R that was included in the mailout. Mrs. Allen said that the revisions were minor. The president said that Mrs. Allen's concerns will be listed as a request.

**CAE Grants.** Mr. Matlock expressed appreciation to CAE representatives who were instrumental in securing the mini grants that were awarded to three of Caddo public schools earlier tonight, and congratulated the winning schools.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment.

Brooks seconded the motion, and the meeting adjourned at approximately 6:33 p.m.

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Terry L. Terril, Ed.D., Secretary

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Willie D. Burton, President

### **Executive Committee**

**September 7, 1994**

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, September 7, 1994, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. Other board members present were Jerry Tim Brooks, David Matlock and Mild red B. Pugh. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mrs. Allen.

### **ADMINISTER OATH OF OFFICE**

The superintendent recognized legal counsel who administered the oath of office to Mild red B. Pugh, Caddo Parish School Board representative for district five.

**Agenda Items.** The superintendent reviewed the proposed agenda for the September 21, 199 school board meeting. The following items were added: "Authorization to Apply for Safe Schools Grant" (McCune); "Report - School Bus Exchange Sites" (Pugh); "Report -School Security Update" (Milam); "First Aid and CPR Training" (Milam); and, "Rescission of Amendments to Policy GCO/GCCA - Professional Staff Promotion" (Brooks/Burton). "Official Journal for CPSB" (Matlock) was deleted until next month. The following items were categorized as consent agenda: 10 - 18, 22-A, and 24-A.

### **DISCUSSION**

**Student Dress Code.** Mr. Brooks expressed concern that the student dress code is not being enforced at some schools. The superintendent informed board members that a memo and a copy of board policy was sent to each



principal at the opening of school. He said that staff will visit schools of concern and principals will be asked to enforce school board policy.

**Salary Information.** Mr. Brooks asked the president to conduct a nationwide survey on superintendents' salaries. He suggested that school systems, of comparable size to Caddo Parish, should be studied. The president stated that the superintendent has some information on this matter, and he asked the superintendent to provide board members with a copy of the data.

**CPSB Policy GCO/GCCA - Professional Staff Promotions.** Mrs. Pugh noted that district five was not represented at the August 17, 199 school board meeting when this item was introduced and the policy was revised. She expressed concern about the line flow of authority with the Interview Committee and requested additional information pertaining to this item.

Mr. Brooks expressed concern about the organizational structure of the Interview Committee. He informed board members of his intent to introduce a motion at the September 21, 1994 school board meeting to rescind the vote on the amendments introduced at the August 17, 1994 school board meeting relative to this item. The president echoed Mr. Brooks' sentiments and said that he, too, has some concerns about the composition of the Interview Committee and he would support such a motion. The superintendent capsulized staff's recommendation regarding the composition of the Interview Committee emphasizing that legal counsel and staff were asked to review the policy for consistency.

**Renaming of Southwood High School Auditorium.** Mr. Matlock asked what would the new name be for the auditorium. The superintendent replied that the auditorium would be named "Anderson Auditorium" in honor of the late Leon Anderson, Southwood band director. He further stated that staff would contact the school's PTA and staff regarding their support.

**Clear School Back Packs.** Mrs. Allen expressed concern about the durability of clear back packs. She asked if principals, who requested students to use clear back packs, realize the life expectancy of these bags. The superintendent said he would ask principals for their response, and advised that parent(s) should return backpacks of inferior quality to the store where the bag was purchased.

**Security Update.** Mr. Milam asked staff to provide the board with an update on school security at the next board meeting. He asked staff to report on what security measures are presently in place, how they are working, and security projections for the future.

**Alexander School Update.** Mr. Milam asked staff to provide the board with an update on the situation at Alexander School regarding time-out rooms.

**First Aid and CPR Training.** Mr. Milam said that he will introduce a motion at the September, 9 school board meeting that each school site provide two employees to be trained in the latest techniques in first aid and CPR, and that they remain updated as required.

**Scholarships.** Mr. Brooks announced that two four-year golf scholarships were awarded to two 199 graduates who are products of the Caddo Public School System and they are: Danyelle Griffin (Southern University); and, Ennis Adams (G rambling State University).

Mrs. Allen moved, seconded by Mr. Milam, approval of the consent agenda. Vote on the motion carried unanimously.

## **WORK SESSION**

**Bids.** Mrs. Pugh asked how many school buses are involved, and staff responded 17. However, the number may need to be reduced in order for staff to stay within the budget.

**Third Party Administrator Agreement for Deferred Compensation Rate.** Cathy McClure, president of Caddo Association of Educators CAE , asked if this item will be presented in the form of a report or recommendation. The superintendent replied that it will be a recommendation.

**Adoption of Energy Management Conservation Policy.** Mrs. Pugh asked what is the cost factor for this request. The superintendent responded that there is none.

**Policy IKFB Update - Graduation Exercise** The president asked what does the policy update entail. James Foster, assistant superintendent for administrative services, stated that the present policy does not identify graduation requirements and the updated policy will list the requirements.

**Revision to Policy GCO/GCCA - Professional Staff Promotions.** Cathy McClure asked if the request for proposals will include administrators at the school base and non-school base level. Willie Henderson, assistant superintendent for human resource services, replied that the issue is not covered as a specific item in the request for proposals; however, the language in the request is such that dialogue could be exchanged with the company. The superintendent said that school base and non-school base levels are included. Mrs. Pugh asked staff if, in a public sense, designated site-based management schools have been identified. The superintendent answered in the affirmative, and said that staff will provide her with the information.

Mr. Brooks again informed the president that he will make a motion at the September, 1994 school board meeting to rescind the amendments to this policy that were passed at the last school board meeting. The president said that this item will be on the September 21, 1994 school board agenda. Mr. Matlock asked the president to check with legal counsel to make sure that this matter is handled properly.

**School Supplies.** The president noted that staff was asked to make a recommendation to the board. The superintendent said that staff will present information on: the dollar amount; a plan to disseminate funds; the identity of eligible educators; and budget constraints. Ben Wreyford, director of finance, commented that staff is concerned with the cash outlay, but if the board chooses to fund the cash outlay, then staff will be recommending that this be done by per teacher allotment to the schools. The superintendent pointed out that staff is struggling with identifying eligible educators. Mrs. Pugh commented that until the board defines Mr. Milam's motion, that staff will have trouble with the implementation part. Mr. Milam noted that his motion calls for any certified position below the level of assistant principal. The president asked staff to define "educator" in their recommendation.

**Adjournment.** There being no further business, Mrs. Allen moved for adjournment. Mr. Milam seconded the motion which carried unanimously, and the meeting adjourned at approximately 4:11 p.m.

### **September 21, 1994**

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m., Wednesday, September 21, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy D. Boykin, Jerry Tim Brooks, David Matlock, Mark Milam, Mildred B. Pugh, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Paul Glanville arrived at approximately 3:47 p.m. David Byerley was absent. Also present were Terry L. Terril, secretary, and Fred Sutherland, legal counsel. Dr. Shaw gave the invocation and led the Pledge of Allegiance.

### **MINUTES OF THE PREVIOUS BOARD MEETING**

Dr. Shaw moved, seconded by Mr. Vance, approval of the minutes of the August 17, 1994 school board meeting. Vote on the motion carried unanimously.

**Acknowledgement.** Mr. Matlock formally welcomed Mrs. Pugh to the dais. Mrs. Pugh graciously acknowledged the greeting and pledge her service to help make the Caddo public school system the best, particularly representing the constituents of district five.

**Golf Connection.** Mr. Matlock acknowledged that the regional golf magazine, Golf Connection, has recognized fellow board member Jerry Tim Brooks in its recent publication.

### **CONSENT AGENDA**

Mrs. Allen informed the board that she requested staff to present a report, "Evaluation of the Year Round School"; however, this information will be presented at the October, 1994 school board meeting. Following review of the revised agenda, the following items were categorized as consent agenda.

### **Agenda Item No. 10**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for microvideo systems for science programs and school buses for transportation. A copy of the tabulation bid sheets marked "Exhibit A, four pages, September 21, 1994" is filed in the official papers of the board.

**Recommendation to Rescind Bid.** Staff recommended that the bid award of May 18, 1994 to Tiger Direct and Dartek Computer Supply for software programs be rescinded for failure to deliver; that each company be declared in default, and that each forfeit the right to do business with CPSB for a period of one year.

### **Agenda Item No. 11**

**Third Party Administrator Agreement for Deferred Compensation Rate.** Staff recommended that the CPSB's agreement with First Financial Administrators, as third party administrator for its Deferred Compensation Plan, be renewed.

### **Agenda Item No. 13**

**Adoption of Energy Management Conservation Policy.** Staff recommended that the Energy Management Conservation Policy, as included in the mailout, be adopted.

#### **ENERGY MANAGEMENT CONSERVATION POLICY**

As the school board of Caddo Parish, we believe that every reasonable effort should be made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the school board, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

The district will maintain accurate records of energy consumption and cost of energy and will provide information to the public on the goals and progress of the energy conservation program.

The principal will be accountable for energy management on his/her campus with annual energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to insure that an efficient energy posture is maintained on a daily basis.

Curriculum will be developed to insure that every student will participate in the energy management program in the district as an "energy saver."

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an "energy saver" as well as an "energy consumer."
2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
3. Energy management on his/her campus will be made part of the principal's annual evaluation.
4. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
5. Within sixty (60) days, administrative guidelines will be adopted that will be the "rules of the game" in implementing our energy program.

WHEREAS, the school board wants to insure the best use of tax dollars, and

WHEREAS, public education can provide leadership in developing a realistic energy ethics and awareness of energy needs and costs,

THEREFORE, the school board of Caddo Parish directs the superintendent and/or his agents to develop short and long-range strategies in the areas of facilities management and curriculum development dealing with energy awareness and conservation.

Adopted this 21st day of September, 1994.

/s/ \_\_\_\_\_  
President  
Caddo Parish School Board

Attest:

/s/ \_\_\_\_\_  
Secretary  
Caddo Parish School Board

#### **Agenda Item No. 14**

**Request to Use School Bus Transportation by AT&T Telephone Pioneers.** Staff recommended that the request by AT&T Telephone Pioneers Life Member Club to rent a school bus to transport persons to a Shreveport Pirates football game on October 8, 1994 be approved.

#### **Agenda Item No. 15**

**Renaming of Southwood High School Auditorium.** Staff recommended that the Southwood school auditorium be named "Anderson Auditorium" in honor of the late Mr. Leon Anderson, Southwood band director. This request was initiated by the Southwood Band Boosters Club.

#### **Agenda Item No. 16**

**Interagency Agreement (Special Education - Fairfield Hospital).** Staff recommended approval of the agreement with Fairfield Hospital as submitted. The agreement provides a part-time hospital/homebound teacher to provide instruction to disabled students at Fairfield Hospital.

#### **Agenda Item No. 17**

**504/ADA Revision Update.** Staff recommended approval of the revised CPSB policy regarding Section 50 of the Rehabilitation Act of 1973.

#### **Agenda Item No. 22-A**

**Requests for Leaves.** The superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Rest and Recuperation for the Remainder of the 1994-95  
School Year

Lucy Conger, Teacher, Caddo Magnet High

Sabbatical Leave for Study, Spring Semester of the 1994-95 School Year

Kerry Laster, Principal, Shreve Island Elementary School

Leave Without Pay (Personal), Remainder of the 1994-95 School Year

June Henniger, Teacher, Alexander School

**Requests of the Board.** Laura Daniels, bus driver, requested to be away from her duties September 29 through October 7, 1994 to attend a religious conference with her husband. Mrs. Daniels will utilize one-half urgent personal reason (UPR) day, and five days without pay.

Robin Jones, bus driver, requested to be away from her duties October 10-14, 1994 to travel out of town with her husband. She requested five days without pay.

Morris Williams, teacher at Queensborough Elementary, requested to be away from his duties September 6, 15, and 19-28, 1994 for religious holy days and festivals. He will utilize two UPR days and eight days without pay.

Virginia Cobb, teacher at Caddo Middle Magnet, requested eight days without pay, October 12-21, 1994, to accompany her husband on a business trip to Hawaii.

Susan Sample, computer proctor at Woodlawn High School, requested ten days without pay, September 19-30, 1994, for religious holy days and festivals.

Thelma Graham, child nutrition programs employee at Keithville Elementary / Middle School, requested eight days without pay for religious holy days and festivals, September 19-28, 1994.

Danny Thurston, child nutrition programs employee, requested leave without pay for the remainder of the 1994-95 school year due to family health problems.

**Advisory to the Board.** Barbara Riley, secretary at Southwood High School, was granted a medical leave with pay at the August 17, 1994 school board meeting. She is requesting to utilize her current and accumulated sick leave and then be placed on a leave without pay for medical reasons.

Dr. Shaw moved, seconded by Mrs. Pugh, approval of the amended consent agenda. Vote on the motion carried unanimously.

## **SPECIAL RECOGNITIONS**

On behalf of the CPSB, Essie Holt, assistant superintendent for curriculum and instruction, recognized the following honorees and presented each with a framed certificate of recognition for his/her dedicated services. Charles Bedford and Delores Bedford were honored as adult education part-time teachers of the year. Dee Hall was recognized as the adult education full time paraprofessional of the year. Marilyn S. Prothro (Herndon Magnet), Pamela Schmidt (Youree Drive Middle), Denise Stroud and Paula Baker (Caddo Middle Magnet) were recipients of the 1994 Distinguished Teaching Award from the Office of Gifted and Talented.

Burnadine Moss Anderson, administrative assistant to the superintendent/communications, read excerpts of the candidates' entry writings and introduced the following finalists and winners in the 1994-95 Teacher of the Year program. Finalists at the elementary level are: Carol Bedard, fifth grade teacher at E. B. Williams Stoner Hill Elementary; and, Karen Eason, second grade teacher at Newton Smith Elementary. Caddo's elementary teacher of the year is Jamie Renea Tolbert, third grade teacher at Vivian Elementary/Middle School. Finalists at the middle school level are: Melinda Draper, seventh grade life science teacher at Walnut Hill Elementary/Middle School; and, Mary Lee Haughton, seventh grade Language Arts teacher at Vivian Elementary/Middle School. Caddo's middle school teacher of the year is Valmarie Davis, choral music and piano teacher at Broadmoor Middle Laboratory School. Finalists at the high school level are: Kathryn Gallant, English teacher at Southwood High School; and Murdis Dodd, business education teacher at C. E. Byrd High School. Caddo's high school teacher of the year is Gay Gannon, English and journalism teacher at Captain Shreve High School. Caddo's 1994 teachers of the year will now compete at the regional level. Family members, colleagues and friends were also recognized.

## **VISITORS**

Jesse Burns, CPSB maintenance employee, asked the board to investigate overtime pay procedures for maintenance workers and to compensate him for wages that he feels are due. Mr. Burns submitted a written request to each board member.

Steve Casey made comments about students' rights and the public school. He presented board members with literature from the Louisiana Association of Educators entitled, "A Louisiana Teacher's Guide to Discipline in the Classroom."

Pam Bryant, parent, asked the board to instruct staff to return playground equipment to Sunset Acres Elementary School. She also asked the board to investigate her concerns regarding the school's administrative staff.

Cathy McClure, president of Caddo Association of Educators (CAE), read a statement outlining the following: (a) the need for board/staff to review the new state discipline law; (b) CAE's support of educators receiving funds for out-of-pocket expenses for classroom materials and supplies; (c) CAE's request that the board direct staff to provide duty-free lunch for all employees; (d) CAE's request for information on the status of the renewal of the group health insurance plan; (e) CAE's request for the board to inquire about the 1984 overtime pay guidelines and how employees are compensated for required work on Saturday and Sunday when there is a paid holiday during the work week; (f) CAE's concerns regarding the compensation and classification plan (pay equity study); and, (g) CAE's commendation of staff and the board to pursue full prosecution, if applicable, to individuals who were involved in the shooting incident at C. E. Byrd High School last week.

Jon Lowe, 4-H agent, informed the board of the programs offered through 4-H and highlighted the sewing class successes. Garments made by student participants were modeled before the board and audience.

Mimie Cherry, citizen, shared thoughts of wisdom regarding ways to combat students' unrest by improving their behavior, home training, and administering discipline when needed. She emphasized that youngsters can be controlled through Biblical applications and parental/guardian control in the home.

## **PERSONNEL RECOMMENDATIONS**

Dr. Shaw moved, seconded by Mr. Glanville, approval of the personnel recommendations as recommended by staff. Mrs. Boykin moved to amend the motion, seconded by Mr. Thibodeaux, to divide the question -- to exclude the recommendation for the supervisor of special education compliance, complaint management and parent/community involvement position. Vote on the amendment carried with Mr. Brooks opposed. Board members Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville supported the motion. Vote on the original motion, as amended, carried, with Mr. Brooks opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville. The superintendent recommended and announced the following promotions: R. Doug Hedges and Donald Whitaker, energy managers; W. Edward Hearron, director of secondary education; Gwen Buckingham, assistant principal of instruction at Huntington High School; and Mark Allen, assistant principal for administration/discipline at C. E. Byrd High School. Each administrator will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he/she is appointed. The superintendent recognized the promoted administrators.

The superintendent recommended that Billy Prealow be appointed supervisor of special education compliance, complaint management and parent/community involvement. Mrs. Boykin informed the board of her inability to support the superintendent's recommendation. Dr. Shaw moved, seconded by Mrs. Pugh, that Billy Prealow be appointed to fill this position. Discussion followed on the candidate's professional qualifications; after which, Mr. Vance moved to call for the question. Mr. Matlock seconded the motion which carried with board members Shaw and Allen opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Burton, Brooks, Matlock, Milam, Boykin and Glanville. Vote on the original motion carried with board members Milam, Boykin and Glanville opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Brooks and Matlock. The superintendent recognized Mr. Prealow and introduced him to the board. Mrs. Pugh commented that the notice of personnel recommendations included in the mailout states that the person will receive the appropriate salary as reflected by the CPSB salary schedule, and she feels that this statement could raise questions. She requested that, in the future, board members be provided with more information about negotiated salaries.

## **504/ADA REVISION UPDATE**

Mr. Thibodeaux commended staff for the compilation of the 504/ADA informational booklet, and asked that the appropriate staff be recognized. Staff members in the audience who were involved in the development of the booklet were recognized, and they are James Foster, assistant superintendent for administrative services, and Richard Neeson, 504/ADA coordinator.

## **STUDY OF THE EMPLOYEE/CLASSIFICATION PLAN**

Dr. Shaw moved, seconded by Mrs. Allen, that the proposal submitted by Arthur Andersen Company to conduct a comprehensive study of the CPSB's position classification and compensation system be approved. Mr. Thibodeaux moved, seconded by Mrs. Allen, to postpone this item until the October, 1994 school board meeting. Mr. Thibodeaux expressed concern about staff's rationale for not taking advantage of the free study offered by the National Education Association (NEA); because doing so would be showing favoritism for one teacher group over another. Mr. Thibodeaux suggested that staff should meet with CAE/NEA consultants and

clarify its position; thus, perhaps securing the information free. S. L. Slack, assistant superintendent for support services, commented that staff is concerned about group representation because all of the survey forms that will be sent out will have "NEA" printed on them, and activities will be coordinated through the local CAE office. Further, NEA's approach is not to conduct the study, but to train a group of Caddo employees and CAE members to conduct the study with the aid of one consultant. Mr. Slack also noted that other companies submitting a request for proposal did not comply with all criteria for requests for proposal (RFP) requirements. More debate ensued on procedures to address job classification and salaries, funding for the study, the identity of other professional organizations, previous salary plan study and implementation and time frame for conducting the survey and budget planning. The superintendent reminded the board that staff is organizing the study at the request of the board, and funds for RFPs are allocated in the budget. He asked the board to honor its request for proposals, and suggested that staff should conduct a small survey of other area companies, i.e. General Motors, Libby Glass, and ask if their salary schedule and benefit packets are put together by the union. Dr. Shaw made a motion to amend the motion to postpone, seconded by Mr. Thibodeaux, to substitute the time for postponement and move the date to January, 1995. Mr. Thibodeaux agreed to dropping his suggested date and asked the board to adopt the January date. Mr. Slack commented that the bids that staff has received are guaranteed until December. Mrs. Pugh questioned the inclusion of classroom employees in the study, and the credibility of the work that will be done by CAE. She emphasized that timing will be a crucial decision. Vote on the motion to postpone failed with board members Thibodeaux, Pugh, Shaw, Milam, and Glanville supporting the motion. Board members opposed were Vance, Allen, Burton, Brooks, Matlock and Boykin. Discussion continued on the inclusion of all employees in the study, state regulations on the instructional component, and equitability for work/compensation. Vote on the original motion carried with board members Thibodeaux, Matlock and Milam opposed. Board members supporting the motion were Vance, Pugh, Shaw, Allen, Burton, Brooks, Boykin and Glanville.

**Recess.** The president called for a 15 minute recess at approximately 5:19 p.m. The board reconvened at approximately 5:35 p.m.

#### **POLICY IKFB UPDATE - GRADUATION EXERCISE**

Dr. Shaw moved, seconded by Mr. Vance, approval of policy IKFB as updated and included in the mailout. Mrs. Pugh stated that the latter portion of the policy which addresses how foreign students are recognized, has created concern in other schools. She emphasized that this is a multi-ethnic community and parents do not understand why some students are recognized at graduation and others aren't. Dr. Foster informed the board that high school principals were contacted regarding this policy and none have expressed concern about the clarified policy. Mrs. Pugh made a substitute motion, seconded by Mr. Matlock, that this policy be remanded to the staff for extended revisions. Mrs. Boykin questioned the involvement of GED participants in the graduation exercise. Following discussion, Mr. Vance moved to call for the question and the motion failed for lack of a second. More discussion followed on the policy development, and Dr. Shaw asked staff to list more specific terms in the revised policy: a) that of foreign students vs. the same situation with American students; and, b) give encouragement to the fact that the policy primarily determines a graduate; and students not meeting the requirements will not participate in the graduation ceremony. After more debate, vote on the substitute motion was called and carried unanimously.

#### **REVISION OF AMENDMENTS TO POLICY GCO/GCCA - PROFESSIONAL STAFF PROMOTION**

Mr. Brooks moved, seconded by Mr. Vance, that the amendments to policy GCO/GCCA -Professional Staff Promotions that were adopted by the CPSB at its August 17, 1994 school board meeting be rescinded. Mr. Matlock made a substitute motion, seconded by Dr. Shaw to add to the Interview Committee the assistant superintendent in charge of human resource services. The president ruled that the substitute motion is not in order at this time. Vote on the motion to rescind failed with board members Vance, Burton, Pugh and Brooks supporting the motion. Board members opposed were Thibodeaux, Shaw, Allen, Matlock, Milam, Boykin and Glanville. Mr. Matlock moved, seconded by Dr. Shaw, to amend policy GCO/GCCA to add to the list of members of the Interview Committee the position of assistant superintendent in charge of human resource services. Mr. Brooks moved to amend the motion, seconded by Mr. Vance, to add to the Interview Committee the position of assistant superintendent in charge of curriculum and instruction. Dr. Shaw noted that the assistant superintendent of curriculum and instruction is not eliminated from the committee; that this person sits on the committee at any time that an appointment deals with instruction. Mr. Brooks noted that he wants the assistant superintendent of curriculum and instruction to be a member of the standing committee. Mr. Vance cautioned the board about restructuring the committee. Mrs. Pugh read the composition of the Interview Committee as outlined in the policy, and commented that she does not feel that the assistant superintendent of administration should chair the committee. She moved to amend the motion, seconded by Mr. Vance, to give the chairmanship of the committee to the assistant superintendent of human resource services. The president

ruled that Mrs. Pugh's amendment is out of order, that the amendments on the floor deal with the composition of the committee and the chairmanship can be addressed later. Mrs. Boykin clarified that it has been a practice of the administration to include certain people on the committee, but the people/positions are not referenced in the original policy. Discussion ensued on the composition, size, and purpose of the committee. Mr. Matlock questioned the involvement of all assistant superintendents on the committee. Dr. Shaw made a substitute motion, seconded by Mr. Glanville and Mr. Thibodeaux, that the four assistant superintendents make up the standing committee for the Interview II Committee; that the superintendent and/or his designee participate, with the superintendent's designee being changed each quarter (every three months). Mrs. Boykin questioned the involvement of the immediate supervisor of the job. Dr. Shaw clarified that the position was not eliminated, that the substitute motion identifies the standing committee members. Mrs. Pugh asked if the policy will be all inclusive to list the immediate supervisor and appropriate personnel director. The president ruled that this is all inclusive. Mrs. Boykin asked that the composition of the Interview Committee be read aloud. Dr. Shaw read the following as standing committee members: four assistant superintendents, superintendent/designee (change every three months), the immediate supervisor of the position to be filled and the appropriate personnel director. Vote on the substitute motion carried with board members Milam, Boykin and Allen opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Burton, Brooks, Matlock and Glanville. Mrs. Pugh moved seconded by Mr. Brooks, for the policy to show that the human resource assistant superintendent will serve as chairperson of the standing committee. Vote on the motion carried with board members Matlock, Boykin and Glanville opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Brooks and Milam.

### **SCHOOL SUPPLIES (MILAM)**

Mr. Milam moved, seconded by Mr. Matlock, that every Caddo Parish educator below assistant principal level be issued a one-time payment of \$75 for the purpose of supplemental out-of-pocket expenses for classroom supplies. Mr. Milam capsulized the disbursement procedures as outlined in the mailout. Dr. Shaw asked the superintendent to respond to the possibility of revenue reduction in the budget. The superintendent commented that administration does not object to spending the money; however, staff questions if teachers want to see the money allocated for supplies or for insurance. He noted that there may be a shortfall in insurance, and he has been directed, by the board, to look for a co-insurer. The superintendent noted that student enrollment fell short also, and said that staff should set priorities that will best help teachers, staff and the school system. He recapped the projected budget ending balance and MFP funding, and suggested that the board should wait for the student enrollment count in October, 1994 before acting on this item. Mr. Brooks moved, seconded by Mrs. Allen, to postpone this recommendation until after October, 1994. Discussion continued on: student enrollment figures, a MFP report from the State Department of Education and the financial picture for the state. The superintendent said that staff will bring a financial report to the board after the October student enrollment data is in, and will also submit staff's recommendations. Mr. Matlock moved, seconded by Dr. Shaw, to call for the question. Vote on the motion carried unanimously. Vote on the motion to postpone carried with board members Shaw, Matlock, Milam, Boykin and Glanville opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Allen, Burton and Brooks.

### **SUPERINTENDENT'S REPORT**

**Insurance.** The superintendent reported that staff has shopped for reinsurance and, hopefully, will soon be submitting, to the board, a reinsurance package for less than \$560,000 annually. This will increase the maximum cap to at least a million dollars. He reported that it has been projected that insurance will take an extra five percent or one million dollars this coming year because of escalation. Insurance could be up to \$1.5 million if the CPSB picks up everything and does nothing to benefits. Monies could also decrease depending on reinsurance. He said that staff hopes to present a report to the board next month.

**Weed and Seed Project.** The superintendent reported that earlier the board authorized staff to apply for a grant in collaboration with the city and police department. Today staff was informed that \$750,000 has been allocated with one-third of the funds coming to the schools. Barret Elementary, Creswell Elementary and E. B. Williams Stoner Hill Elementary Laboratory School will now have after school and full time summer care for youngsters. He further reported that staff hopes to operate the program through the existing Youth Enrichment Program (YEP).

**Hot Line.** The superintendent informed the board that staff met with a group of citizens to address crime/violence in the schools, and the sheriff made an offer to establish a hot line to report suspicious activities and/or incidents on school campuses. He suggested that staff should accept the sheriff's offer, and the sheriff should be instructed to set up the hot line. The sheriff's office will pay for the service. Calls are activated through voice mail, and the sheriff will answer calls and contact the schools to ensure anonymity.



**National Merit Semifinalists and Finalists.** The superintendent announced that staff will be announcing, at the next school board meeting, the National Merit semifinalist and finalists.

**Computer Projection Report.** The superintendent reported that Mrs. Boykin requested Caddo's computer staff to tie in with other computer groups to try to attain long - range projections, per school, with attendance so that staff and the board could address what the citizens Facilities Study Committee wants. He reported that staff made contact with two companies, one at a cost of \$86,000 and the other costing between \$25-30,000 to generate the information along with what staff can do. He asked the board to suspend its rules and approve staff spending \$10,000 or less to get the information, if the request for information is still the board's desire. Dr. Shaw asked Mrs. Boykin to state her reasoning for requesting the data. Mrs. Boykin said that part of the charge of the Facilities Study Committee is to make long-range plans, and she emphasized that she feels that the board needs to know where student growth will be before money is spent in the area(s). Debate followed on available options for attaining the information. Paul Dupont, director of data processing, noted that staff does not have the requested information in their files, and he capsulized population trends (1990 census) and services provided by other agencies. Mr. Brooks suggested that staff should contact the Metropolitan Planning Commission (MPC) for the data. Mr. Glanville moved, seconded by Dr. Shaw, to suspend the rules. The president noted that two-thirds vote is required to suspend the rules. Vote on the motion failed with board members Vance, Brooks, Matlock and Milam opposed. Board members supporting the motion were Thibodeaux, Pugh, Shaw, Allen, Burton, Boykin and Glanville.

## **UNFINISHED BUSINESS**

No unfinished business was presented.

## **NEW BUSINESS**

**Authorization to Apply for Safe Schools Grant.** Mr. Vance asked staff to elaborate on this grant. Cecil McCune, director of student services, informed the board that the grant is designed to help make schools safer. Staff surveyed principals regarding ways to improve safety on school campuses and varied responses were received such as involving additional school resource officers, conflict resolution training, securing monitoring equipment, etc. Funds from this grant will be used to implement improved safety measures, and Dr. McCune proceeded to outline plans for providing student identification badges, seminars conducted by violence prevention experts, parenting programs, etc. Dr. Shaw moved, seconded by Mrs. Pugh and Mr. Glanville, that staff be authorized to submit an application for "Safe Schools Funding" to the U. S. Department of Education. Vote on the motion carried with board members Matlock and Boykin absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Brooks, Milam and Glanville.

**General Fund Budget Revision.** Dr. Shaw moved, seconded by Mr. Vance, to approve an increase in the school security budget of \$19,000 to add two security guards for C. E. Byrd High School. Mr. Vance asked if security is being added to only one school, and the superintendent replied affirmatively; and, funds are budgeted. Mr. Thibodeaux asked if security guards are given training, specifically in dealing with high school students. The superintendent reported that security guards are given training. Dwight Collier, director of auditing and risk management, replied that security guards are trained through their employing agency and principals outline their responsibilities at the school level. Security guards understand that they work for the principal. Vote on the motion carried with Mr. Matlock absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Brooks, Milam, Boykin and Allen.

Mrs. Pugh moved, seconded by Dr. Shaw and Mr. Vance, to approve start-up funds (\$14,586) to provide mental health rehabilitation services to Medicaid eligible students with severe emotional disorders. The superintendent reported that \$14,586 will be recovered through Medicaid funds. Mr. Milam noted that the report indicates that it is anticipated that there is a need for three classroom teachers and-three paraprofessionals in the classroom. He asked if these positions are included under existing personnel. The superintendent said that these positions are already in place, and start-up funds will generate Medicaid funds that will provide a social worker and training for existing personnel. Mrs. Allen asked for clarification of "SDRI" and "ARP" on the chart that was included in the mailout. Dr. Holt replied that, "SDRI" represents "Specially Designed Regular Instruction," and "ARP" represents "Alternative to Regular Placement." Mrs. Allen asked if students in the program will be attending Fair Park on a full time basis, and the superintendent answered in the affirmative. Mr. Vance asked if this program could be another avenue to generate funds for staffing social workers at all schools. The superintendent answered yes, and said that staff would generate more social workers and could spread their work. Vote on the motion carried with Mr. Matlock absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Brooks, Milam, Boykin and Glanville.

**Election Holiday.** Referencing a request from the Caddo Parish Board of Election Supervisors, Mrs. Allen moved, seconded by Mr. Milam, to suspend the rules for the board to give consideration to declaring Tuesday, November 8, 1994, a holiday because of the federal election date. Vote on the motion to suspend the rules carried with board members Shaw and Matlock opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Allen, Burton, Brooks, Milam, Boykin and Glanville. Mrs. Allen moved, seconded by Mr. Thibodeaux, that the CPSB close schools on Tuesday, November 8, 1994, as a legal holiday due to the fact that many schools are used as polling places and many school personnel are involved in the election process. The superintendent stated that the CPSB has a policy that states that schools are closed every four years -- presidential election. Mr. Glanville said that he does not feel that the board should set a precedent by closing schools every time there is a national election. Vote on the motion failed with board members Brooks and Allen supporting the motion. Board members opposed were Vance, Thibodeaux, Pugh, Shaw, Burton, Matlock, Milam, Boykin and Glanville.

**Security.** Mr. Vance said that he received staff's update on school security. He emphasized that he believes that the CPSB should establish its own security department to deal with students.

**Dress Code.** Mr. Brooks reminded the superintendent and staff that the student dress code is not being enforced at some schools. The superintendent asked Mr. Brooks to inform him of the particular school(s) of reference, and staff will conduct an investigation. Dr. Shaw commented that the superintendent has the support of the CPSB in relation to addressing Mr. Brooks' concern.

**Shooting Incident at C. E. Byrd High School.** Dr. Shaw complimented Principal R. Lynne Fitzgerald and staff at C. E. Byrd High School for the way in which they responded to and worked with an unbelievable circumstance that occurred on the campus. He stated that the youngster that survived the shooting is most fortunate in that he was shot three times and was able to attend the football game last Friday night. Dr. Shaw noted, that the community did not place blame on the school and neither did the press. He observed that the community did not fall apart, the school stayed together, and the principal appealed to the students and they responded. Mr. Milam asked security staff to meet with city officials to address improving street lighting around schools.

**LSBA Convention.** Mrs. Allen informed the board that the LSBA convention will convene January 26 -28 , 1995 in Monroe, Louisiana. The deadline for submitting motions or resolutions is December 1, 1994. She encouraged board members to make their reservations early. Mrs. Pugh inherited the responsibility of compiling resolutions for the CPSB for presentation at the LSBA convention.

**Insurance Notices.** Mr. Vance asked the superintendent to provide active CPSB employees with insurance notices.

**Free Lunch.** Mr. Vance asked staff to allow all students to eat lunch at schools. He said parents should be sent a note and funds could be remitted later.

**Safety Plan.** Mr. Vance asked if the CPSB has a safety plan for all schools. The superintendent answered affirmatively, and said that staff will get a copy of the plan to him.

**Letter.** Mr. Vance referenced a letter that he received that has some application to state law. He asked the superintendent to meet with the director of classified personnel to review the document. He said that area state legislators might want to look into the matter.

**Boot Camp.** Mr. Matlock announced that he, Mr. Vance, and security staff will be traveling to Camp Beauregard in Alexandria, Louisiana on September 28, 1994 for a tour., He invited other interested board members and/or staff to accompany them.

**Duty-Free Lunch.** Mr. Glanville asked staff to conduct a study on duty-free lunch schedules for elementary employees. Mr. Brooks asked staff to provide duty-free lunch period for all employees.

**Teacher Assessment.** Mrs. Boykin asked the staff to provide board members with a list of teachers who have completed the Teacher Assessment training, by school. She also requested staff to provide board members with a brief description of what is involved in the training.

**Superintendent's Evaluation.** Mrs. Boykin asked staff to develop a policy providing for annual notification to the board president with copies to all board members of the requirements and time lines for observing and evaluating the superintendent, as required by the state evaluation plan and his or her contract. She further

suggested to the president that the CPSB conduct an evaluation this year so that the board could meet its obligations.

**Mooretown ECE.** Mr. Brooks asked staff to meet with the principal at Mooretown ECE Center to discuss school needs.

**Superintendent's Salary.** Mr. Brooks asked staff to conduct a study and compile data on superintendents' salaries (systems with a comparable student enrollment). He asked that a CAE representative be placed on the superintendent's evaluation board. Mr. Brooks said that he will recommend, at the next school board meeting, that the CPSB look at the superintendent's salary and consider making a revision.

**Custodial Pay.** Mr. Thibodeaux asked staff to provide him with information on the anticipated cost for payment to maintenance employees who report back to work on an emergency basis and/or on weekends.

**Adjournment.** There being no further business, Dr. Shaw moved for adjournment. Mr. Thibodeaux seconded the motion, and the meeting adjourned at approximately 7:30 p.m.

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Terry L. Terril, Ed.D., Secretary

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Willie D. Burton, President

## EXECUTIVE COMMITTEE

October 5, 1994

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, October 5, 1994, at 3:33 P.M. in its office at 1961 Midway Street, Shreveport, Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. Other board members present were Mildred B. Pugh and Jerry Tim Brooks. Also present were Secretary Terry L. Terril, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mrs. Allen.

**Agenda Items.** The superintendent reviewed the proposed agenda for the October 19, 1994 school board meeting. The following items were added: "American Education Week Proclamation," "CPSB Library Automation Proclamation," "LSBA Resolutions," and "Superintendent's Salary Adjustment" (Brooks). "Report on Evaluation of the Year Round School Program" (Allen) was deleted until November, 1994. The following items were categorized as consent agenda: 10, 12-17, 19, 22-A & B.

## DISCUSSION

**American Education Week.** Mrs. Allen reported that November 13-19, 1994 is American Education Week and in order for Caddo to participate in a proclamation, the board will need to act on this in October, 1994.

**CPSB Library Automation.** The superintendent reported that at the last board meeting, there was communication between several board members and Gail Griffin, librarian at A. C. Steere Elementary School. As a result, Ms. Griffin has asked to address the CPSB concerning board members' questions. Ms. Griffin stated that on May 27, 1994, the book processing center was closed. The Northwest Reading Council is proposing to the board a resolution asking that a review begin on implementing plans to automate Caddo school libraries. The superintendent stated that approval of this resolution would be committing the staff to bring to the board a report on the facts, cost and benefits for Caddo if staff is to proceed with implementing a library automation plan. Mrs. Pugh asked if the proclamation would be presented to the CPSB as written and presented. The president answered in the affirmative.

**Superintendent's Salary Adjustment.** Mr. Brooks requested staff to prepare and submit to the board three school districts nationwide, with 50,000 students each, for the purpose of reviewing the superintendent's salary. Mr. Brooks stated that he has received some information relative to salaries, but would like for the staff to name three districts. He said he will be making a recommendation to the board. The president requested that this information be prepared for the mailout and placed under new business.

**LSBA Resolutions.** Mrs. Pugh requested that "LSBA Resolutions" be placed under unfinished business as a reminder to board members to bring before the board any resolutions to be considered at the LSBA convention in January. The president announced that the convention is January 26-28, 1995 and a block of rooms has been

reserved for Caddo school board members at the Holidome in Monroe. Board members interested in attending the convention should contact Debbie Lohnes in the superintendent's office.

**Goals 2000.** Mr. Milam stated that he has spoken with Sally Cox, BESE member, who has some information on this program. He asked if staff has communicated with Ms. Cox. The superintendent responded that staff has been in contact with Ms. Cox and State Department of Education officials. Mrs. Pugh stated that the Goals Education program has been in the works since the late 1980s and there is a committee in place in the community which needs to be reactivated. Further, the money is in the state, and CPSB needs to make sure that Caddo Parish is involved so as to receive a share of the monies allotted.

**BESE Report.** Mr. Milam asked that Ms. Sally Cox be placed on the CPSB's agenda when she needs to give an update on BESE activities.

**Superintendent's Evaluation.** Mrs. Pugh inquired as to the superintendent's evaluation and asked if there are provisions in the superintendent's contract which call for an evaluation. The superintendent answered in the affirmative, and added that a board member has requested that it be put in policy form. Discussion ensued on the necessity for a duplicate policy calling for the superintendent's evaluation when the superintendent's contract calls for this to be done. Legal counsel stated that his interpretation of the proposed policy deals with notification of the board to conduct the evaluation. Willie Henderson, assistant superintendent for human resource services, stated that with the change of presidents during the contract year, this motion would put in place time lines as to when the transfer of this information would take place. Mrs. Pugh stated that the outgoing president should be the one to do the evaluation for that year. Mrs. Pugh asked Mr. Henderson, in preparing this policy, to name the out-going president as the evaluator. Mrs. Allen inquired if the evaluation for an employee occurs for the calendar year or for the school year. The superintendent responded it is for the fiscal year (July 1 - June 30).

Mrs. Allen moved, seconded by Mr. Milam, approval of the consent agenda. Vote on the motion carried unanimously.

## **WORK SESSION**

**Bids.** Mrs. Allen asked for further explanation on the asbestos re-inspection. Keith Norwood, director of school plant, responded that Caddo has to re-inspect every three years, in addition to conducting a periodic surveillance twice a year. He stated that the staff would be recommending that Newman Partnership conduct the re-inspection since they have all the records and background information on the schools.

**Group Health Plan.** The superintendent stated that a written report will be presented to the board and employees. Projections indicate that Caddo Parish will have a deficit of approximately \$1.9 million for the coming year in its self-funding. He reported that the staff will be talking to several groups as to how they may cut that deficit. Staff will also be talking to the board about reinsurance. Concern has been expressed regarding the employees who have passed the lifetime cap. The staff will bring to the board a proposal that will bring everyone up to a million dollar cap and take over a \$250,000 cap, therefore decreasing Caddo's vulnerability for exposure to claims that Caddo presently have in the \$250,000 - \$500,000 range. The superintendent explained that three issues to be considered are: (1) what the company is projecting the cost to be; (2) what Caddo is proposing and asking employees to support in an effort to help remedy the deficit; and, (3) what Caddo will do about raising the cap and how much will it cost to raise it. The superintendent added that employees have not been asked to pay any additional premiums since 1990-91.

**Policy GCO/GCCA as Amended.** The superintendent explained that this policy was discussed at the last school board meeting, at which time an amendment to the motion was approved; however the policy as amended was not voted on.

**Administrative Internship Program.** Mr. Milam inquired if this is any different from what has been done in the past, and the superintendent responded that it is not. He further noted that staff will be reporting the names and numbers of those who have been admitted to the administrative program, along with a calendar of the program. This program is conducted every year as opposed to every other year due to the decrease in Caddo's pool of candidates for promotion.

**Position Announcements.** Mrs. Pugh asked the superintendent to provide board members, possibly in the mailout, with a copy of position vacancies and to include the salary range for the position(s). The superintendent stated that this will be done under separate cover.

**Adjournment.** There being no further business, Mrs. Allen moved for adjournment. Mr. Milam seconded the motion which carried unanimously, and the meeting adjourned at 4:29 p.m.

### October 13, 1994

The Caddo Parish School Board met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 5:30 p.m. Thursday, October 13, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy Boykin, Jerry Tim Brooks, Paul Glanville, David Matlock, Mark Milam, Mildred B. Pugh, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. David Byerley was absent. Also present were Secretary Terry L. Terril and Legal Counsel Fred Sutherland. Dr. Shaw gave the invocation and led the Pledge of Allegiance.

The purpose of the special session is for the Caddo Parish School Board to entertain a motion to go into executive session, and to thereafter meet in executive session regarding allegations of misconduct. The executive session was closed to the public.

Mr. Glanville moved, seconded by Mr. Thibodeaux and Mrs. Allen, for an executive session for the purpose as outlined in the written notice, and as read by the recording secretary. Dr. Shaw suggested that the board meet in executive session for one hour. Mr. Thibodeaux suggested that the board meet for one hour, or as long as is deemed necessary. Mr. Brooks questioned the legality of this matter as well as board members' right to request and/or schedule an executive session. He further referenced the method in which notification of the special session was transmitted. The president assured Mr. Brooks that this executive session is in order. For clarification, Mrs. Pugh observed that the board is meeting in executive session regarding information that was publicized by the media, and she questioned if both school board employees who were referenced by the media were notified of this meeting. Legal counsel advised that today's executive session is scheduled to address the charge of misconduct of an employee, with that employee being the superintendent. Legal counsel said that the proper employee was assumably notified and is present. Mrs. Pugh asked what liability rests on the school board in terms of the executive discussion in terms of named persons. Legal counsel reiterated the purpose of the executive session. Mrs. Pugh asked if there is any specificity, and legal counsel replied that there is none in this instance. Vote on the motion to go into executive session carried with board members Brooks and Vance opposed. Board members supporting the motion were Thibodeaux, Pugh, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville. The board went into executive session at approximately 5:40 p.m., and reconvened at approximately 8:05 P.M.

Mr. Matlock moved, seconded by Mr. Thibodeaux and Mr. Glanville, that the president Direct the Caddo Parish School Board's internal auditor, with the advice and participation of the board's attorney, to conduct an immediate and expedited investigation of the allegations of misconduct and report the results to the board in executive session within two weeks; and, that while Dr. Terril is on paid sick leave during that period, Mr. Willie Henderson shall be acting superintendent. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mr. Glanville moved for adjournment. Mr. Brooks seconded the motion, and the meeting adjourned at approximately 8:09 p.m.

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Terry L. Terril, Ed.D , Secretary

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Willie D. Burton, President

### October 19, 1994

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 P.m., Wednesday, October 19, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy D. Boykin, Jerry Tim Brooks, David Matlock, Mark Milam, Mildred B. Pugh, B. L. Shaw and Michael J. Thibodeaux. Paul Glanville arrived at approximately 3:40 p.m. and Johnny Vance arrived at approximately 3:42 p.m. David Byerley was absent. Also present were Willie L. Henderson, acting superintendent, and Fred Sutherland, legal counsel. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

### MINUTES OF THE PREVIOUS BOARD MEETINGS

Dr. Shaw moved, seconded by Mrs. Allen, approval of the minutes of the September 21, 1994 and October 13, 1994 CPSB meetings. Vote on the motion carried unanimously. The president informed the board that staff corrected a typographical error in the minutes of the August 17, 1994 CPSB meeting. The first sentence under

the heading "Revision to Policy GCO/GCCA - Professional Staff Promotions," was corrected to read "GCO/GCCA" as opposed to "GCE/GCCA." Dr. Shaw moved, seconded by Mr. Thibodeaux, approval of the correction of the August 17, 1994 CPSB meeting. Vote on the motion carried unanimously.

## **CONSENT AGENDA**

The board reviewed the revised agenda and categorized the following items as consent agenda.

### **Agenda Item No. 11**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for fluorescent ballasts for maintenance department, automated substitute assignment system for human resource services and paper supplies for child nutrition program (all schools). A copy of the tabulation bid sheets marked "Exhibit A, four pages, October 19, 1994" is filed in the official papers of the board.

**Approval of Professional Services.** Staff recommended that the Newman Partnership, Inc. be approved to provide professional services in connection with conducting the three-year asbestos re-inspection as required by law.

### **Agenda Item.No.13**

**Agreement to Use Eighty-First Street ECE School Facilities.** Staff recommended. that the request by the Abundant Life Full Gospel Baptist Church to use the Eighty-First Street Elementary School auditorium for Sunday worship services be approved for the period of October 23, 1994 through August 27, 1.9.95.

### **Agenda Item No: 14**

**Special Education Interagency Agreements.** Staff recommended approval of the agreements with Willow Point Child Development Center, Evangel Academy, and Moore's Wee Care, Inc. as included in the mailout.

### **Agenda Item No. 16**

**Revision to Assistant Principals' Job Description.** Staff recommended that the revised assistant principals' job description be approved as presented. The job descriptions have been revised to reflect the responsibility to perform the duties of an evaluator and/or assessor.

### **Agenda Item No. 19**

**Local Personnel Evaluation Plan Revisions.** Staff recommended approval of the revision of pages 13 and 14 of the Caddo Performance Plan. The revisions are in compliance with Act I of the Third Extraordinary Session of the 1994 Louisiana Legislature and Bulletin 1525.

### **Agenda Item No. 20**

**Computer Projection Report.** Staff was authorized to employ Northwest Louisiana Council of Governments to do computer projections for the Facilities Stud-y Committee report at a cost not exceeding \$10,000.

### **Agenda Item No. 24-A**

**Requests for Leaves.** The acting superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, Spring Semester of the 1994-95 School Year

Christi Breithaupt, Teacher, Youree Drive Middle School

Sabbatical Leave for Rest and Recuperation, Spring Semester of the 1994-95 School Year

Henry Sherman, Teacher, School Away From School

Leave Without Pay (Personal), October 21, 1994 Through the Remainder of the 1994-95 School Year

Amy Woodsmall, Teacher, Sunset Acres Elementary

**Requests of the Board.** Deborah Bounds, bus driver, requested a leave without pay for the remainder of the fall semester of the 1994-95 school year due to health problems.

Loretta Rodgers, bus driver, requested leave without pay from September 26, 1994 through October 31, 1994 due to the recent death of her son.

Billie Beach, teacher at North Highlands, requested to be away from her teaching duties from October 19-31, 1994 to accompany her husband on a business trip.

Pearl Latson, sweeper at Barret Elementary, requested leave without pay for one month because of personal health problems. The effective date for the leave to begin is October 20, 1994.

Mr. Thibodeaux moved, seconded by Dr. Shaw and Mrs. Pugh, approval of the revised consent agenda. Vote on the motion carried unanimously.

### **SPECIAL RECOGNITIONS**

On behalf of the CPSB, Essie Holt, assistant superintendent for curriculum and instruction, recognized the following honorees and presented each with a framed certificate of recognition.

**1995 National Merit Scholarship Semifinalists:** Representing C. E. Byrd High School are: Kern A. Courtney and Ryan A. Cush. Commended students are: Jonathan L. Chaney, Barbara R. Ginsburg, Timothy L. Mears, Anthony G. Russell and Jessica A. Thomas. Students representing Caddo Magnet High School are: Christopher D. Bryan, April D. Callaway, Scott R. Gammill, Christopher M. Melancon, Christopher F. Richardson, Michael N. Riggs, James M. Stewart and Lee A. Weems. Commended students are: Troy T. O'Laughlin, Scott H. Townsend, Lindsay M. Traylor, Lisa D. Waddell and Jeffrey A. Webb. Representing Captain Shreve High School are commended students Karey A. Johnson and Robert W. Lightfoot.

**1995 National Achievement Scholarship Program for Outstanding Negro Students.** Representing C. E. Byrd High School is Anthony G. Russell. Representing Caddo Magnet High School are: Nikki S. Mitchell, Tanica D. Moore and Derri L. Sullivan. Commended students are: Candace D. Dale and Lakeisha L. Kady.

Recognized as Louisiana Counseling Association Elementary School Counselor for 1994 is Judy Livingston, counselor at South Highlands Elementary Magnet. Monica Jenkins - Moore, counselor at Caddo Magnet High School, is recognized as the Louisiana Counseling Association High School Counselor for 1994.

### **SPECIAL PRESENTATION - BESE UPDATE**

Sally Cox, member-at-large on the Board of Elementary and Secondary Education (BESE), commended the Caddo Public School System for the grants, approximately \$50,000, that were recently awarded for its innovative proposals. She gave an informative overview of BESE activities highlighting the following: (a) grant awards; (b) restructuring plans for the teacher tuition exemption program; (c) development of an early childhood education task force; (d) teacher evaluation; (e) BESE and the Board of Nurses' joint development of a policy for medicating students; (f) issue of the number of instructional days (option of days for professional development, parent-teacher conferences, and testing); and, (g) revisions to Bulletins 741 (LA School Administrators Handbook) and 746 (Certification Bulletin). Ms. Cox outlined the new directions for the state board emphasizing opportunities to change American schools with simplification and protection of educational funding; investments in people skills in the classroom; and, connecting communities with programs for better results. She informed the board that BESE has revised the funding (MFP) formula and suggested that CPSB should make its views known about phasing the formula. Further, that Caddo should join BESE in keeping the MFP safe from raids on funding and should enhance support for technical education and other work force preparation programs. Ms. Cox reported that BESE is also: 1) attempting to restructure the State Department to combine programs and offer local flexibility; 2) investing more money in 8g for professional development; and, 3) taking advantage of Goals 2000 federal legislation as an opportunity for state planning. Ms. Cox encouraged the CPSB to form consortia with other parishes in an effort to connect innovative programs which involve businesses, combine funding streams, build professional development skills, and then connect all of this with individual schools.

### **INSTRUCTIONAL PRESENTATION - IMPLEMENTING NCTM STANDARDS K-12**

CPSB mathematics supervisors Mary K. Singleton and E. Jean Ware, and Clint Wallace, mathematics teacher, capsulized the implementation of the National Council of Teachers of Mathematics (NCTM) Standards in

grades K-12. Guidelines describing quality mathematics education for grades K-12 suggest new emphasis, techniques, and approaches. The overall goal of NCTM is to ensure that every student graduates from high school with basic math skills needed to be a productive citizen and successful problem solver in the outside world. The supervisors gave an update on Caddo's plans, i.e. creating classrooms that are mathematical communities. Goals established by NCTM are that: a) students learn to value mathematics; b) students learn to communicate; c) students develop the ability to reason; d) students become confident to do mathematics; and, (e) students become math problem solvers. The professional standards for teachers of mathematics were outlined as well as teachers' requirements of students. Debate ensued on memorization practices, retention of basic facts, and teaching models for each level.

## **VISITORS**

Maggie Morning, former CPSB employee, requested to be reinstated to her previous position as a cafeteria clerk and receive back pay.

Edd Anderson, citizen, petitioned the board to improve restroom facilities at Linear Middle School (stadium area), renovate the concession area, and provide electrical services at the concession booth.

Leon Wilkerson, citizen, echoed Edd Anderson's sentiments regarding the deteriorating condition of the physical facilities at Linear Middle School.

Jeannette Smith, Renee McClure, Linda Hamiter, Rebecca Curtis, Charlotte Sessions and Rev. E. D. Hooks spoke in support of promoting Dr. Joseph Carter, principal at Hiillsdale Elementary School, to a higher administrative level.

Sandy Wilcox and Anthony D. Wilcox, asked the board to investigate the bus route and/or pick up point for their child and sister, respectively.

Judy Moncrief, principal at Caddo Middle Magnet, spoke in support of technology in school libraries.

## **CPSB LIBRARY AUTOMATION**

Dr. Shaw moved, seconded by Mr. Glanville, to suspend the rules so that the board could consider a motion regarding library technology. Vote on the motion carried with Mr. Brooks and Mr. Matlock absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Milam, Boykin and Glanville. Mrs. Allen moved, seconded by Dr. Shaw, the adoption of the projected schedule presented by staff for the development of library technology, to be included in the 1994-95 budget and then included each year thereafter. Vote on the motion carried with board members Matlock and Brooks absent for the vote. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Milam, Boykin and Glanville.

Cathy McClure, president of Caddo Association of Educators (CAE), thanked the board for its endorsement proclaiming November 13-19 as American Education Week. She commended the Employee Benefits Committee for considering how insurance costs could be reduced. Ms. McClure expressed CAE's sentiments regarding professional staff promotions policy revisions, and invited board and staff's participation in the "Walk-A-Day in My Shoes" activity which is scheduled for Wednesday, November 16. CAE endorsed the Northwestern Reading Council's resolution regarding the automation of all school library media centers.

**Recess.** The president called for a 15 minute recess at approximately 5:10 p.m. and the board reconvened at approximately 5:30 p.m.

## **APPROVAL OF POLICY GCO/GCCA AS AMENDED**

The president commented that the board did not vote at its last regular meeting to approve policy GCO/GCCA as amended, and this motion is now being considered. Mrs. Boykin moved, seconded by Dr. Shaw and Mr. Milam, to amend item three on page one of six to include the following sentence added at the end of the first paragraph, "in the instance of a position requiring a state certification, a qualified candidate is a person who has fully completed the education requirements and has received the appropriate state certification." Further amending the second paragraph by adding another sentence to the end which reads, "Applicants holding provisional certification will not be considered unless no applications are received from properly qualified candidates." Lengthy debate followed regarding: the possibility of limiting staff's flexibility to fill vacancies,



clarification of certification (provisional) versus qualification, and available applicants. Mr. Matlock stated that the board should be clear, fair, and consistent. Mrs. Pugh concurred with Mr. Matlock's sentiment and said that the terms qualified and certified must be put in the right perspective. Following more debate on developing a policy that provides for a consistent approach to promotions, Dr. Shaw moved to modify the amendment, seconded by Mrs. Boykin, that the last sentence in the first paragraph should read, "In the instance of a position requiring a state certification, a qualified candidate is a person who has fully completed the education requirement, received the appropriate state certification, and acquired at least the skills required in the job description for the position sought." Additionally, added as the last sentence to the second paragraph, "Applicants holding provisional certification will not be considered unless properly qualified candidates are found not to have the skills the job requires." After more debate, Mr. Vance moved, seconded by Mr. Brooks to postpone this item until the called meeting is held. Vote on the motion to postpone failed with board members Vance, Burton, Thibodeaux, Pugh and Brooks supporting the motion. Board members opposed were Shaw, Allen, Matlock, Milam, Boykin and Glanville. Vote on the motion to modify the amendment carried with board members Vance and Brooks opposed. Board members supporting the motion were Thibodeaux, Pugh, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville. Vote on Mrs. Boykin's motion, as modified, carried with board members Vance, Pugh and Brooks opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville.

Mrs. Boykin moved, seconded by Dr. Shaw, to amend item "G" on page three of six to add to the end of the sentence, "...for three years." Discussion ensued on applicants scoring less than 50 percent after the second interview. Vote on the motion carried with board members Vance, Pugh, and Brooks opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville. Discussion continued and Dr. Shaw moved, seconded by Mr. Matlock, to call for the question. Vote on the motion to close debate carried with Mrs. Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Brooks, Matlock, Milam and Glanville. Vote on the motion to approve policy GCO/GCCA as amended carried with board members Vance and Pugh opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Burton, Brooks, Matlock, Milam, Boykin and Glanville.

## **PERSONNEL RECOMMENDATIONS**

Acting Superintendent Henderson recommended that Ollie Tyler be appointed director of middle schools. The terms of contract are October 20, 1994 through June 15, 1997. Mrs. Tyler will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed. Dr. Shaw moved, seconded by Mrs. Allen and Mr. Milam, approval of the recommendation. Vote on the motion carried unanimously.

Acting Superintendent Henderson recommended that Tommie Warren be appointed assistant principal for administration/discipline at Vivian Elementary/Middle School. The terms of contract are October 20, 1994 through June 15, 1997. Mr. Warren will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mr. Glanville moved, seconded by Mr. Milam, approval of the recommendation. Vote on the motion carried unanimously.

Acting Superintendent Henderson recommended that Jackie Maiden be appointed assistant principal of administration/discipline at Midway Middle School. The terms of contract are October 20, 1994 through June 15, 1997. Mr. Maiden will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Dr. Shaw moved, seconded by Mr. Milam and Mrs. Allen, approval of the recommendation. Vote on the motion carried unanimously.

Acting Superintendent Henderson recommended that Omega Hines be appointed assistant principal of instruction at J. S. Clark Middle School. The terms of contract are October 20, 1994 through June 15, 1994. Ms. Hines will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which she is appointed. Mr. Glanville moved, seconded by Mr. Milam, approval of the recommendation. Vote on the motion carried unanimously.

Acting Superintendent Henderson recommended that Lewis McCulloch be appointed assistant principal of administration/discipline at J. S. Clark Middle School for the remainder of the 1994-95 school year. Mr. McCulloch will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mr. Milam moved, seconded by Mr. Glanville, approval of the recommendation. Vote on the motion carried unanimously.

Mr. Henderson recognized and introduced the promoted administrators to the board and audience.

## **GROUP HEALTH PLAN FUNDING ADJUSTMENT**

Mr. Thibodeaux moved, seconded by Mr. Brooks, that the benefit adjustments and increased board contribution to the Group Health Plan, as included in the mailout, be adopted with the exception of the item concerning increasing the lifetime maximum benefit. It is further moved that the current policy's lifetime maximum benefit of \$500,000 be increased to \$1 million by increasing the liability limit factor one percent at an estimated cost of \$225,000. Claims exceeding \$500,000 will be subject to compulsory case management and actively - at - work provisions. All benefit adjustments will be effective November 15, 1994. Mr. Vance questioned if there is an increase to employees. S. L. Slack, assistant superintendent for support services, replied that there is no increase to employees' premiums, nor the deductible of the coinsurance; further, the Employee Benefits Committee considered the information. Mr. Slack gave a brief update regarding changes, i.e. medical needs and adjustments in lifetime maximum benefits. Vote on the motion carried unanimously.

## **PROCLAMATIONS**

**Red Ribbon Week**. Mrs. Allen moved, seconded by Mrs. Boykin and Dr. Shaw, approval of the Red Ribbon Week proclamation as recommended by staff. The proclamation is primarily for awareness purposes and emphasizes the significance of preventive efforts. The CPSB joins the mayors of Shreveport and Vivian by proclaiming October 23-31, 1994 as Red Ribbon Week. Mrs. Allen read the proclamation aloud, and a copy is filed in the official papers of the board. Vote on the motion carried unanimously.

**American Education Week**. Mrs. Allen moved, seconded by Mr. Glanville and Mrs. Pugh, approval of the proclamation for American Education Week, November 13-19, 1994. Mrs. Allen read the proclamation aloud, and a copy is filed in the official papers of the board. Vote on the motion carried unanimously.

## **POLICY ADOPTION FOR ANNUAL NOTIFICATION OF SUPERINTENDENT'S EVALUATION**

Dr. Shaw moved, seconded by Mr. Milam and Mr. Thibodeaux, that the CPSB approve the policy/procedure annual notification for the superintendent's evaluation, AFC-R and GCN-R, as presented. Vote on the motion carried unanimously.

## **GOALS 2000 SUBGRANT APPLICATIONS**

Mr. Brooks moved, seconded by Mr. Glanville, that staff be authorized to apply for Louisiana Goals 2000 subgrants. Mr. Vance asked if these are federal grants and if they will be regulated by the government. Burnadine Moss Anderson, administrative assistant to the superintendent/communications, responded that federal moneys have been allocated, and the subgrant process will allow Caddo to apply for money that is already in the state of Louisiana. Mrs. Anderson proceeded to outline the subgrant application process, and noted that an award could be from \$20,000 to \$50,000. More debate followed with Sally Cox sharing BESE's understanding of the legislation. Dr. Shaw observed that the subgrants are federal moneys, and noted that some government regulations will be affixed. Mrs. Allen requested that board members be provided with a list of Goals 2000 committee members. Mrs. Boykin raised questions regarding staff's plans or involvement in developing the local grants, and Mrs. Anderson stated that staff is seeking the board's approval to move forward. Mrs. Boykin provided board members with data regarding the state's response to the Goals 2000: Educate America Act and the public law (100-227, Section. 309) which outlines how school systems should make application. She called the board's attention to specific information, i.e. the descriptive narrative, the school board's responsibility, involvement of a broad-based panel, the establishment of procedures regarding the operation of the panel, etc. Lengthy debate ensued regarding the state's plan, funding allocations, the three types of competitive subgrants, committee development and involvement.

Mrs. Boykin made a substitute motion, seconded by Mr. Glanville, that the CPSB appoint a broad-based community panel (as per the requirements in Section 309 of the Federal Goals 2000 legislation, Public Law 103-227) to meet in a public meeting for the purpose of receiving input and developing the local improvement plan. The CPSB will meet in special session prior to November 18 for the purpose of approving the local improvement plan and all subgrant applications. Mrs. Pugh expressed concern about the timeline and staff's ability to meet pre-prep activities. She further observed that the substitute motion places the responsibility in the hands of the board and she feels that staff needs to be authorized to move forward on this proposal. Discussion continued on subgrant preparations and community/staff's involvement. Mr. Thibodeaux observed that the substitute motion expedites the matter, and committee representatives should be appointed from each district for participation in a public meeting. Mrs. Boykin noted that in hearing staff's explanations of their involvement, that staff appears to already be in the process of writing two grants, "Local School Improvement Plan"

and "Professional Development." Board members continued discussing the board's role to authorize staff to submit subgrants, and Mrs. Boykin emphasized that the law specifies who is to appoint a committee. Mrs. Pugh made a second substitute motion, seconded by Mr. Brooks, that the CPSB apply for the Louisiana 2000 subgrants and staff be authorized to initiate planning a schedule to meet the November 18 deadline. Vote on the second substitute motion carried with board members Vance, Burton, Thibodeaux, Pugh, Brooks and Glanville supporting the motion. Board members opposed were Shaw, Allen, Matlock, Milam and Boykin. For clarification, Mr. Matlock asked if the passage of this motion authorizes the president or the superintendent to appoint a committee. The president said that the staff will bring a recommendation to the board.

### **WORKERS' COMPENSATION SETTLEMENT**

Mrs. Allen moved, seconded by Mr. Thibodeaux and Mr. Brooks, approval of a workers' compensation settlement with Mr. O. L. Hart for \$30,000. Dr. Shaw asked why has staff deemed to settle this matter at this time. Legal counsel replied that this is a longtime claim and the school board has been obliged to pay medical expenses as well as continuing pay each week. The plaintiff approached staff about settling the claim. Mr. Vance suggested that in view of the number of claims being settled by the CPSB in this manner, that this matter should perhaps be investigated. Legal counsel noted that this is a workers' compensation settlement, an injury on the job with no fault associated with this; and, no lawsuit alleging any fault. Dwight Collier, director of auditing and risk management, informed the board that the plaintiff is less than 50 years old, and he asked that the claim be settled in this manner. Mr. Collier noted that he believes it is in the best interest of the Caddo Public School System to honor the request to settle. Vote on the motion carried unanimously.

### **RECONSIDERATION OF ELECTION HOLIDAY**

Mrs. Allen called the board's attention to a communication that she received from the Clerk of Court regarding the school board declaring November 8, 1994 a holiday so that schools will be closed in order that polling could take place. The president noted that there is some concern about student safety and parking on school campus on election day. Mr. Thibodeaux moved, seconded by Mr. Vance, to reconsider this matter. Vote on the motion carried with board members Vance, Burton, Thibodeaux, Brooks, Milam and Allen supporting the motion. Board members opposed are Pugh, Shaw, Matlock, Boykin and Glanville. Mrs. Allen moved, seconded by Mr. Brooks, that the CPSB declare November 8, 1994 as a holiday. Debate followed on the number of schools used as polling sites and the need for earlier preparation for such events between the Clerk of Court and school officials. Mr. Matlock asked for input from the president of the Caddo District Parent Teachers Association (PTA). Pat Ellis, president, in response, supported the clerk's request to declare November 8 a holiday. She cited students' safety as parents' main concern. Mrs. Pugh observed that the school board is working with the clerk of court by sharing facilities and making provisions for workers. She suggested that perhaps the school board should start making provisions to move voting precincts out of the schools. Dr. Shaw said he feels that the election and operating schools can coexist. Vote on the motion was called and carried with board members Pugh, Shaw, Milam, Boykin and Glanville opposed. Board members supporting the motion were Vance, Thibodeaux, Allen, Burton, Brooks and Matlock.

### **SUPERINTENDENT'S REPORT**

**United Way.** Mr. Henderson encouraged board members to support the United Way campaign. The deadline for responding is October 28, 1994.

**Administrative Internship Program.** Board members were provided with a list of 15 individuals who are being recommended for the Administrative Internship Program for the 1994-95 school year. Categorically, seven educators were chosen for the elementary level, four for the middle school level, and four for the high school level. Seminar sessions will begin on November 15, 1994 and will conclude in May, 1995.

**Louisiana Teacher Assessment Program.** Mr. Henderson called the board's attention to information that was included in the mailout. One hundred and eighty-one educators completed training sessions that were held in August and September, and the classification are: 71 principals, 15 assistant principals, 86 teachers, counselors, coordinators and librarians, 6 instruction specialists (serving as external assessors) and 3 staff development specialists (serving as assessor trainers). Caddo currently has 77 new teachers in the assessment program.

### **UNFINISHED BUSINESS**

**LSBA Resolutions.** Mrs. Pugh announced that she has received several resolutions from other parishes

to be considered at the LSBA convention which will be held in Monroe, Louisiana in March, 1995. She noted that the resolutions will be compiled and presented to the board for consideration prior to the December deadline.

## **NEW BUSINESS**

No new business was introduced at the meeting.

## **ANNOUNCEMENTS AND REQUESTS**

**Golf Clinic.** Mr. Matlock announced that a proposal is circulating for a golf clinic to be held this spring. The proposal is primarily addressed to underprivileged children to provide training and an opportunity for them to play.

**Academic Performance.** Mr. Matlock announced that he is considering listing, on the next school board meeting agenda, the "Disclosure of Academic Performances of Schools." He informed the board that he might introduce a motion pertaining to this item.

**Linear Middle School.** Mr. Vance asked the acting superintendent and staff to investigate concerns regarding the upkeep of the physical plant (stadium/restroom/concession stands) at Linear Middle School. Also, to investigate a custodial concern that he called to staff's attention.

**Student Recognitions.** Dr. Shaw noted that on several occasions he has read about students' commendations in The Times. He suggested that when students are applauded in the newspaper, that the superintendent initiate a letter, on CPSB stationery, of commendation.

**Student Enrollment Caps.** Dr. Shaw informed the board of his concerns regarding caps on student enrollment at magnet schools. He observed that the CPSB, in its goals, committed that when a youngster qualifies for a program that there should be a place in the program for the student. Dr. Shaw encouraged staff to investigate this issue, and to present a motion to the board that would rectify the matter of capping.

**Superintendent's Contract.** Dr. Shaw asked the board to consider including in the superintendent's contract a legally appropriate clause prohibiting the spouse of a superintendent from serving or working in the school system.

**Automated Substitute Assignment System.** Mrs. Allen observed that the board approved, as a consent agenda item, a motion to purchase an automated substitute assignment system. On behalf of the staff in Human Resource Services, she expressed appreciation to the board for its action.

**State Discipline Law.** Mrs. Allen requested that the board and school staffs be informed of the new state discipline law. She asked staff to determine if teachers have had an opportunity to review the law, and if they have been given a copy of the LAE handbook on discipline.

**Character Education.** Mr. Milam announced that he will be traveling to Baton Rouge on Friday, October 21, 1994, to attend a character education seminar. The seminar is designed to focus public attention on character education as a way to address the root cause of crime and negative behavior in students; and, to promote the concept of character education curriculum as an integral part of the education process. Board members were invited to accompany Mr. Milam on this trip.

**Instructional Presentation.** Mr. Milam asked that an instructional presentation on Language Development and Process Writing be placed on the agenda for the November, 1994 school board meeting, and that an explanation be given regarding what is involved.

**CAT Scores.** Mr. Milam asked if CPSB CAT scores could be released and/or publicized. Legal counsel replied that scores could be released as long as statutes are complied with and the applicable social-economic data is developed and attached. Mr. Milam requested that the scores be released.

**Bus Transportation.** Mr. Brooks requested staff to solve the transportation concern that was presented by a visitor earlier in the meeting.

**Principalship.** Mr. Vance questioned the status of the principalship at North Caddo High School. Mr. Henderson reported that the principal at North Caddo is still serving in this capacity; and, he has not assumed

the duties of the new position at this time. Mr. Henderson further reported that the superintendent is investigating this matter and is observing other situations that might be impacted when the move becomes effective.

**Louisiana Assessment Program.** Referencing the report that was included in the mailout, Mrs. Boykin asked the acting superintendent to inform four listed principals of the board's displeasure at their not having participated in the Louisiana Teacher Assessment Training.

**Goals 2000.** Mr. Glanville moved, seconded by Mr. Thibodeaux, to reconsider the board's action on the second substitute motion regarding Goals 2000. Vote on the motion carried with board members Vance, Burton, Pugh and Brooks opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Matlock, Milam, Boykin and Glanville. After debate, the president ruled that the board should reconsider the second substitute motion. Mrs. Pugh asked the maker of the motion (Mrs. Boykin) to explain the timeline that should take place in order to meet the November 18 deadline. The president ruled that the board will first vote on Mrs. Pugh's motion, and he called for the vote on the substitute motion which was introduced by Mrs. Pugh. The motion failed with board members Vance, Burton, Pugh and Brooks supporting the motion. Board members opposed were Thibodeaux, Shaw, Allen, Matlock, Milam, Boykin and Glanville. More debate ensued on the board's and/or staff's responsibility to begin preliminary work for writing the proposal, suggested special meeting dates, and the regular CPSB meeting date for November. Following discussion, the president called for the vote on the first substitute motion that was introduced by Mrs. Boykin. Vote on the motion carried with board members Vance, Burton, Pugh, Brooks and Matlock opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Milam, Boykin and Glanville.

**Recess.** The president called for a ten minute recess at approximately 8:49 p.m. and the board reconvened at 8:56 p.m.

#### **EXECUTIVE SESSION - STUDENT EXPULSION APPEAL**

Mrs. Allen moved, seconded by Mr. Thibodeaux, for an executive session for approximately 30 minutes to hear a student expulsion appeal. Vote on the motion carried unanimously, and the board went into executive session at approximately 8:57 p.m. The board reconvened at approximately 9:31 p.m. Mrs. Allen moved, seconded by Mrs. Pugh, that David S. Adams, Jr. be allowed to continue at New Elizabeth until January 13, 1995, and that he receives credit for passing grades earned. Mr. Matlock made a motion to amend the motion, seconded by Mr. Thibodeaux, that David be required to provide 20 hours of community service for the community organization recommended by the New Elizabeth program. Vote on the amendment passed with board members Vance, Burton, and Shaw opposed. Board members supporting the motion were Thibodeaux, Pugh, Allen, Brooks, Matlock, Milam, Boykin and Glanville. Vote on the original motion as amended carried with board members Shaw and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Allen, Burton, Brooks, Matlock, Milam and Glanville.

**Adjournment.** There being no further business, Dr. Shaw moved for adjournment. Mr. Brooks seconded the motion which carried unanimously, and the meeting adjourned at approximately 9:37 P.M.

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Willie L. Henderson, Acting Secretary

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Willie D. Burton, President

**October 29, 1994**

The Caddo Parish School Board met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 10 a.m. Saturday, October 29, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy Boykin, Jerry Tim Brooks, David Byerley, Paul Glanville, David Matlock, Mark Milam, Mildred B. Pugh, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Also present were Acting Secretary Willie L. Henderson and Legal Counsel Fred Sutherland. Mr. Byerley gave the invocation and led the Pledge of Allegiance.

The purpose of the special session is for the Caddo Parish School Board to consider a motion to go into executive session, and to then meet in executive session regarding investigation of allegations of misconduct and to thereafter take such action in connection therewith as the school board may determine is necessary or desirable. The executive session was closed to the public.

**MOTION FOR AN EXECUTIVE SESSION AND TO THEREAFTER MEET IN EXECUTIVE SESSION REGARDING ALLEGATIONS OF MISCONDUCT.**

Dr. Shaw moved, seconded by Mr. Thibodeaux, for the Caddo Parish School Board to go

into executive session for one hour to consider allegations of misconduct. Vote on the motion carried unanimously, and the board went into executive session at approximately 10:05 a.m. The board reconvened at approximately 12:26 p.m.

**CONSIDERATION OF ANY MOTION IN CONNECTION WITH THE MATTERS DISCUSSED IN EXECUTIVE SESSION AS MAY BE NECESSARY AND DESIRABLE**

Dr. Shaw moved, seconded by Mr. Glanville and Mr. Thibodeaux, that the Caddo Parish School Board direct the president to present to Dr. Terry Terril the following: that upon receipt of an official resignation from Dr. Terril, effective November 1, 1994, the Caddo Parish School Board will pay accrued vacation days and accrued sick leave days through October 31, 1994 and one month's severance pay. In the event that Dr. Terril does not accept the offer presented by the Caddo Parish School Board, the Caddo Parish School Board authorizes the attorney to draft written charges and a resolution calling for a dismissal hearing in accordance with the superintendent's contract and the law. Vote on the motion carried with Mr. Brooks opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Matlock, Milam, Allen and Glanville.

**Adjournment.** There being no further business, Mr. Milam moved for adjournment. Mr. Glanville seconded the motion and the meeting adjourned at approximately 12:32 p.m.

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Willie L. Henderson, Acting Secretary

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Willie D. Burton, President

**Executive Committee**

**November 2, 1994**

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, November 2, 1994, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. Other board members present were Judy Boykin, Jerry Tim Brooks, David Matlock, Mildred B. Pugh, B. L. Shaw and Johnny Vance, Jr. Also present were Acting Secretary Willie L. Henderson, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mr. Matlock.

**Agenda Items.** Mr. Henderson reviewed the proposed agenda for the November 16, 1994 school board meeting. The following items were added: "Disclosure of Schools' Test Scores" (Mattock), "Golf Program Proposal" (Mattock), "Restriction on Superintendent's Spouse as an Employee of CPSB" (Shaw), "Cost for Closing Schools on November 8, 1994 for the Upcoming Election" (Shaw), "Adoption of LSBA Resolutions" (Allen), "Elementary Language Arts Curriculum" (Thibodeaux per Milam), "Restrictions on CPSB Members' Spouses as Employees of CPSB" (Brooks), "Consideration of Appointing a Superintendent Search Committee" (Burton). The following items were categorized as consent agenda: 10, 11, 13, 15, 16, 18, 20, 21 and 22-A.

**DISCUSSION**

**Carl D. Perkins Federal Funds Vocational Budgets.** Mrs. Boykin asked if information identifying grants applied for will be included in the mailout. Essie Holt, assistant superintendent for instruction and curriculum, replied that the vocational grants are applied for on a routine basis, and information will be included in the mailout.

**School Bus Parking.** Following discussion on renting Caddo Parish school buses to an outside agency to transport citizens to an activity out of the parish, Mrs. Pugh questioned the legality of a situation whereby a Caddo Parish school bus is being parked daily in DeSoto Parish. She requested staff to review board restrictions regarding parking of school buses.

**Movement.** Mr. Brooks asked staff to investigate the evolution of a group in the parish whereby citizens are reported to be striving to take control of the operations of the Caddo Parish School System. The president

informed Mr. Brooks that an investigation of this nature is not in keeping with the parameters of staff members' job descriptions.

**Planning Subgrants - Goals 2000.** Mrs. Boykin asked staff how would they proceed with writing grants with respect to having received input from citizens at a community meeting on the previous evening. Mr. Henderson explained that staff is developing a planning grant taking into consideration input from individuals who were present at Tuesday's meeting. He remarked that the subgrants are for planning only, and not program implementation. Mrs. Boykin asked how would citizens be included in the planning when, basically, citizens' feelings were that this is perhaps something that the school system should not be involved in. She further noted that if Caddo Parish should choose not to apply for the planning grants, that the school system would not be precluded from applying for later grants after the state plan has been formulated. Dr. Holt concurred and observed that Caddo Parish would be a step ahead if staff continues with their plans. Mrs. Boykin referenced an assurance that is listed in the grant application which guarantees that Caddo's plan will go along with the state's plan which is under development. She asked how would staff work around this assurance. Dr. Shaw called for point of order and asked if this discussion would be more appropriate under the work session. The president ruled that the Executive Committee is in the process of setting the agenda for the November 16 school board meeting, and Mrs. Boykin agreed to continue her discussion during the work session.

**Request for School Bus Transportation by New Elizabeth Missionary Baptist Church.** Mr Matlock commented that the CPSB has approved the use of school buses for travel out of the parish before, i.e. National Guards, and he offered the placement of this item on the consent agenda. S. L. Slack, assistant superintendent for support services, replied that staff is not recommending approval of this item because it is not in compliance with school board policy. In view of staff's position, Mr. Milam asked that the item not be placed on the consent agenda.

Mrs. Allen moved, seconded by Mr. Milam, for the adoption of the consent agenda as indicated. Vote on the motion carried unanimously.

## **WORK SESSION**

**Instructional Presentation - Elementary Language Arts Curriculum.** Dr. Holt gave an overview of the development, adoption and implementation of the elementary Language Arts curriculum. She highlighted the following: a) involvement of central staff, principals and other staff; b) student's increased interest in reading and writing; c) concerns expressed by staff and parents; d) operation of phone banks at The Times office in an effort to get accurate information to the public; and, meeting with the Caddo District PTA. Dr. Holt assured the board that staff will analyze the concerns presented and will make appropriate modifications that will strengthen the program. She also informed the board of future meetings with teachers from each school and with staff. Mrs. Pugh expressed an interest in all teachers being inserviced, and offered November 8, 1994 as a good inservice date. Mr. Brooks expressed support of staff's efforts, and encouraged them to continue doing what needs to be done in implementing this program. Mrs. Allen requested clarification of how teachers are selected for inservicing, and she made the board aware of concerns expressed by teachers regarding the adopted text which deals with grammar and process writing. Several elementary principals and other staff members made the board aware of their schools' involvement in implementing the program. They voiced the successes of the program, the challenges, and their concerns about the public's misconception of the curriculum. Staff reported that they have documented proof that the curriculum works for all students. Staff also reported that process writing is not new to the Caddo Public School System, that it is a part of the reading program. Mrs. Boykin inquired about the response of the PTA regarding the discontinued use of spellers, staff's presentation of the curriculum to the board, grading procedures, process writing, lack of interest by some teachers, and state guidelines. Following more debate, Dr. Holt informed the board that staff has discovered that speller texts are important to parents, and staff will be reviewing the request to continue using the texts. Mr. Milam informed the board of the pros and cons of the curriculum that were expressed to him by Caddo educators. He emphasized that some concerns are legitimate and warrant review. Mr. Milam said that he believes that process writing is a good program which works, but some of the rules have changed. Mr. Matlock expressed an interest in Caddo students having a competitive advantage over other students. He questioned whether the elementary language arts curriculum will provide students with a competitive edge upon entering middle school with respect to grammar and spelling, in particular. Mrs. Pugh asked staff to consider offering a system-wide inservice for updating teachers, and she encouraged board members to visit schools to observe the program. Dr. Shaw expressed appreciation for the interest shown by parents and citizens regarding the instructional program in Caddo public schools. Mrs. Allen asked staff to consider orientating parents about the curriculum, as well as teachers and students.

**Visitors.** The president recognized several community ministers and a parish commissioner who were seated in the audience. Namely, they are Reverends Brady Blade, Harry Blake, Joe R. Gant, Richard Hardy, Talben Pope, Amos Terrell, W. C. West and Caddo Parish Commissioner Michael Williams.

**CAE.** Cathy McClure, president of Caddo Association of Educators (CAE), invited board members to participate in the "Walk-A-Day in My Shoes" activity on November 16, 1994.

**Planning Grant Goals 2000.** Mrs. Boykin resumed her questions relative to the assurances listed in the planning grant application, and asked how staff plans to proceed after hear from citizens. Mr. Henderson commented that staff should move forward with developing the grant and when it is presented to the board, then a decision could be made to continue or drop the application process. Mrs. Boykin emphasized that according to the assurances listed in the planning grant, that Caddo's plan should be in line with the state's plan which is under development. Dr. Holt noted that some information is vague. She informed the board that staff will be attending a meeting in Bossier City on Friday, November 4 1994, and Dr. William Miller, head of Goals 2000 at the state level, will be present. Staff anticipates receiving more clarification at this time.

**Golf Program Proposal.** Mr. Matlock asked Mr. Henderson to meet with Carl Pierson, supervisor of physical education K-12, to receive more information on this proposal.

**Superintendent Search Committee.** Mr. Milam questioned the president regarding plans for appointing a committee. He asked if input from the public will be received. Mrs. Pugh suggested that the board should review search documents already on file. Further, that staff could make a brief presentation on the search steps and/or styles.

**Adjournment.** There being no further business, Mrs. Allen moved for adjournment. Mr. Milam seconded the motion, and the meeting adjourned at approximately 5:12 p.m.

### **November 16, 1994**

The Caddo Parish School Board (CPS B) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m., Wednesday, November 16, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy D. Boykin, Jerry Tim Brooks, David Matlock, Mark Milam, Mildred B. Pugh, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Paul Glanville arrived at approximately 3:36 p.m. David Byerley was absent. Also present were Willie L. Henderson, acting superintendent, and Fred Sutherland, legal counsel. Mr. Vance gave the invocation and led the Pledge of Allegiance.

### **CONDOLENCE**

Dr. Shaw expressed sincere sympathy of the death of Mrs. Lillian W. Stevens, former secretary at C. E. Byrd High School. He remembered Mrs. Stevens for being a loyal employee, and asked the board and staff to remember the Stevens family with a moment of silent prayer. Mrs. Stevens was funeralized Wednesday, November 16, 1994, at 1 P.M.

### **MINUTES OF THE PREVIOUS BOARD MEETINGS**

Dr. Shaw moved, seconded by Mrs. Pugh, approval of the minutes of the October 19, 1994 and October 29, 1994 CPSB meetings. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The board reviewed the revised agenda and "Special Education Agreement With Success Counseling" and "Revision to Policy GBCB (Alcohol/Drug Testing Policy)" were removed from the agenda and will be considered at the December, 1994 CPSB meeting. The board categorized the following items as consent agenda.

### **Agenda Item No. 10**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for automobiles and trucks for driver education, administration and security; kindergarten play equipment; video camera system - Chapter I; and, upgrade electrical service at Caddo Career Center, Phase II. A copy of the tabulation bid sheets marked "Exhibit A, nine pages, November 16, 1994" is filed in the official papers of the board.



### **Agenda Item No. 11**

**Request for School Bus Transportation by Southern University-Shreveport.** Staff recommended that the request from the Educational Talent Search Program at Southern University-Shreveport, for the use of three buses for ten weeks between January - March, 1995 to transport students who participate in the after-school tutorial program to their homes from Linear, Linwood, and Midway be approved.

### **Agenda Item No. 12**

**Agreement Renewal for Use of Captain Shreve High School Facilities by Grace Community United Methodist Church.** Staff recommended that the agreement for Grace Community United Methodist Church to use Captain Shreve High School facilities for the period beginning January 2, 1995 through December 31, 1995 be approved. A copy of the agreement is filed in the official papers of the board.

### **Agenda Item No. 15**

**Carl D. Perkins Federal Funds Vocational Budgets.** Staff recommended approval of the budgets for Carl D. Perkins II Federal Funds as included in the mailout. The budgets identify funds which have been allocated to Caddo for students enrolled in approved vocational programs. A copy of the budget is filed in the official papers of the board.

### **Agenda Item No. 19**

**CPSB Administrative Plan for Implementing LA Teacher Assessment Program.** Staff recommended approval of the Administrative Guidelines for the LA Teacher Assessment Program as presented, and that the revisions to the job descriptions listed be approved as presented. A copy of the document is filed in the official papers of the board.

### **Agenda Item No. 25**

**Adoption of LSBA Resolutions.** The board adopted the proposed LSBA resolutions as included in the supplemental board mailout. The resolutions resolve that: a) the CPSB will petition the LA Legislature to provide funds to improve the LA Teacher Salary Schedule; b) that the CPSB requests that the Louisiana School Boards Association (LSBA) petition the Governor and the Legislature to increase the budgets of state colleges and universities; c) that the CPSB will petition the Legislature, the LA Department of Education, and the Boards of Higher Education to work together to establish a statewide system of junior colleges; d) that the LSBA urges the State Board of Elementary and Secondary Education (BESE) to offer an alternative curriculum for graduation for students who are not college bound; e) that the CPSB requests that the BESE, Governor of the State of Louisiana and the Louisiana School Boards Association (LSBA) use their positions of influence to request the Legislature to fund driver's education for all high school students; f) that the CPSB requests that the BESE, Governor of the State of LA, and LSBA use their positions of influence to request the Legislature to establish and allocate funds for boot camps for junior/ senior high school students who are repeat offenders of violence at school and may be referred by local school boards; g) that the CPSB requests that the Legislature, BESE, Governor of the State of Louisiana and LSBA use their positions of influence to request continued funding to reduce the pupil-teacher ratio in all grade levels to actually reflect the legal ratio provided by the Legislature. A copy of resolutions being submitted to LSBA by DeSoto, St. Mary, Evangeline and Union Parish school boards was received and included in the mailout.

### **Agenda Item No. 26**

**Elementary Language Arts Curriculum.** The board approved a motion that the Language Arts Curriculum include spelling and grammar along with process writing, and that spelling and grammar be considered as a part of the overall language arts grade. Further recognizing the following modifications: a) that spelling books may be used; b) spelling words may come from the following: spelling books, students' writings, course content in state curriculum guide, words that teachers know students need and nationally recognized word lists such as Dolch, Harris-Jacobson, Words Frequently Misspelled; c) grading for language development (grades may be derived from activities in spelling, language, and process writing); d) process writing (students should be given multiple opportunities to write utilizing the steps in the writing process; and, e) early learners (first graders should be allowed to write during the first nine weeks without going through all of the steps in the writing process). Further recognizing the following clarifications, teachers should continue to: use the language book (grammar and mechanics); teach the basic skills; teach and document the course content established by the state

and skills addressed on norm-referenced tests as listed in the Curriculum Bulletin for Elementary Education, 1993; and, include phonics as a part of the language arts program.

**Requests for Leaves.** The acting superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, Spring Semester 1994-95 School Year

Carrie Ashmore-Bell, Teacher, Shreve Island Elementary  
Janey McCormick, Teacher, North Caddo High  
Alexis Scott, Teacher, Shreve Island Elementary  
James Spivey, Teacher, Fair Park High School  
Denise Peske, Teacher, Youree Drive Middle School  
Irma Rogers, Speech Therapist, Itinerant

Sabbatical Leave for Rest and Recuperation, Spring Semester 1994-95 School Year and Fall Semester, 1995-96 School Year

Vanessa Hennigan, Speech Therapist, Itinerant

Leave Without Pay (Personal), December 5, 1994 through Fall Semester, 1995-96

Veronica Mosley, Teacher, Caddo Exceptional

**Request of the Board.** Sheila Loyd, teacher at Donnie Bickham Middle School, requested to rescind her sabbatical leave for study for the spring semester of the 1994-95 school year.

Mr. Thibodeaux moved, seconded by Dr. Shaw, approval of the revised consent agenda. Vote on the motion carried unanimously.

## **SPECIAL RECOGNITIONS**

**Heroic Commendation.** Five Hollywood Middle School employees received special commendation for apprehending a person who attempted to assault a student on campus, and they are: Curtis Hooks, assistant principal; Ronda Smith, teacher; Steve Porter, art teacher; Ivory Whitaker, head custodian; and, Terry Oliver, security guard. Each honoree received a framed certificate of appreciation for their heroic action.

## **INSTRUCTIONAL PRESENTATION - ELEMENTARY LANGUAGE ARTS CURRICULUM**

Essie Holt, assistant superintendent for curriculum and instruction, made introductory remarks and introduced the following presenters who highlighted the elementary language arts curriculum. Gay Rachal, principal at Summer Grove Elementary, served as chairman of the committee which developed the recommendations that were presented to the board in February, 1993. Dr. Rachal shared information about the review committee, its research, and the time frame. Wanda Gunn, director of curriculum presented information on inservices which were offered prior to implementation. Dr. Larry Anderson, assistant professor of English at LSU-S, talked about the writing process and the Caddo/LSU-S partnership. Dr. Holt shared information with the board on the modifications and clarifications that were made to the curriculum, a copy of which was distributed to the board and visitors. Recommendations on ways to communicate information on the elementary language arts curriculum to staff and the public also were presented. Presenters' summarizations noted that: a) the review committee is composed of teachers (all levels), counselors, coordinators, principals and parents; and, is representative of all geographical areas within the parish; b) focus was on research to help staff make necessary improvements to better serve the students; c) 1400 questionnaires were distributed to language arts development teachers in Caddo's elementary schools, and 232 responses were returned; d) inservices on the writing process were tracked from 1990; 30 inservices were offered and 998 teachers participated; e) principals, coordinators, counselors and central office staff were inserviced; f) research articles were included in the inservice packets and video tapes were available for use at school sites; g) principals were instructed to communicate with parents and to have parent meetings; h) curriculum notebooks were provided for teachers; i) parent involvement forms were sent to parents by students and/or mailed; j) inservice sessions were provided on spelling, process writing, integrated learning and scoring the learning development; k) Caddo Writing Week was proclaimed in April to showcase students' writing; l) the designation title of process writing is a shorthand way of referring to an approach to the teaching of writing; m) educators realize that they need to adjust their view of the nature of writing and its teaching; n) writing involves a variety of cognitive acts over a period of time; and, o) 24 Caddo

Parish schools have been visited to conduct faculty studies. Lengthy discussion ensued between the board, staff, and presenters regarding the following: methods of spelling; selection of the review committee; program origin; the incorporation of the modifications and clarifications into the board's motion; the need for a parish-wide inservice and the implementation date; dissemination of elementary language curriculum information to parents; grading procedures; textbook (spellers) usage; and, student/teacher/board accountability.

Mr. Thibodeaux moved, seconded by Dr. Shaw, that the modifications and clarifications become a part of the board's motion with implementation effective immediately. More debate followed on the implementation process and Mr. Matlock moved, seconded by Dr. Shaw, to suspend the rules so that the board could consider the motion to include the modifications and clarifications. Vote on the motion to suspend the rules carried with Mr. Brooks opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville. Mr. Thibodeaux restated his motion, seconded by Dr. Shaw, that the modifications/clarifications as presented by staff on November 16, 1994 on elementary language development modifications become a part of the motion listed on the revised motion sheet for the November 16, 1994 school board agenda, (#26), for explanation purposes; to become effective immediately. (See consent agenda item #26). Mrs. Pugh observed that the modifications state where spelling words "may" come from, and said that since central office is issuing a mandate, that it should apply to all principals and, thus, be implemented. Dr. Shaw moved to amend the motion to strike "may." Dr. Holt stated that staff believes that teachers need the flexibility to make decisions in their classrooms, and to remove the term "may" will take away teachers' rights. After more discussion, Dr. Shaw withdrew his amendment. Vote on the motion was called and carried with board members Pugh and Brooks opposed. Board members supporting the motion were Vance, Thibodeaux, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville. Mrs. Boykin asked if this is the first full year of implementation of the program, and Dr. Holt replied that this is the beginning of the second year. Mrs. Boykin referenced the California Achievement Testing (CAT) program, and asked staff to compare second graders' test scores with their test scores when they reach the fourth grade level. Also, provide board members with a copy of supportive evidence which proves that the whole language approach works; determine if other school systems have longitudinal data that says the program works; and, provide board members with a list of schools in Caddo Parish that will not be using spellers.

## **PERSONNEL RECOMMENDATION**

Mr. Henderson, acting superintendent, recommended that Janet Holliday be appointed principal at Youree Drive Middle School, and the terms of contract are November 17, 1994 through June 15, 1997. She will receive the appropriate salary as reflected by the Caddo Parish School Board salary schedule applicable to the position to which she is appointed. Mr. Matlock moved, seconded by Mr. Milam and Dr. Shaw, approval of the superintendent's recommendation. Vote on the motion carried unanimously. Mr. Henderson recognized and introduced Ms. Holliday to the board and audience.

## **VISITORS**

The following visitors addressed the board and spoke in support of the elementary language arts curriculum: Michael Watts, Shirley Pierson, Leisa Edwards, Susanne Miller, Patricia Johnson, Lucy H. Perkins, Marcy Poch, Jack M. Bailey, Jr., Dr. Debora D. Brown, Elizabeth Glassell, Gwendolyn P. White, Carolyn Montgomery, Matt Stroker, Patti Trudell, Pam Byrd, Jeannine Wisinger, Melissa Monroe, Carla Watts, Lynn Hardy and Connie Pierson. Visitors opposed to the elementary language arts curriculum were: Cindy Boyd, Jeff Bogan, Debbie Smith, Charles L. Huffman and Middie Farrow.

**Recess.** The president called for a 15 minute recess at approximately 6:28 p.m. The board reconvened at approximately 6:50 p.m.

Pat Ellis, president of Caddo District PTA, expressed concerns for school safety.

Ken Leonard, parent, expressed concern about the relocation of a special education class at Captain Shreve High School.

Dana Price, parent, informed the board and staff of parents' concerns of reported verbal abuse and lack of administrative leadership at Keithville Elementary/Middle School.

Kathryn Folse, citizen, spoke against the board's reimbursement of fees and assessments to. Judy Boykin, former CPSB board president, for legal representation.

Reverend Nathaniel Francis spoke against the CPSB paying legal expenses of former CPSB President Judy Boykin. He encouraged the board to maintain good schools, establish equity with all employees, and select a superintendent who is sensitive to all students' needs.

Deborah Hart, president of Caddo Chapter A+PEL, provided board members with a letter outlining A+PEL concerns regarding elementary principals' request, the elementary language arts curriculum, Goals 2000 and complications resulting from closing schools for election on November 8, 1994.

Cathy McClure, president of Caddo Association of Educators (CAE), informed the board of CAE's concerns/position regarding the celebration of American Education Week, time off for select employees on November 8, 1994 (election holiday), and support of Goals 2000 sub-grant applications.

Visitors speaking in support of Planning Grant Goals 2000 were: Reverend R. Timothy Jones, Dr. Daneta Daniel Bardsley, Reverend Joe R. Gant, Jr., Reverend Webster C. West, Reverend Ernest C. James and Sally Cox.

Visitors speaking in opposition to Goals 2000 were: Steve Casey (document distributed), Terry Alldredge, Debbie Stewart, Reverend Quentin Horn, Linda Griffin, Randy Griffin and Dianne Scott.

Jane Roberts, chairman of the Special Education Advisory Council, petitioned the board to consider all students before voting on the Goals 2000 issue.

Melissa Simon, Captain Shreve High School PTSA, encouraged the board to place enrollment caps on student enrollment at C. E. Byrd High School and Caddo Magnet High School.

John Richie, citizen, supported capping of student enrollments at C. E. Byrd High School and Caddo Magnet High School.

**Newly-Elected CPSB Members.** The president recognized the following newly-elected CPSB members who will take office January, 1995: Sybil Walker, district one; Alvin Mims, district six; Mike Powell, district eight; Ron Adams, district 11; and, Miles Hitchcock, district 12.

## **PLANNING GRANT GOALS 2000**

Mr. Vance moved, seconded by Mrs. Pugh, approval of the planning grant for Goals 2000 as submitted by staff. Mr. Vance capsulized the various programs in Caddo public schools that are funded with federal monies, and emphasized that the monies being requested through the Goals 2000 subgrant is for planning purposes. Dr. Shaw observed that staff could proceed with developing plans without receiving monies from the federal government. He further expressed concern for the amount of money being allocated for salaries, and observed that the Caddo public school system has an amazing resource of professionals already employed. Mr. Brooks elaborated on the deficiencies and/or needs of some neighborhood schools and emphasized that the funds from Goals 2000 could help improve educational programs at these schools.

**Postponement.** At approximately 9:00 p.m., the president announced that the CPSB meeting would be postponed due to the illness and collapse of fellow board member Jerry Tim Brooks. He announced that the meeting would resume on Monday, November 21, 1994 at 3:30 p.m.

## **November 21, 1994**

The CPSB resumed its meeting of November 16, 1994 at 2 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy Boykin, David Byerley, Paul Glanville, Mark Milam, Mildred B. Pugh, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. present. David Matlock arrived at approximately 2:08 p.m. Jerry Tim Brooks was absent. Also present were Willie L. Henderson, acting superintendent, and Fred Sutherland, legal counsel. The president asked Reverend Joe R. Gant, pastor of Calvary Baptist Church, to give the invocation followed with the Pledge of Allegiance.

Dr. Shaw moved, seconded by Mr. Glanville, to call from the table the meeting of November 16, 1994. Vote on the motion carried unanimously.

## **SPECIAL RECOGNITIONS**

On behalf of the CPSB, Burnadine Moss Anderson commended Kathryn Folse, Gus Patton, and Phillip Maxfield for their swift and professional response to administer cardiopulmonary resuscitation (CPR) to Jerry Tim Brooks at the November 16, 1994 school board meeting. With profound gratitude, these honorees were presented with plaques of special recognition for their charitable response. Mrs. Mae Davis, sister of Mr. Brooks, also expressed appreciation to these individuals who were instrumental in saving her brother's life, and also to the board and staff for their support and prayers.

## **PLANNING GRANT GOALS 2000**

The president commented that the deadline for submitting a proposal has expired. Mrs. Boykin moved, seconded by Mr. Thibodeaux, that the Caddo Parish School System not solicit, nor accept, funds relative to the Goals 2000 program, nor join in a partnership nor consortium without prior affirmative approval of the CPSB. Mrs. Pugh commented that she does not believe that the CPSB should deny the children of Caddo Parish an opportunity to expand, nor prohibit the professional employees an opportunity to grow. She encouraged the board to defeat the proposed motion. Mr. Glanville expressed doubt of the goals being attained by the year 2000. He encouraged the board and staff to focus on unifying and involving families. Mr. Thibodeaux made a substitute motion, seconded by Mr. Milam, that a committee be formed by representatives of many diverse groups in order to arrive at a plan to meet the goals as set by that committee. Goals discussed by the committee could be similar to those expressed in Goals 2000 or may differ. The final draft of goals and how to attain them must be brought before the CPSB for approval. The meetings would be held in at least four neighborhoods and/or schools in order to solicit the information from the public. Debate ensued on citizens' interest in Goals 2000, and Mr. Thibodeaux encouraged the staff to involve citizens in developing educational plans. Mr. Matlock appealed to everyone to focus on the causes of problems in our society. He suggested that staff and the board should come together in an effort to involve a community effort to promote a grass roots involvement and investigation in root causes and root solutions. Mrs. Allen expressed an interest in the board voting on the motions as two separate motions. Mrs. Pugh reminded the board of its partnership with the City of Shreveport, and emphasized that the motion offered will not affect this partnership. Mr. Byerley spoke in opposition to Goals 2000. Vote on the substitute motion was called, and the motion failed with board members Thibodeaux, Milam, Boykin and Allen supporting the motion. Board members opposed were Byerley, Vance, Pugh, Shaw, Burton, Matlock and Glanville. Vote on the original motion carried with board members Vance, Burton and Pugh opposed. Board members supporting the motion were Byerley, Thibodeaux, Allen, Shaw, Matlock, Milam, Boykin and Glanville. Mr. Thibodeaux asked staff to get the names and addresses of visitors present who are interested in Goals 2000. Mr. Henderson requested clarification of the board's action and Mrs. Boykin stated that the board's action does not prohibit staff from entering into discussions with other agencies if a consortium or partnership is desired; the motion prohibits staff from entering into binding agreements until the issue is brought before the board for approval.

## **ADDITIONAL STAFFING NEEDS/SPECIAL EDUCATION**

Mr. Vance moved, seconded by Mr. Glanville, approval of the request for positions and funding for additional special education staffing, as recommended by staff. Mrs. Boykin asked if more students are being served. Staff answered in the affirmative and Dr. Holt and Rosalie Ewing, director of special education, capsulized how funds are allocated based on projected needs and how students are identified. Dr. Shaw asked what is the cost factor, and staff referenced the information included in the mailout (\$166,000). More discussion followed on allocation of federal funds and on the consequences of understaffing. As identified in the mailout, additional staffing would include nine teacher aides and five teachers. Vote on the motion carried with board members Shaw and Matlock opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Pugh, Allen, Burton, Milam, Boykin and Glanville.

## **STUDENT ENROLLMENT CAPPING AT C. E. BYRD HIGH SCHOOL AND CADDO MAGNET HIGH SCHOOL**

Dr. Shaw moved, seconded by Mr. Thibodeaux, that the capping of student enrollment at C. E. Byrd High School and at Caddo Parish Magnet High School be rescinded as recommended in the board mailout. Staff recommended that students who qualify for the C. E. Byrd Math/Science magnet program must have attained a 2.76 GPA during the previous semester and have scored above the 50th percentile in both total reading and total mathematics on the most recent nationally normed achievement test. Further, no applications will be accepted after the second Tuesday in June except for students moving into Caddo Parish or a student transferring from a private or parochial school, (June 13, 1995, June 11, 1996). Staff also recommended that all current requirements for application to Caddo Parish Magnet High School will remain the same. No applications will be

accepted after the second Tuesday in June except for students moving into Caddo Parish or a student transferring from a private or parochial school, (June 13, 1995, June 11, 1996). Mr. Vance expressed concern that the board voted for capping the student enrollment at these schools some months ago, which will not go into effect until 1995. He further expressed concern about overcrowding conditions at the schools. Mrs. Pugh questioned the student capacity for the physical facilities, the freezing of student transfers for majority to minority reasons, the impact that student transfers to these schools will have on other neighborhood schools, and staff's potential violation of the consent decree. Mrs. Allen observed that the motion suggests that a cap is not desired for the math/science program at C. E. Byrd. Mr. Glanville requested staff to conduct a study to determine where students are coming from who are transferring to C. E. Byrd math/science program. James Foster, assistant superintendent for administration, explained the majority to minority transfer procedure to C. E. Byrd High School, particularly referencing that the student enrollment was within one percent of the 50/50 ratio. Discussion continued on magnet compositions at other high schools and on principals' administrative acumen. The vote on the motion was called and the motion carried with board members Byerley, Vance, Burton, Pugh and Allen opposed. Board members supporting the motion were Thibodeaux, Shaw, Matlock, Milam, Boykin and Glanville.

### **REORGANIZATION OF 504/ADA DEPARTMENT**

Mrs. Boykin moved, seconded by Mr. Glanville, that the reorganization of the Section 504/ADA department be approved as outlined in the mailout. Debate ensued on the size of the department. Mr. Byerley encouraged board members to vote against this motion, stating that he believes that the board should not spend money that will not benefit the children. Mr. Vance asked Mr. Henderson for his recommendation, and he reminded the board that an evaluation/classification study is underway at this time, and suggested that the second part of the recommendation regarding the change of position title could be postponed until the results of the study are received. Mrs. Pugh made a substitute motion, seconded by Mr. Vance, that the Caddo Parish School Board approve a clerical staff for the 504/ADA department. Discussion continued on the request to provide clerical assistance and the request to change the position title. Vote on the substitute motion failed with board members Vance, Burton, Thibodeaux, Pugh and Glanville supporting the motion. Board members opposed were Byerley, Shaw, Allen, Matlock, Milam and Boykin. Vote on the original motion carried with board members Byerley, Vance and Pugh opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville.

### **DISCLOSURE OF SCHOOLS' TEST SCORES**

Mr. Matlock moved, seconded by Mr. Glanville, that staff release each school's California Achievement Test (CAT) and Louisiana Educational Assessment Program (LEAP) test scores on a school-wide basis upon request. This does not authorize the release of individual student's test results. Vote on the motion carried with Mr. Vance opposed. Board members supporting the motion were Byerley, Thibodeaux, Pugh, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville.

### **GOLF PROGRAM PROPOSAL**

Recognizing the absence of Mr. Brooks, Mr. Matlock asked that this item be removed from the agenda. He asked that the item be placed on the December, 1994 CPSB agenda pending Mr. Brooks' interest.

**Recess.** The president called for a 10 minute recess at approximately 3:50 p.m. The board reconvened at approximately 4:03 p.m.

### **RESTRICTION ON SUPERINTENDENT'S IMMEDIATE FAMILY MEMBERS AS EMPLOYEES OF CPSB**

Dr. Shaw moved, seconded by Mr. Byerley, that immediate family members of the CPSB's superintendent shall not be employed by the CPSB. Also, in the event that a CPSB superintendent later marries an employee of the CPSB, the superintendent's employment contract with the CPSB shall terminate immediately. The president expressed opposition to the motion. Mr. Vance asked if the motion is consistent with the law. Legal counsel informed the board that the Code of Governmental Ethics governs this situation with respect to the superintendent and board members. The code provides that no member of the immediate family of the superintendent and/or board member shall be employed in the school system where they work except for members of the immediate family who are hired as classroom teachers and who are certified to teach within the school system. He proceeded to inform the board of other grandfathered exceptions to the code. Mrs. Pugh asked legal counsel to define immediate family. Legal counsel identified spouses, children, parents and said he would research the code to see if in-laws are included as well. Mrs. Allen suggested that the matter as expressed

in the motion could be written into the superintendent's contract. Mrs. Boykin made a substitute motion, seconded by Mr. Glanville, to instruct staff, with the assistance of the board's attorney, to develop a policy that is in line with the current nepotism guidelines administered by the Commission on Ethics for Government Employees and the Commission on Ethics for Elected Officials, and also address any related Attorney General's rulings that also takes into account those provisions of this motion. Mr. Thibodeaux asked if this motion will address agenda item 23-B (Restrictions on CPSB Members' Immediate Family Members as Employees of the CPSB) as well. Mrs. Boykin said she could not make the motion in that way, but hopes that it will satisfy the motion as it relates to school board members. Vote on the substitute motion carried with board members Burton, Shaw, Matlock and Milam opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Pugh, Allen, Boykin and Glanville.

## **RESTRICTIONS ON CPSB MEMBERS' IMMEDIATE FAMILY MEMBERS AS EMPLOYEES OF THE CPSB**

The president stated that this item was placed on the agenda by Mr. Brooks, who is absent.

## **COST FOR CLOSING SCHOOLS ON NOVEMBER 8, 1994 FOR THE UPCOMING ELECTION**

Dr. Shaw moved, seconded by Mrs. Boykin and Mr. Glanville, that the CPSB exclude all future election days from its budget thereby saving the cost for payroll on election days which was ascertained to be \$750,000 for November 8, 1994. Dr. Shaw commented that he has no problem if the CPSB wants to indicate that a particular voting day is a nonworking day, therefore, not including it in the regular contract of its employees. Discussion ensued on the school calendar and the general budget. Mr. Henderson observed that a way to reconcile the \$750,000 loss would be to extend the school year by one day. Vote on the motion carried with board members Vance, Burton, Matlock and Allen opposed. Board members supporting the motion were Byerley, Thibodeaux, Pugh, Shaw, Milam, Boykin and Glanville.

## **CONSIDERATION OF APPOINTING A SUPERINTENDENT SEARCH COMMITTEE**

Dr. Shaw moved, seconded by Mr. Glanville, that the president be authorized to appoint a Superintendent Search Committee. Mrs. Boykin made a substitute motion, seconded by Mr. Milam, that this item be postponed until the January, 1995 CPSB meeting. Vote on the motion carried with board members Byerley, Vance, Burton and Glanville opposed. Board members supporting the motion were Thibodeaux, Pugh, Shaw, Allen, Matlock, Milam and Boykin. Burnadine Anderson, administrative assistant/communications, gave a presentation highlighting the activities and timeline of the last Superintendent Search Committee of 1988-89.

## **SUPERINTENDENT'S REPORT**

**Visitors' Cards.** Mr. Henderson shared with board members copies of visitors' cards that were completed at last Wednesday's meeting. Due to overcrowding of the board room, visitors were unable to address the board and were asked to complete the cards expressing their concerns. The concerns were relative to Goals 2000, the elementary language arts curriculum and capping student enrollments.

**Safe Haven Program.** Mr. Henderson reported that the CPSB received an award of \$99,943 from the Operation Weed and Seed Project sponsored by the U. S. Justice Department. After-school and summer safe havens projects will be established at Stoner Hill Elementary Laboratory School, Barret Elementary School and Creswell Elementary School for 1994-95. The Youth Enrichment Program (YEP) will provide the majority of activities for the schools.

**Update - Linear Stadium Facility.** Mr. Henderson reported that staff has investigated the concerns regarding the renovation of stadium facilities (ticket booths) and restrooms at Linear Middle School. It has been determined that renovation estimates will cost approximately \$75,000, and staff is presently studying the feasibility of placing this item in the Capital Projects budget. In the meantime, staff will work with the principal to ensure that the restroom facilities in the gymnasium are available whenever activities are held at the stadium.

**Fairfield Elementary School Fire.** Mr. Henderson reported that two temporary buildings were damaged, one of which was completely destroyed, in a fire at the school last Friday. Staff hopes the repairs to the other building will be completed and ready for use after the Thanksgiving holidays. Another temporary building that is targeted for another school may be rerouted to Fairfield Elementary. He commended the school's staff for the outstanding job that they are doing to keep the learning process going at the school.

**Teacher Injury.** Mr. Henderson informed the board that the Forest Hill Elementary School teacher who was attacked by a special education student is recovering nicely from her injuries. Following the advice of her physician, Ms. DeLoach will be returning to her classroom duties after the Thanksgiving holidays. The youngster involved in the incident has been hospitalized, and staff is closely monitoring the situation.

**Green Oaks Student.** Mr. Henderson announced that Mario Suttle, a Green Oaks High School basketball student, received gunshot wounds when a school bus was targeted following a Woodlawn/Green Oaks basketball game. Mario's condition has been upgraded to fair and doctors are optimistic that Mario will make a complete recovery.

**Orientation for New CPSB Members.** Mr. Henderson announced that the orientation for new CPSB members is scheduled for Thursday, December 1, 1994, at 10 a.m. at the Caddo

**Career Center.** A luncheon and tour of the facility will follow the orientation session. Mrs. Pugh announced that National School Boards Association has a new members orientation reference book that staff might wish to acquire. Mr. Henderson stated that staff has made a purchase order for the books. He further reported that a special session will also be held at the LSBA convention in Monroe, January 26-28, 1995.

## **UNFINISHED BUSINESS**

There was no unfinished business introduced at the meeting.

## **NEW BUSINESS**

**CPSB Member for District Eight.** The president asked the board to suspend the rules to consider a motion to appoint Mike Powell as CPSB representative for district eight. David Matlock officially resigned from the position, effective November 27, 1994, and the CPSB could officially appoint Mike Powell on November 28, 1994. Mrs. Boykin moved, seconded by Dr. Shaw, to suspend the rules to amend the agenda to consider a motion to appoint Mike Powell as CPSB representative for district eight. Vote on the motion carried with Mr. Byerley opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville. Dr. Shaw moved, seconded by Mr. Glanville, to appoint Mike Powell to fill the district eight seat on the CPSB. Vote on the motion carried unanimously.

**Ratify Any Action Taken by Board President in Connection With the Resignation of the Former Superintendent.** Mr. Matlock moved, seconded by Mrs. Boykin and Mr. Glanville, that the school board ratify and confirm all written agreements executed by the board president, on the board's behalf, in payments made by the school board, in obtaining and accepting the resignation of former superintendent Dr. Terry Terril. Dr. Shaw asked if this motion finalizes everything, and the president answered in the affirmative. Vote on the motion carried unanimously.

**Acting Superintendent Authorized to Sign Documents.** Mrs. Pugh moved, seconded by Mr. Vance, that Willie L. Henderson, acting superintendent of the CPSB for October 13, 1994 through the selection of a superintendent, be authorized to sign all checks and other official documents for the CPSB. Mrs. Boykin asked if Mrs. Pugh would consider the wording, "... through the appointment of an interim superintendent." Mrs. Pugh made a motion to amend her motion, seconded by Mr. Vance, to enter "interim" behind Mr. Henderson's name instead of acting superintendent. Mrs. Boykin commented that this insertion changes the motion. Dr. Shaw made a second amendment to the motion, seconded by Mr. Thibodeaux, that the authorization to the signing of documents apply to the period of time for acting only in the event an interim superintendent is named. Dr. Shaw commented that it is the responsibility of the board to name an interim superintendent. Debate ensued and Mr. Thibodeaux noted that he feels that the person appointed as interim superintendent should be someone who is not interested in applying for the position on a full time basis. Following more debate on timelines, the president called for the vote on the second amendment which carried with Mr. Burton opposed. Board members supporting the motion were Byerley, Vance, Thibodeaux, Pugh, Shaw, Allen, Matlock, Milam, Boykin and Glanville. Mr. Matlock expressed concern that the public is unaware of the board voting on the motion to appoint an interim superintendent at today's meeting. Discussion resumed on the first amendment and the issue of appointing an interim superintendent. Following debate, Dr. Shaw moved, seconded by Mr. Matlock, to postpone this item until the December, 1994 school board meeting to comply with Mr. Matlock's rationale. Vote on the motion carried with board members Vance and Burton opposed. Board members supporting the motion were Byerley, Thibodeaux, Pugh, Shaw, Allen, Matlock, Milam, Boykin and Glanville. Vote on the main motion, as amended, carried with Mr. Byerley opposed; Mrs. Pugh abstained; and board members Vance, Thibodeaux, Shaw, Allen, Burton, Matlock, Milam, Boykin and Glanville supported the motion.



**Acting Superintendent Authorized to Use Facsimile Signature.** Mr. Thibodeaux moved, seconded by Mr. Glanville, that the CPSB authorize its acting superintendent, Willie L Henderson, to use a facsimile signature in signing all checks issued by the board. Vote on the motion carried unanimously.

**Resolution to Reimburse the Former CPSB President for Litigation.** Mrs. Allen moved, seconded by Dr. Shaw, the adoption of the resolution to provide payment or reimbursement of litigation fees and expenses of the former board president. The fee shall be paid up to the sum of \$14,000 which sum shall be accepted in full settlement. Debate followed on the initial sum of litigation fees and expenses. Mr. Vance and Mrs. Pugh requested legal counsel to provide board members with a copy of the document reflecting all expenses/fees incurred by the former board president. Following debate of legal counsel's involvement, Mr. Matlock moved to call for the question. Mr. Glanville and Dr. Shaw seconded the motion which carried with Mrs. Boykin abstaining. Board member supporting the motion were Byerley, Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Matlock, Milam and Glanville. Vote on the motion carried with board members Byerley and Vance opposed; Mrs. Boykin abstained; and, board members Thibodeaux, Pugh, Shaw, Allen, Burton, Matlock, Milam and Glanville supported the motion. A copy of the resolution is filed in the official papers of the board.

**CPSB Meeting for December, 1994.** Dr. Shaw moved, seconded by Mr. Matlock and Mr. Milam, that the regular CPSB meeting be held on Wednesday, December 14, 1994, rather than Wednesday, December 21, 1994, at 3:30 p.m. The Executive Committee will meet as scheduled on Wednesday, December 7, 1994 at 3:30 P.M.

Mr. Glanville excused himself from the remainder of the meeting at approximately 5:00 p.m.

**Discipline Policy.** Mrs. Allen referenced the document on student discipline legislation that was included in the mailout. She referenced the composition of the current Discipline Policy Review Committee and said that in comparing the composition of Caddo's committee to the one outlined in the document (page 17), that the current committee is not representative of what is outlined. When the committee is appointed, she requested staff to appoint a committee that adheres to the classifications specified, with reference to the identification of committee members. Mrs. Boykin asked if board members should contact staff if they are desirous of serving on the committee, and the president asked board members to contact the acting superintendent. Mr. Milam asked if special education is exempted from the discipline legislation, and legal counsel said that it is not, and there are emergency regulations that are being considered by a task force.

## **ANNOUNCEMENTS AND REQUESTS**

**Year Round Education (YRE) Report.** Mrs. Boykin noted that there are a number of premises listed in the original YRE document such as improving student learning and other things pertaining to the goals of the program that were carried through the first year of the evaluation. She noted that there is a lack of continuity and requested that on the third year evaluation, that all premises raised in the initial proposal, including student learning, be addressed. She suggested that staff not rely on teachers' grades or schools' grades, but use CAT scores for second graders who will have become fourth graders. Dr. Holt requested clarification of the comparative data to be used, and Mrs. Boykin said that staff should look at objective criteria.

**KIDTALK.** Mrs. Boykin, speaking for Mr. Glanville, called the board's attention to the mailout item "KIDTALK." Mr. Glanville is requesting staff to contact KIDTALK to determine if a similar program could be established in Caddo Parish. KIDTALK is a program designed to talk to children after school when no one's home and is a community service project of the Lone Star Council of Camp Fire.

**Statement.** Mr. Matlock expressed appreciation for the opportunity to serve on the Caddo Parish School Board.

**Grants.** Dr. Shaw asked staff to prepare for the next CPSB meeting information on whether grant awards have generated some inequities within the Caddo Parish School System.

**Classroom Activities.** Dr. Shaw expressed appreciation for community involvement in the educational system. He asked staff to respond to what has happened to academic freedom in the classrooms. He asked if teachers are so streamlined that they have little or no leeway within the classroom to work with students as they see them.

**Year Round Education.** Mr. Thibodeaux asked what is the status of the year round education program for Creswell Elementary and Bethune Middle School. Dr. Holt provided a brief explanation indicating that Bethune and two elementary school staffs are not fully committed to implementing the program at this time. Staff will contact Creswell administrators after the Thanksgiving holidays to determine their interest.

**Discipline Safety Meeting.** Mr. Milam asked staff to notify assistant principals of discipline that the planned meeting to discuss discipline/safety concerns has been cancelled.

**Board Agenda.** Mrs. Boykin requested that "Curriculum and Philosophy" and "Policy on Nepotism" be placed on the December, 1994 CPSB agenda.

**Curriculum Chronicle.** Mrs. Boykin called the board's attention to an article in the November issue of the "Curriculum Chronicle," a instructional department newsletter, regarding portfolio assessment. She suggested the board read the information.

**Compensation Evaluation Study.** Mrs. Boykin asked staff to give an update on the compensation/evaluation study at the December board meeting.

**Nepotism Policy.** If legally possible, Mr. Matlock suggested that the board/staff grandfather in any existing employees that might be affected by a new policy.

**Golf Program.** Mr. Matlock encouraged staff to promote a golf program. He observed that this program is an excellent mechanism for students to earn scholarships to college, particularly young ladies.

**Comment.** Dr. Shaw expressed his appreciation of Mr. Matlock. He asked the board's indulgence, and read four scripture verses from the third letter of John. Dr. Shaw saluted Mr. Matlock for his professional accomplishments.

**School Vandalism.** Mrs. Allen asked if charges of vandalism were filed against the parents who poured paint over a teacher's desk. Mr. Henderson reported that this matter has been turned over to the Shreveport Police Department and it has been classified as a felony criminal property damage case. The police department is now in charge.

## **EXECUTIVE SESSION**

The president announced that the employee grievance appeal is being postponed until the December, 1994 school board meeting. Mr. Byerley moved, seconded by Mrs. Pugh, for an executive session to hear a student appeal for approximately 30 minutes. Vote on the motion carried unanimously.

**Recess.** The president called for a ten minute recess at approximately 5:55 p.m. and the board reconvened at approximately 6:01 p.m.

Dr. Shaw moved, seconded by Mrs. Allen, to uphold staff's recommendation regarding Montgomery Williams, student at Southwood High School. Staff recommended that Montgomery be placed at School Away From School (Hamilton Terrace) for the remainder of the 1994-95 school year. Mrs. Allen moved to amend the motion, seconded by Mr. Thibodeaux, that the parent seek professional counseling for Montgomery. Vote on the amendment carried with Dr. Shaw and Mr. Matlock opposed. Mr. Glanville and Mrs. Boykin were absent. Board members Byerley, Vance, Thibodeaux, Pugh, Allen, Burton, and Milam supported the motion. Vote on the motion as amended carried with Mr. Burton opposed. Mrs. Boykin and Mr. Glanville were absent for the vote. Board members Byerley, Vance, Thibodeaux, Pugh, Shaw, Allen, Matlock and Milam supported the motion.

**Adjournment.** There being no further business, Dr. Shaw moved for adjournment. Mr. Thibodeaux seconded the motion, and the meeting adjourned at approximately 6:30 p.m.

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Willie L. Henderson, Acting Superintendent

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Willie D. Burton, President

**November 30, 1994**

Members of the Caddo Parish School Board (CPSB) assembled at its office at 1961 Midway Street, Shreveport, Louisiana, at 3:35 p.m. on Wednesday, November 30, 1994. President Willie D. Burton announced that today's gathering is a swearing into office ceremony and not an official meeting of the school board. Other CPSB members gathered to witness the ritual were Josephine Allen, Judy D. Boykin, Mark Milam and Mildred B. Pugh. Also present were Willie L. Henderson, acting superintendent, and Fred Sutherland, legal counsel. The

president asked Alvin Mims, newly-elected school board member representing district six, to give the invocation, followed by the Pledge of Allegiance.

President Burton introduced The Honorable Jeffery P. Victory, Judge, Court of Appeals, who administered the oath of office to Michael E. Powell, III. Mr. Powell is filling the unexpired term of resigned school board member David N. Matlock.

**Announcements.** Mr. Henderson announced that the orientation session for newly-elected school board members is scheduled for Thursday, December 1, 1994, at 10 a.m. at the Caddo Career Center. He also announced that a pair of eyeglasses were left in the board room following previous school board meetings. Interested persons should contact staff in the superintendent's office to reclaim the eyeglasses.

**Adjournment.** Official business concluded, the body dismissed at approximately 3:40 p.m.

## **Executive Committee**

**December 7, 1994**

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, December 7, 1994, at 3:30 P.M. in its office at 1961 Midway Street, Shreveport, Louisiana with President Willie D. Burton presiding and Josephine Allen and Mark Milam present. Other board members present were Judy Boykin, Mike Powell, Mildred B. Pugh and Johnny Vance, Jr. Also present were Acting Secretary Willie L. Henderson, Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Mr. Powell.

**Agenda Item.** Mr. Henderson reviewed the proposed agenda for the December 14, 1994 school board meeting. "Caddo Parish School Board Policy Revision - Minutes" (Powell) and "Appointment of an Interim Superintendent" were added to the agenda. The following items were categorized as consent agenda: 10-A-B, 13, 14, 15, 19, 20, 21, 22 and 28. Mr. Powell presented board members with a copy of his proposed motion to amend board policy relative to the distribution of minutes of regular CPSB meetings. He proposes that the minutes be directly distributed to PTA presidents, or prior designated officers, of each Caddo Parish school.

## **DISCUSSION**

**Capital Projects Plan.** Recognizing that newly-elected school board members will be seated in January, 1995, the president questioned the timeline for adding this item to the agenda. Staff explained that the timeline is critical. This item is being presented in December so that bids can be taken and assigned architects and engineers will not be delayed in starting work on various projects. Susie Payne, immediate past president of Caddo Association of Educators (CAE), expressed similar concerns as the president regarding the approval of the Capital Projects Plan and budget. Mr. Milam encouraged newly-elected board members to contact staff and inform them of their concerns.

## **WORK SESSION**

**North Highlands Proposal.** The president asked if the proposal has been completed. Mr. Henderson replied that initially some concerns were expressed regarding the proposal, but staff has been able to resolve the concerns. A status report on the proposal will be provided.

**Huntington High School Proposal.** Mrs. Allen questioned the addition of the "law" component to the business magnet proposal. John Dilworth, principal at Huntington High School, gave a recapitulation of the proposed magnet concept for Huntington. He highlighted the composition of the planning committee and its involvement, the rationale for the proposal's concept, and implementation strategies. Mrs. Allen questioned if the board will be required to approve the additional concept and legal counsel said that he will investigate the issue. Mr. Henderson said that staff's recommendation will address the business and law component of the proposal. Miles Hitchcock, newly-elected CPSB member representing district 12, informed the board of his involvement with the committee and expressed his support of the proposal. He commended Mr. Dilworth, Huntington's staff, and the committee for developing an outstanding proposal. More discussion ensued on course offerings and descriptions. Mr. Milam asked staff to contact Principal Dilworth and direct him to provide board members with a breakdown of the figures outlined in the proposed budget.

**Sex Education Parental Review Committee.** The president asked if committee members will be appointed by board members. Mr. Henderson commented that in compliance with board policy, board members representing even number districts are asked to make a recommendation at this time. The president expressed concern that

incoming board members will not be making a recommendation if the matter is acted on in December. Wanda Gunn, director of instruction and curriculum, commented that retiring board members have communicated with newly-elected board members regarding committee appointments. Legal counsel reminded board members that individual board members make recommendations; however, the board approves the appointments.

**Honors Policy (Elementary)**. The president requested clarification of the honors policy. Mr. Henderson said that honor students at the elementary level would include any student having a minimum 3.0 grade point average out of a possible 4.0 with no grade lower than a C. Mrs. Boykin asked if information in the mailout will identify how the honors proposal is different from what is presently being exercised, and staff answered in the affirmative.

**Greenhouse for Caddo Career Center**. Mrs. Boykin asked if staff has looked into the possibility of moving or building a new greenhouse. Don Fritz, supervisor of vocational education, reported that a copy of the proposal will be in the mailout. He also reported that staff initially felt that the existing greenhouse could be moved, but later discovered that this was not workable. Staff is recommending that a new greenhouse be constructed, and that materials from the existing greenhouse be scrapped.

**Reorganization of the School Nursing Program**. Susie Payne asked if information will be included in the mailout pertaining to the impact the reorganization will have on the budget. Mr. Henderson reported that information in the mailout will include the number of nurses, salary information, and a recommendation on reorganization with cost attached. Sybil Walker, newly-elected CPSB member representing district one, asked if new nurses are being added to the program. Mr. Henderson replied that no new nurses are being added; however, technicians are being added which will allow nurses time needed to perform their duties. Mrs. Walker emphasized the need for school nurses at schools in the northern part of the parish.

**Update of Rules, Guidelines and Policies Associated With Amendments to Revised Statute 17:416**. Susie Payne asked if staff has plans to conduct inservices for board members and professional school staffs on the revisions. James Foster, assistant superintendent for administrative services, replied that staff will not be making a recommendation to provide inservice for all staff. Staff is, however, recommending rules for in-school suspensions, detentions, referrals of students for disciplinary reasons and to update policy JFG which addresses search and seizure.

**Workers' Compensation Claim**. The president asked if staff will be making a recommendation, and Mr. Henderson replied in the affirmative. He also commented that staff might withdraw the item from the agenda if all concerns are not resolved prior to the school board meeting.

**Curriculum and Philosophy**. Mrs. Boykin informed the board that she has provided the secretary with a copy of questions/concerns that have been expressed to her regarding the curriculum, particularly referencing cooperative education. She asked staff to respond to the issues in writing before next week's school board meeting. Mrs. Boykin asked that the item remain on the agenda, and depending on staff's responses to the questions, she might consider introducing a motion. Mr. Powell informed board members that he has a concern about how process writing is implemented in Caddo Parish relative to eliminating the use of spellers, and he will be researching this matter during the next few days.

**CPSB Policy on Nepotism**. Mr. Henderson said that information will be included in the mailout. This policy is in response to B. L. Shaw's statement regarding the employment of relatives of the superintendent and/or board members. The president said that the policy should also include state laws - Code on Governmental Ethics. Legal counsel commented that the board's motion is for staff/legal counsel to bring to the board a nepotism policy that is consistent with the Code of Governmental Ethics for elected officials.

**Minutes**. Susie Payne noted that school board meeting minutes are already being sent to schools, and PTAs are housed at each school. Mr. Powell informed the board that the purpose of introducing the motion to revise board policy regarding the distribution of school board meeting minutes is to make sure that PTA presidents receive a copy. Mr. Vance asked staff to provide board members with a copy of the existing school board policy that will be revised should the motion be adopted.

**Superintendent Search Committee**. The president called board members' attention to the timeline for selecting a superintendent that was introduced at the new school board member orientation session.

**Employee Grievance Appeal**. Mr. Henderson announced that the grievance has been resolved, therefore, the appeal hearing for today's meeting is cancelled.

**Personnel Records Form.** Mr. Henderson asked board members who have not completed the personnel and records form (W-4) to do so and return it to the superintendent's office.

**Holiday Luncheon.** Mr. Henderson announced that the Christmas luncheon for school board members is scheduled for Wednesday, December 14, 1994, at noon in the board room. Mrs. Pugh outlined several concerns that she feels should be presented to new board members, i.e., reports that are submitted to the State Department, timeline of certain school-related activities during the course of a school year, the legal status of the CPSB (number of suits pending, nature of cases, duration of cases, consent decree update - what type of reporting is required at this point and who is responsible for submitting documents) and annual reporting of staff. She also asked staff to provide her with a copy of an updated CPSB policy manual (notebook). Mrs. Pugh suggested that the orientation could continue on next Wednesday following the holiday luncheon. Mr. Henderson said that time became a factor at the initial orientation session, and staff will plan a follow-up session in the near future.

**Goals 2000.** Mrs. Allen announced that at 6:30 p.m. this evening at Captain Shreve High School, there will be a meeting on Goals 2000. Jeanne Burns, director of Louisiana Goals 2000, will make a presentation and entertain questions from the audience.

**Adjournment.** There being no further business, Mrs. Allen moved for adjournment. Mr. Milam seconded the motion, and the meeting adjourned at approximately 4:47 p.m.

### **December 14, 1994**

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, December 14, 1994, with President Willie D. Burton presiding and the following board members present being a quorum: Josephine Allen, Judy D. Boykin, Mark Milam, Michael E. Powell, III, Mildred B. Pugh, B. L. Shaw, Michael J. Thibodeaux and Johnny Vance, Jr. Paul Glanville arrived at approximately 3:36 p.m. Jerry Tim Brooks and David Byerley were absent. Also present were Willie L. Henderson, acting superintendent, and Fred Sutherland, legal counsel. Mr. Thibodeaux gave the invocation and led the Pledge of Allegiance.

### **MINUTES OF THE PREVIOUS BOARD MEETING**

Dr. Shaw moved, seconded by Mrs. Allen, approval of the minutes of the November 16 (21), 1994 CPSB meeting. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The board reviewed the revised agenda and "Interim Superintendent Criteria" (Thibodeaux) was deleted. Mr. Thibodeaux moved, seconded by Dr. Shaw, to suspend the rules to entertain a motion to add "Request for School Bus Transportation by Neighborhood Assistance Team" to the agenda. Vote on the motion to suspend the rules carried unanimously. Mr. Vance moved, seconded by Mr. Thibodeaux, that the aforementioned agenda item be added to the agenda and categorized as consent agenda. Vote on the motion carried unanimously. Mr. Powell advised the board that he is nominating J. Ray Williams, Jr. as district eight's representative to the Sex Education Parental Review Committee. The board categorized the following items as consent agenda.

### **Agenda Item No. 9**

**Personnel Recommendations.** Mr. Henderson, acting superintendent, recommended that: a) Billie Wilcox be appointed principal at North Caddo High School and the terms of contract are December 15, 1994 through June 15, 1997; b) Clara Hunton be appointed acting principal at Shreve Island Elementary School for the spring semester of the 1994-95 school year; and, c) Michael P. Rouborn be appointed assistant technology specialist. Each administrator will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed.

### **Agenda Item No. 10**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for playground equipment for three school sites; truck tires, tubes and wheels for transportation department; vehicle brake shoes, linings and cores for transportation department; vehicle batteries for transportation department; small passenger van for Chapter I program; science laboratory furniture - perimeter tables for C. E. Byrd expansion;

limber and building materials for Caddo Career Center to construct portable classroom buildings 420, 421, 422 and 423; supplies (state paper and pencil) for all schools; and, motor fuels for joint governmental units. Staff further recommended that the high bid of \$885.00 per year, for five years, be approved for the agriculture lease at Herndon School. A copy of the tabulation bid sheets marked "Exhibit A, 12 pages, December 14, 1994" is filed in the official papers of the board.

**Rejection of Bids.** Staff recommended that all bids be rejected on the bus wash treatment system, Project 187.

#### **Agenda Item No. 13**

**Agreement to Use Southwood High School Facilities.** Staff recommended that the agreement for New Covenant Church of God to use Southwood High School facilities for Sunday worship services for the period beginning January 8, 1995 through May 28, 1995 be approved.

#### **Agenda Item No. 14**

**Request for School Bus Transportation by the National Interpreters Association.** Staff recommended that the request from the National Interpreters Association to rent four school buses on March 6, 1995 be approved.

#### **Agenda Item No. 14-A**

**Request for School Bus Transportation by Neighborhood Assistance Team.** Staff recommended approval of the request from the Neighborhood Assistance Team of the Police Department Community Affairs Bureau to use one bus on December 19, 21 and 23, 1994 to transport the "Reclaiming Our Youth Choir" to three performances.

#### **Agenda Item No. 15**

**Renewal of Lease - "Scout Hut" at Caddo Heights Elementary.** Staff recommended that the lease agreement between the CPSB and Boy Scouts of America, Norwela Council, for lease of the "Scout Hut" on the Caddo Heights Elementary School site be approved.

#### **Agenda Item No. 18**

**Sex Education Parental Review Committee.** Staff recommended approval of the nominees for the Sex Education Parental Review Committee. The nominees are: Boissey Johnson -District o; Dianne Tennison - District Four; Melody James - District Six; J.AQ-y William , Jr. - District Eight; Mark Kahler - District Ten; and, Janice Loftin -District Twelve.

#### **Agenda Item No. 19**

**Honors Policy (Elementary).** Staff recommended approval of the change in the definition of honor student at the elementary and middle level. The definition is, "Any student having a minimum 3.0 grade point average out of a possible 4.0 with no grade lower than C."

#### **Agenda Item. No. 21**

**Greenhouse for Caddo Career Center.** The board authorized staff to take bids for construction of a greenhouse at the Caddo Career Center and granted permission to sell existing greenhouse and sheet metal equipment, as recommended by staff.

#### **Agenda Item No. 22**

**Revisions to Policy GBCB (Alcohol/Drug Testing Policy).** Staff recommended approval of the revisions to Policy GBCB as prepared by staff and included in the mailout. The changes were mandated by the U. S. Department of Transportation for employees in safety sensitive positions.

#### **Agenda Item No. 25**

**Workers' Compensation Claim.** Staff recommended approval of the workers' compensation claim on Ms. Deannie Sanders for a full and complete settlement totaling \$35,000.

### **Agenda Item No. 29**

**CPSB Policy Revision - Minutes.** Mike Powell, board member, recommended that the CPSB policy relative to the maintenance and distribution of minutes of regular CPSB meetings be amended and supplemented to provide, in addition to the present distribution policy of minutes of regular board meetings, that: "Within ten days of each regular CPSB meeting, a copy of the minutes from the said meeting shall be directly distributed to the PTA president, or prior designated officer, of each Caddo Parish school."

### **Agenda Item No. 33-A**

**Requests for Leaves.** The acting superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Study, Spring Semester 1994-95 School Year

Vivien Clark, Teacher, Central Elementary  
Janice Coleman, Teacher, Woodlawn High School

Sabbatical Leave for Rest and Recuperation, Spring Semester 1994-95 School Year

Becky Wages, Teacher, Donnie Bickham Middle School

Leave Without Pay (Personal), January 5, 1995 through August 15, 1995

Cynthia Trahan, Teacher, Shreve Island Elementary

Leave Without Pay (Personal), Spring Semester 1994-95 and Fall Semester 1995-96

Kimberly Anderson, Teacher, Keithville Elementary/Middle School

Leave Without Pay (Personal), January 3, 1995 through the end of the 1994-95 School Year

Louise Walker, Teacher, Barret Elementary

Leave Without Pay (Personal), December 12, 1994 through May 31, 1995

Melony Templin, Teacher, Caddo Exceptional

Leave Without Pay (Personal), Spring Semester 1994-95 School Year

Ruthie Adams, Teacher, Green Oaks High School

Leave Without Pay (Personal), January 1, 1995 through December 31, 1995

**\*\*Walter Williams, Programmer/Analyst, Data Processing (\*\*Staff did not recommend approval of Walter Williams's request)**

**Requests of the Board.** Janey McCormick, teacher at North Caddo High School, was granted a sabbatical leave for the spring semester of the 1994-95 school year. She asked to rescind the sabbatical leave and asked for a leave without pay due to family illness.

Penny Ivie, bus driver, requested to extend her leave without pay through May 31, 1995 due to personal problems.

Veronica Mosley's request for leave without pay on the agenda for the November 16, 1994 meeting was for the spring semester, 1994-95 and fall semester 1995-96. The request is for the spring semester only.

Mr Thibodeaux moved, seconded by Mr. Vance, approval of the revised consent agenda. Vote on the motion carried unanimously. Mr. Henderson recognized and introduced the administrators who were promoted.

## **SPECIAL RECOGNITION**

On behalf of the CPSB, Essie Holt, assistant superintendent for curriculum and instruction, recognized Don Bellanger, debate coach at Caddo Magnet High School, for his dedication and leadership. Caddo Magnet High School National Forensic League Chapter was awarded the leading chapter award in the Louisiana district. This is the highest honor that can be bestowed upon a chapter. Dr. Shaw congratulated Mr. Bellanger and highlighted his educational accomplishments.

## **INSTRUCTIONAL PRESENTATION - DISCOVERIES UNLIMITED**

Margaret Whelan, supervisor of gifted and talented, introduced the Discoveries presentation. The purpose of the program is to challenge high achievers to extend and enrich the regular curriculum through in - depth learning experiences related to broad-based issues, themes or problems. A panel consisting of parents, teachers and students shared with the board their assessment of the program's benefits and successes. Presenters highlighted activities which required hands - on participation, students' enthusiasm for learning, team work, field trip opportunities and an abundance of reading resources. Panelists expressed their appreciation to the board for funding the Discoveries program.

## **VISITORS**

The Honorable Scott Crichton suggested that the Curriculum Review Committee's composition should consist of individuals with educational degrees and practical experience in the Caddo Public School System, preferably high school. Judge Crichton expressed appreciation for the committee, and suggested that people on the committee should include staff and board members with educational degrees and backgrounds from the teaching level. He emphasized that committee members should understand the intricacies and various facets of the educational process.

The following visitors spoke in support of the business/legal magnet program at Huntington High School: Misty Robinson, student; Marilyn Davis, parent; Michael Cisternino, student; Virginia Phelps, teacher; Khalmia Jones, student; Robert Jones, parent; and, Nathaniel Manning, parent.

Corrie Mason and Melvin Lars, Shreveport Symphony representatives, informed the board of The Martin Luther King, Jr. Concert, "The People's Concert," which will be held at the Civic Center on January 20, 1995. This concert is designed to educate the entire community on the contributions of African-American musicians, composers and conductors to the symphonic world. The board's support was solicited in informing the schools of the event and board members were invited to attend the concert.

Cathy McClure, president of the Caddo Association of Educators (CAE), expressed appreciation to the board for its willingness to listen and act on issues which the CAE presents. Concern was expressed regarding: a) the introduction of motions that are mailed out late b) the use of the professional staff to develop instructional and curriculum programs; and, c) the Parish Discipline Policy Review Committee's report and how the new laws' will impact teaching and learning in Caddo Parish.

## **APPROVAL OF CAPITAL PROJECTS PLAN 1995-99**

Dr. Shaw moved, seconded by Mr. Glanville, approval of the revised Capital Projects plan. Recognizing that new board members will be seated in January, 1995, Mr. Vance suggested that the board should approve the plan for 1995-96, and subsequent years could be approved at a later date. Mr. Milam stated that approving a five-year plan provides board members with an idea of school facilities' needs. He questioned staff's recommendation to erect a \$20,000 security fence around the George Washington Carver School site. Keith Norwood, director of school plant, said that the fence is being recommended for safety reasons and to limit liability. Discussion followed on ventilation fans for gymnasiums, the value/renovation needs of the Carver property, and leasing possibilities of the Carver property. Mrs. Pugh made a motion to amend the motion, seconded by Mr. Milam, that the board remand to staff the security fencing project of the George Washington Carver School site to conduct more research. Vote on the amendment carried unanimously. Vote on the main motion, as amended, carried unanimously.

## **APPROVAL OF 1995-96 ARCHITECTS AND ENGINEERS FOR THE CAPITAL PROJECTS PLAN**

Mr. Glanville moved, seconded by Mr. Milam, that the architects and engineers be approved as designated for the 1995-96 Capital Projects Plan. Vote on the motion carried unanimously.



## **NORTH HIGHLANDS PROPOSAL**

Dr. Shaw moved, seconded by Mr. Glanville and Mr. Thibodeaux, approval of the continued development of the proposal for North Highlands Elementary for possible implementation for the 1996-97 school year, as submitted by staff. Vote on the motion carried unanimously.

## **HUNTINGTON HIGH SCHOOL PROPOSAL**

Mr. Glanville moved, seconded by Dr. Shaw and Mr. Vance, approval of the Huntington High School proposal as submitted by staff. Mrs. Allen expressed concern about the proposed cost of \$210,000 to implement the business/law magnet. Mr. Henderson said that this cost is a budget item and staff will strive to get the work done for the least amount possible. The \$210,000 would be the maximum amount allocated. Mr. Milam requested clarification of budgeted items, especially regarding the courtroom for mock trials and the construction of a forensic training laboratory. John Dilworth, principal at Huntington High School, capsulized the committee's thoughts regarding the construction of a state of the arts facility, creation of a safe environment for students, and purchase of equipment. Mr. Powell suggested that staff should contact members of the Shreveport Bar Association for input. He made the board aware of his concerns regarding the utilization of a real courtroom and about the construction of the forensic training laboratory. Mr. Dilworth reported that the committee gave consideration to using a real courtroom and determined that the court room will also be used for other classes, i.e. civics and other social studies classes. It is not feasible for staff and students to travel, via school bus, to courtrooms during the time allotted. Mr. Powell also made the board and staff aware of his concerns regarding the curriculum, and stated that he would like to see the human relations class separated for freshmen and seniors. Mr. Thibodeaux and Dr. Shaw spoke in support of the magnet program at Huntington and encouraged the board to support the motion. Dr. Shaw expressed appreciation for the staff and the community's support. Vote on the motion carried unanimously.

## **ENRICHED CREDIT EUROPEAN HISTORY - ADVANCED PLACEMENT**

Dr. Shaw moved, seconded by Mr. Milam, approval of the request that European History Advanced Placement be given enriched credit, as recommended by staff. Vote on the motion carried with board members Powell and Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Milam and Glanville.

**Recess.** The president called for a 15 minute recess at approximately 5:05 p.m. The board reconvened at approximately 5:26 p.m.

## **REORGANIZATION OF THE SCHOOL NURSING PROGRAM**

Mrs. Allen moved, seconded by Dr. Shaw, to adopt the proposed reorganization of the school nursing program, and to move from the current salary schedule to a modified teacher salary schedule. Debate ensued on the establishment of a competitive salary schedule for school nurses. Mr. Milam requested clarification of the proposal to modify the salary schedule. Cecil McCune, director of student services, informed the board of how nurses' salaries were assigned, and noted that the modified salary increase would still place the nurses' salary a step below that of teachers. Mr. Henderson said that the proposal is to move the nurses to a point on the salary schedule that would be comparable to where teachers are now, and they would get annual increments. Mrs. Pugh asked what is staff's position on the reorganization, and Mr. Henderson replied that staff discussed this issue and initially had some concerns about MFP funds. However, staff is now comfortable with the motion. Mr. Thibodeaux asked how much money is involved in modifying salaries, and staff replied approximately \$66,000. Dr. Shaw asked what is the source of funding, and Dr. McCune said that funds may be generated through Medicaid, and other funding would come from the General Fund. Mr. Henderson reported that the proposal will bring more structure to the total health program. Mrs. Pugh asked if the salary modification will bring nurses' salaries in line with the going rate for nurses at hospitals, and Mr. Henderson answered no. Caddo's salary for school nurses would be below that offered by other agencies. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Shaw, Allen, Burton, Powell, Milam and Glanville.

## **UPDATE OF RULES, GUIDELINES AND POLICIES ASSOCIATED WITH AMENDMENTS TO REVISED STATUTE 17:416**

Dr. Shaw moved, seconded by Mr. Vance, that the guidelines and rules for inschool suspension, detention, referral of students for disciplinary reasons, and the update of policy JFG (Search and Seizure) be approved as included in the mailout. Mr. Powell expressed concern about when inhouse suspension is used relative to

repeated tardies. He asked staff to address the issue of making better use of inhouse suspension in the board's policy. James Foster, assistant superintendent for administration, said that staff will be bringing more recommendations for board consideration in January, 1995. Mr. Thibodeaux asked if inservices will be conducted before February, 1995. Dr. Foster said no inservices are planned, and he explained how staff plans to orient administrators, school building level committees and staff. Mr. Thibodeaux informed Dr. Foster that he will meet with him to discuss this issue. Vote on the motion carried unanimously.

### **CURRICULUM AND PHILOSOPHY (BOYKIN)**

Mrs. Boykin commented that she had requested information from staff regarding some programs that are being implemented in Caddo public schools, and she proceeded to review staff's responses. She questioned staff about some of the programs and their implementation, i.e. cooperative learning. Mrs. Boykin asked if the grant on cooperative learning is a two-part grant. J. Reggie Reynolds, director of staff development, said that this is a two-part grant. Mrs. Boykin questioned the application date for the first part of the grant, and Mr. Reynolds said that the first part was applied for this past summer. Debate ensued on the time of implementation and the use of grant awards. Dr. Holt pointed out that cooperative learning is an old concept, and it is used as an instructional strategy. Mrs. Boykin elaborated on her understanding of the purpose of the cooperative learning environment, i.e. socialization and academics. Dr. Holt stated that staff is attempting to help students to work together cooperatively in groups. Mrs. Boykin expressed her dissatisfaction with the program and group grading, and she called the board's attention to the objectives listed in the grant application. Mrs. Pugh called for point-of-order and asked if a motion is on the floor. The president said that Mrs. Boykin is responding to a report. Mrs. Boykin asked if the board/staff has adopted an outcome-based education philosophy for Caddo Parish, and Dr. Holt answered no. Mrs. Boykin differed with Dr. Holt's answer and observed that because of the programs implemented in Caddo Parish, specifically Portfolio Assessments, Cooperative Learning and the Language Arts Programs, that these programs are outcome-based education philosophy programs. She emphasized that the focus is on the delivery of outcome. Mrs. Boykin said that if it is the board's desire, and this is the philosophy desired, then the board needs to make an active move to adopt the philosophy. She further suggested other materials i.e., The Atlantic Monthly, that board members might find interesting reading. Follow more discussion, Dr. Shaw moved, seconded by Mr. Powell, for the board to receive the report. Mrs. Pugh commented that this information is a report, and the board did not request a report. Mrs. Boykin explained that she asked for the report, and she asked board members to become informed of the instructional programs that the CPSB has, and to consider developing an active philosophy. The president ruled that the motion could be withdrawn. Mr. Thibodeaux said that until the board and staff can agree on a definition for out-come based education, cooperative learning and portfolio assessment that an understanding will never be reached. He further observed that the board needs to meet so that definitions can be developed.

### **CURRICULUM COMMITTEE (POWELL)**

Mrs. Pugh requested that Mr. Powell make clear to the board that she was not contacted about serving on the Curriculum Committee, and the information was distributed before she received it. She further stated that she does not concur with the motion that was in the mailout, and does not wish to serve on such a committee. Mr. Powell moved, seconded by Mrs. Boykin, that the CPSB authorize the president to appoint in January, 1995 a five-member standing Curriculum Committee for the purpose of: (1) drafting a statement of curriculum philosophy for the Caddo system; (2) review curricula either in use, or proposed for use in the school system to assure that the curricula is consistent with philosophy. It is the sense of the board that the committee should seek assistance or input from administrators, educators, parents and other persons who have expertise or concern. Mr. Powell commented that he attempted to contact Mrs. Pugh, and the motion that is being introduced does not identify committee members. He emphasized that the intent of the motion is to receive more input and to ensure that miscommunication does not go out to the public. Mr. Vance expressed concern about board members not following established board procedures to establish committees. Dr. Holt commented that staff has a procedure for schools to analyze programs, and the report is given to the board for approval. Dr. Shaw observed that it is critical that elected officials follow through with evaluating issues to make sure that they are followed through with as intended. He said that it is critical that a philosophy for the Caddo Public School System be adopted, and public input should be sought. Mr. Glanville expressed concern about appointing a committee to sit in judgment on curricula that are already in place. Mr. Powell informed the board of his interest to serve on the Curriculum Committee. After more debate, vote on the motion was called and carried with board members Vance, Burton and Glanville opposed. Mrs. Pugh abstained, and board members Thibodeaux, Shaw, Allen, Powell, Milam and Boykin supported the motion.

## **CPSB POLICY ON NEPOTISM (BOYKIN)**

Mrs. Boykin moved, seconded by Mr. Milam, to adopt the policy that was included in the mailout. Legal counsel suggested one addition to the proposed policy, that being the addition of an asterisk in Subsection C (\* April 1, 1980 as the effective date). The policy is consistent with the nepotism provisions of the Code of Governmental Ethics. Mrs. Allen requested clarification of the restriction on hiring as identified in Section E of the policy. Legal counsel noted that the restriction is only that as a classroom teacher can a member of the immediate family of the school board member or superintendent be hired, if the person is certified to teach. If the person is employed under these exceptions, then the superintendent and/or board member must recuse himself from any decision involving the promotion, discipline, discharge or teaching location of the employee.

Dr. Shaw suggested that the board might want to consider what would happen if this policy is in force and the superintendent marries an administrator who is already employed. Legal counsel referenced the provision that addresses this situation and said that the person would be grandfathered. Vote on the motion carried unanimously.

## **CPSB LANGUAGE ARTS PROGRAM**

**Motion to Reconsider Action Taken November 16, 1994 (Boykin).** Mrs. Boykin moved, seconded by Mr. Glanville, that the CPSB reconsider the Language Arts modifications and clarifications motion made at the November 16th meeting. Dr. Shaw asked that the motion for reconsideration be identified. Mrs. Boykin referenced the minutes of November 16, 1994, page two, item 26; continued on page three, last paragraph. Vote on the motion carried with board members Vance and Burton opposed. Board members supporting the motion were Thibodeaux, Pugh, Shaw, Allen, Powell, Milam, Boykin and Glanville.

**Motion to Amend Action Taken November 16, 1994 (Powell).** Mr. Powell made a substitute motion, seconded by Mrs. Boykin, that: 1 students benefit most when taught the basics first and are shown how to build onto those basis; (2) Caddo Parish School System shall teach spelling using a spelling book adopted by the parish. Other sources for spelling words may supplement the speller; (3) Caddo Parish School System shall teach children language using a language book adopted by the parish; (4) Caddo Parish School System shall put letter grades on language, writing and spelling papers; (5) Caddo Parish School System shall encourage and allow students to write creatively; (6) teachers shall spend a roughly equivalent amount of time on spelling, writing and language; (7) report cards shall include, but shall not be limited to, grades for spelling, language and writing; and (8) this policy shall be implemented beginning with the 1995-96 school year. Mr. Powell said that this motion allows teachers to have great flexibility in the classroom, and his concern relates to scope and sequence. Mrs. Pugh expressed concern regarding item six in the proposed motion and suggested that the word daily should be added to the end of the sentence. She questioned the suggestion of balancing teacher's time. Mrs. Pugh informed the board that the State Department of Education provides some sense of direction relative to the use of time. Dr. Holt stated that she believes that the proposed motion takes away the flexibility that teachers need to be empowered to utilize strategies that they need to use with students. She further informed the board that Bulletin 741 states the number of minutes that teachers must spend on subjects. Mr. Vance moved, seconded by Mr. Burton, to postpone this item until the February, 1995 school board meeting. Mr. Vance said more input is needed on state guidelines and staff should be asked to receive input from teachers and citizens. Dr. Holt also expressed concern about item four in the proposed motion, and emphasized that this item dictates to teachers how to grade and what to put on students' papers. Mr. Powell stated that the term "roughly equivalent," in item six, could be changed to equate to what is mandated by the State Department. He stated that this motion is timely now because meetings have already been scheduled for January, 1995. Following more debate, the president called for the vote on the motion to postpone. The motion failed with board members Vance, Burton, Pugh and Glanville supporting the motion. Board members opposed were Thibodeaux, Shaw, Allen, Powell, Milam and Boykin.

Mr. Thibodeaux made a motion to amend the motion, seconded by Dr. Shaw, to remove item six from the motion. Further, schools that are currently using a language arts program that is a special program, i.e. Shreve Island, South Highlands Magnet and others, that have proven to excel in their outcome be allowed to ask for a waiver to continue that program. Other schools that might desire to use a different program which may better suit their population may also ask for a waiver for the sake of piloting a program. Dr. Shaw made a motion to amend the motion, seconded by Mr. Thibodeaux, to add to the end of the sentence, item three of the motion, ". . . and other sources for language may be supplemented." Mrs. Pugh cautioned board members about their attempt to alter the language program at this time and in this manner. She suggested that the board should take some time, hear some expertise and put this motion in the right language for presentation. Following more debate, the president called for the vote on Dr. Shaw's amendment. The motion failed with board members Thibodeaux, Shaw and Glanville supporting the motion. Board members opposed were Vance, Pugh, Allen,

Burton, Powell, Milam and Boykin. More debate ensued on board policy regarding schools requesting a waiver, and grading procedures. Vote on Mr. Thibodeaux's amendment was called and carried with board members Vance, Burton, Pugh and Boykin opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Powell, Milam and Glanville. Vote on the main motion, as amended, failed in a tie vote. Board members opposed were Vance, Burton, Pugh, Shaw and Glanville. Board members supporting the motion were Thibodeaux, Allen, Powell, Milam and Boykin.

#### **APPOINTMENT OF INTERIM SUPERINTENDENT (BOYKIN)**

Mrs. Boykin moved, seconded by Mr. Glanville, that the CPSB appoint Dr. James Foster as interim superintendent with authority to sign documents and use facsimile signature to sign checks issued by the board. Mrs. Boykin expressed appreciation for the work done by the acting superintendent, and said that the interim is a position that should be appointed by the board. The president expressed the desire to have this item delayed until January, 1995. Mr. Vance stated that staff needs some direction and he feels that the acting superintendent has been providing good leadership. He also expressed concern that he was unaware that this recommendation would be made at today's meeting. Mr. Vance suggested that a superintendent should be in place by March, 1995. The president said that the recommendation is not timely and he expressed concern about the manner in which this item is introduced. He also stated that new board members should have an opportunity to provide input on this issue. Mrs. Pugh pointed out that one of the responsibilities of the Executive Committee is to set the agenda, and this appointment was not recommended at the committee's meeting. She stated that this item was added to the board's agenda without authority. Following more discussion on probable candidates, the president ruled that debate on this issue should cease. Mr. Glanville moved, seconded by Dr. Shaw, to call for the question. Vote on the motion carried with board members Burton, Thibodeaux and Pugh opposed. Board members supporting the motion were Vance, Shaw, Allen, Powell, Milam, Boykin and Glanville. Vote on the main motion carried with board members Vance, Burton and Pugh opposed. Board members supporting the motion were Thibodeaux, Shaw, Allen, Powell, Milam, Boykin and Glanville.

Mrs. Pugh said it is the board's responsibility to express appreciation to the acting superintendent for services rendered. Mrs. Pugh moved, seconded by Mr. Glanville and Mr. Vance, that the acting superintendent be compensated for services rendered in proportion to the difference between his salary and that of the superintendent. Vote on the motion carried with Dr. Shaw opposed. Board members supporting the motion were Vance, Thibodeaux, Pugh, Allen, Burton, Powell, Milam, Boykin and Glanville.

#### **SUPERINTENDENT'S REPORT**

**Progress Report - Classification/Compensation Study.** Mr. Henderson called the board's attention to the report distributed to board members which summarizes the status of the study. He emphasized that two committees were formed - the Project Design Committee and the Project Guidance Committee. The Project Design Committee is made up of school directors and has been involved at a high level with the Arthur Anderson Company. The Guidance Committee consists of assistant superintendents and provides oversight and direction to the entire process. Meetings have been held with employees to discuss the project and to answer questions. Position analysis questionnaires (PAQ) have been completed and submitted to Arthur Anderson, and the PAQ's will be used to develop job descriptions. The projected completion date is February 10, 1995.

**Juvenile Resource Center.** Mr. Henderson reported that he has participated in two separate discussions concerning acquiring the old Sheraton Hotel (Greenwood Road) and converting it into a juvenile resource center. This project is being spearheaded by staff at the Shreveport Metropolitan Planning Commission. Staff will continue its involvement in the dialogue regarding this project.

**Orientation - New CPSB Members.** Mr. Henderson announced that staff is planning to continue the orientation session on January 4, 1995 during the Executive Committee meeting. Mrs. Pugh asked if an executive session will be scheduled regarding pending litigation, and Mr. Henderson answered in the affirmative. He reported that notices will be mailed to board members.

**Texarkana Report.** Mr. Henderson informed the board that he received a call from a gentleman in Texarkana, Arkansas who had an opportunity to dine in the same restaurant as a group of students representing Caddo public schools. The gentleman gave a very complimentary report on the youngsters decorum, and the boys were members of the varsity basketball team from C. E. Byrd High School.

## **UNFINISHED BUSINESS**

**DeSoto Resolution.** Mrs. Pugh moved, seconded by Dr. Shaw, to suspend the rules to consider a resolution from the DeSoto Parish School Board. Vote on the motion carried unanimously. Mrs. Pugh moved, seconded by Dr. Shaw, that the CPSB will support the DeSoto Parish School Board's emergency resolution regarding reauthorization of Title I. Mrs. Boykin questioned the shifts in fundings that have occurred in the program which warrants the drafting of this resolution. Dr. Holt reported that staff anticipates receiving a 15 percent increase in funding, and funds allocated will come later next year; and, staff is moving forward with school planning. Mrs. Boykin asked for more clarification on the resolution. Dr. Holt stated that a report will be provided next year, and the root of the change is the new law to improve the American School Act that was signed by the president on October 20, 1994. The act includes the reauthorization of the Elementary and Secondary School Act, which authorizes Chapter I. Mrs. Boykin stated that when ESEA was reauthorized in October, the ESEA is now tied to Goals 2000 which is changing the funds. Dr. Holt reported that all of this is tied together but Caddo's participation in this program is not contingent upon Caddo's participation in Goals 2000. Vote on the motion carried unanimously.

**Grants.** Dr. Shaw referenced the information included in the mailout and asked the board to give follow-up to grant writing/awards. He stated that the information does not address inequities, but it does make a statement that securing grant projects is designed to do just the opposite of creating inequities among schools within the system. Dr. Shaw encouraged the board to follow-up on what is happening with grants and the amount of funds being awarded, with the design being to spend money on an equitable basis.

## **NEW BUSINESS**

No new business was introduced.

## **ANNOUNCEMENTS AND REQUESTS**

**Superintendent Search.** Mr. Thibodeaux asked that staff be allowed to begin advertising for a superintendent, and that advertising would take the form of a generic advertisement (vacancy, student population, Louisiana certification). He asked that this ad be placed in some of the larger newspapers and in professional magazines. Mrs. Boykin suggested that ads be placed in other well-read magazines. Mr. Vance reminded board members of the procedure and budget that is already established. Mrs. Pugh asked if the position could be advertised free of charge. Burnadine Moss Anderson, administrative assistant/communications, stated that the Louisiana School Boards Association (LSBA) is the only organization that might run ads free of charge. Mrs. Pugh questioned the cost to place ads as suggested, and Mrs. Anderson suggested approximately \$3,000. The president polled the board to determine if board members had any concerns about directing staff to start advertising. No opposition was expressed.

**Surveillance Cameras.** Mrs. Allen, on behalf of Ron Adams, board member elect, asked staff to prepare a report on the cost for providing surveillance cameras on school buses, or having the camera housing on buses and rotate the use of cameras. Mr.

Adams would like to have the report presented at the January, 1995 school board meeting.

**CPSB Goals.** Mr. Milam requested staff to mail a copy of the CPSB goals to all new board members.

**Magnet Rules.** Mr. Milam requested staff to review uniformity of magnet school rules regarding siblings.

**Shaw's Comment.** Dr. Shaw, having served the Caddo Public School System for a combination of 38 years, expressed pleasure at having served the school system. He also expressed appreciation for everyone, wished everyone well, and he declared that he is retiring on a positive note.

**Schools.** The president asked staff to provide school board members with a list of schools that are in their individual districts.

**Glanville's Comment.** Mr. Glanville expressed pleasure at having served on the CPSB for 10 years.

**Powell's Comment.** Mr. Powell thanked the retiring school board members for their time and efforts in serving on the CPSB.

## **EXECUTIVE SESSIONS - EMPLOYEES' GRIEVANCES**

The president announced that the first grievance appeal will be held in open session. Pat England, executive director for CAE, recognized Lee Douvier who is vice president of A+PEL. He expressed A+PEL's support of CAE in the issue being presented. Mrs. England presented the grievance on behalf of the professional employees who have filed a complaint about how the CPSB's decision of October 19, 1994 declaring November 8, 1994 as a holiday was implemented, therefore, affecting them. She capsulized other action taken by the CPSB that initially affected these employees and is related to the issue that is being addressed today. This concerns special education professional staff and the restructuring plan for special education which would modify some employees contract and work year. They were changed from 12 month employees to placing them on a teacher's salary schedule, and their contract would become the 182 day school calendar. She proceeded to summarize her research preparation for presenting this case via research of CPSB minutes. The complaint appeal today is that even though these employees are categorized as school-based employees who are paid on the teacher salary schedule, and whose contract is the official school board calendar, they were required to work November 8, 1994 even though the board motion of October 19, 1994 declared the day a holiday. Dr. Shaw questioned the number of persons affected by this grievance, and Ron Festavan, director of certified personnel, reported that 26 employees have filed a grievance. Dr. Shaw clarified that he was inquiring about the total number of employees that would be affected. Debate ensued on other circumstances whereby teachers are out, i.e. inclement weather, and on school calendar days. Dr. Shaw moved, seconded by Mr. Glanville, that employees in this category be compensated for the day off - a day off at the end of the school year. Mr. Powell asked for clarification of the employee affected, and Dr. Shaw said that his motion references all employees that fall in this category. Mrs. England clarified that the motion will affect the employees filing the complaint, and other employees that follow their contract will reap the reward. More debate followed on the day that will be reduced from the teachers' contract, and Dr. Shaw said that the day referenced will be the teachers' last contracted work day. Mr. Milam made a motion to amend the motion that the day off would be a day at the discretion of the employee. There was no second to the amendment. Vote on the motion carried unanimously.

Mr. Vance moved, seconded by Mr. Glanville and Mr. Powell, for an executive session for 15 minutes to hear an employee's grievance. Vote on the motion carried unanimously and the board went into executive session at approximately 8:11 p.m. The board reconvened at approximately 8:40 p.m.

**Adjournment.** There being no further business, Dr. Shaw moved for adjournment. Mr. Vance seconded the motion and the meeting adjourned at approximately 8:40 p.m.

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Willie L. Henderson, Acting Secretary

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Willie. Burton, President

### **January 4, 1995**

The Caddo Parish School Board (CPSB) met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, January 4, 1995, with Willie D. Burton, 1994 president of the CPSB, presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles E. Hitchcock, John Mark Milam, Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were James E. Foster, interim superintendent, and Fred Sutherland, legal counsel. Mrs. Pugh gave the invocation and led the Pledge of Allegiance.

Mr. Burton stated that the purpose of the special school board meeting is to swear in school board members and elect officers for 1995. He recognized Mr. Sutherland who administered the oath of office to all CPSB members. Board members recognized and introduced family members and supporters who were present. Mr. Adams also recognized The Honorable Robert "Bo" Williams, mayor of the City of Shreveport.

### **VISITORS**

Larry English, local attorney, interrupted the meeting and requested permission to address the board. Mr. Burton informed Mr. English that today's meeting is a special session and he restated the purpose for the meeting. He further informed visitors that today's agenda does not allocate time for citizens to speak; however, visitors may inform staff of their concern(s) and/or they could revisit the board at its regular meeting on January 18, 1995. Mr. English rejected Mr. Burton's comments and board members consented to hearing Mr. English's observations. Mr. English introduced the other visitors (Elder Talben Pope, president-elect of the National Association for the Advancement of Colored People [NAACP], Reverend Herman Farr, Reverend Joe R. Gant,

Dr. Thomas Archey, William Bradford, Jr., Percy Carey, Lindbergh Carpenter [outgoing president of NAACP], and John Simon). He proceeded to make the board aware of their concerns: namely, a) that the interim superintendent of the Caddo Parish School System not be allowed to submit his or her name for consideration for the permanent superintendent position; b) that the CPSB immediately appoint a 12-member selection committee to undertake a national search for a new superintendent, thus, proposing that the selection committee screen potential applicants and bring back five names to the board members for consideration; and, that the committee consist of the following appointments: 1) CPSB appoint four members, 2) Shreveport Chamber of Commerce appoint four members, and, 3) Shreveport NAACP appoint four members c) that the CPSB appoint an advisory committee to review all areas of the CPSB including but not limited to hirings, promotions, and awarding of contracts. A copy of these demands were distributed to board members. Being informed by Mr. Burton that the board could not legally respond to the visitors' demands at today's meeting, the visitors started singing, praying, and reading Biblical scriptures and/or excerpts from other literary publications. Several board members and legal counsel attempted to reason with the visitors and asked that the CPSB be allowed to proceed with its agenda; that their concerns would be addressed at the appropriate time and in the proper manner. The visitors again refused to be deterred from their mission and continued with their program, pledging steadfastness in their endeavors.

**Recess.** Mr. Burton called for a ten minute recess at approximately 4:10 p.m. and the board reconvened at approximately 4:20 p.m.

Mr. Burton asked the visitors to allow the CPSB to proceed with its agenda to elect its officers. Again, the board met with opposition from the citizens.

## **ELECTION OF OFFICERS**

Receiving encouragement from fellow board members, Mr. Burton declared the floor open for nominations for president of the Caddo Parish School Board. Mr. Thibodeaux moved to nominate Mark Milam as president, and Mr. Powell seconded the motion. No other nominations were made and Mr. Burton declared the nominations closed. Vote on the motion carried with Mr. Milam abstaining. Board members supporting the motion were Walker, Vance, Thibodeaux, Pugh, Mims, Adams, Burton, Brooks, Powell, Boykin and Hitchcock.

Mr. Burton declared the floor open for nominations for first vice president of the Caddo Parish School Board. Mr. Mims moved to nominate Mrs. Pugh, and Mr. Thibodeaux seconded the motion. No other nominations were made and Mr. Burton declared the nominations closed. Vote on the motion carried unanimously.

Mr. Burton declared the floor open for nominations for second vice president of the Caddo Parish School Board. Mr. Powell moved to nominate Mr. Hitchcock, and Mrs. Pugh seconded the motion. No other nominations were made and Mr. Burton declared the nominations closed. Vote on the motion carried unanimously.

Mr. Burton announced that the officers for the CPSB for 1995 are: John Mark Milam, president; Mildred B. Pugh, first vice president; and, Miles Hitchcock, second vice president.

**President Authorized to Sign Documents.** Mrs. Pugh moved, seconded by Mr. Mims, that John Mark Milam, president of the CPSB for 1995 be authorized to sign all checks and other official documents for the CPSB. Vote on the motion carried unanimously.

**President Authorized to Use Facsimile Signature.** Mrs. Pugh moved, seconded by Mr. Thibodeaux, that the CPSB, in conformity with Act 31 of the 1954 session of the Louisiana Legislature, authorize its president, John Mark Milam, to use a facsimile signature in signing all checks issued by the board. Vote on the motion carried unanimously.

The visitors continued petitioning the board to meet their demands. Following more demonstrations, Mr. Powell moved to restore order to the board room, and Mr. Adams seconded the motion. At this point, the demonstration became more audible, thus, making it more difficult for the board to conduct its business.

**Adjournment.** Mr. Powell moved, seconded by Mr. Mims, to adjourn the meeting. Vote on the motion carried with board members Boykin and Hitchcock opposed. Board members supporting the motion were Walker, Vance, Thibodeaux, Pugh, Mims, Adams, Burton, Brooks, Powell and Milam. The meeting adjourned at approximately 4:25 p.m.

## Executive Committee

January 10, 1995

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, January 10, 1995, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport Louisiana with President Mark Milam presiding and Mildred B. Pugh and Miles Hitchcock present. Other board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were Interim Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. Mr. Hitchcock gave the invocation and led the Pledge of Allegiance.

**Agenda Items.** Dr. Foster reviewed the proposed agenda for the January 18, 1995 school board meeting. The following items/reports were added: "Special Recognition - Mayor, City of Shreveport" (Adams), "Composition of the CPSB Superintendent Search Committee" (Brooks), "Applicant for the Position of Superintendent for the CPSB" (Pugh), "School Away From School Program for Students With Discipline Problems" (Hitchcock), "Travel Expenses for the CPSB" (Adams/Powell), "CPSB In-house Hiring Policy" (Walker), "CPSB Hiring of Minority Contractors" (Burton), "CPSB Monthly Financial Statement" (Walker/ Hitchcock), "Update on the Construction of a Green House for the Caddo Career Center" (Walker), "Systemwide Uniform Dress Policy for Students" (Brooks) and "Rescind Action Taken by the CPSB At Its December 14, 1994 Meeting Regarding the Appointment of a Curriculum Committee" (Vance/Burton). Mrs. Pugh requested that staff's report pertaining to security fencing at Judson Fundamental Elementary School also include a report for Fair Park High School. Board members indicated that they would be prepared to make motions pertaining to the added agenda items based on staff's reports, if necessary. The following items were categorized as consent agenda: 10 (A and B), 12, 13, 14, 16, 20, 23, 24-A.

### DISCUSSIONS

**Request for Leave.** Mrs. Pugh asked staff if they had revisited an employee's request for leave that was denied at the December, 1994 school board meeting. Staff replied that the matter was resolved, and the employee has officially resigned. Mrs. Pugh asked staff to provide her with a copy of the employee's resignation document.

**Composition of the CPSB Superintendent Search Committee.** Mr. Brooks informed board members that he will be making a motion at the January 18, 1995 school board meeting that the CPSB include representatives from the Caddo Association of Educators (CAE), Parents Teachers Association (PTA), National Association for the Advancement of Colored People (NAACP), Shreveport Chamber of Commerce and other interested organizations on the Superintendent Search Committee.

**School Away From School Program for Students With Discipline Problems.** Mr. Hitchcock provided board members with a copy of a memo listing the issues that he wishes for staff to address in their report regarding the School Away From School Program for students with discipline problems. A copy of the document is filed in the official papers of the board.

**Special CPSB Meeting.** The president polled board members of their preference for a special CPSB meeting for the purpose of establishing the superintendent search selection process, procedures and timelines. Board members decided, and the president announced, that the special meeting will be held Thursday, January 12, 1995, at 4:30 p.m. in the board room. Citizens were encouraged to attend the meeting to provide input. Mrs. Pugh requested that "Update - Superintendent Search Committee" should become a standing agenda item at future board meetings until a superintendent is appointed. She further stated that she will introduce a motion at the January 18, 1995 school board meeting that the CPSB place an ineligibility status on the interim superintendent as a candidate for the position of superintendent of the CPSB (Reference: CPSB minutes of November 16, 1994). Mrs. Pugh observed that since the special session has been scheduled, that this item could very well be addressed at the special session; however, if it is not, then it will be on the board's agenda for January 18, 1995. Mr. Hitchcock asked legal counsel to be prepared to give legal insight on Mrs. Pugh's motion. He also questioned the agenda format for the special session, and the president said he would meet with staff to review items that need to be addressed; then develop an agenda. Mr. Adams asked staff and legal counsel to review the superintendent's contract to determine if a morality clause is written.

**Additional Security.** Mr. Adams asked staff to include in their report an in-depth security briefing, and to consider implementing a program similar to the one adopted by Huntington High School. Further, that recommendations for improvement measures and implementation throughout the Caddo Parish school system be included, as well as cost and provisions for staffing.



Dwight Collier, director of auditing, informed the board that staff plans to present a detailed report on security operations at the February, 1995 school board meeting. Dr. Foster noted that the motion being introduced on January 18, 1995 deals with provisions for additional after - school security.

**Travel Expenses.** On behalf of Mr. Powell and himself, Mr. Adams asked staff to prepare a report outlining the amount of money being spent on travel and to identify the budgets that are affected. CPSB staffs/departments throughout the school system should be identified. Mr. Hitchcock requested an analysis (breakdown) of travel expenses, both budgeted and actual, for this year for nonschool-based persons, school-based persons, school board members, students and student groups. He said that his intent is to see where the school board places its priorities. Mrs. Pugh stated that travel expenses for students is site-based finance. Mr. Hitchcock said that he would like for the report to confirm Mrs. Pugh's statement, and that he is requesting a report on travel funds that are budgeted in the Caddo Parish School Board's travel account.

**CPSB In-house Hiring.** Mrs. Walker requested from the superintendent a copy of the policy on in-house hiring.

**Financial Statement.** Mrs. Walker requested staff to provide board members with a financial statement of the CPSB at every regular school board meeting. She asked that the report identify how much money is on hand and how much is being disbursed. Mr. Hitchcock informed staff that he would like for the financial statement to reflect the amount of money budgeted, budgeted expenditures to date, and balances to date. He, too, expressed the desire to see this item on the board's meeting agenda each month.

**Green House.** Mrs. Walker requested a report on the status of the construction of a green house at the Caddo Career Center.

**Video Cameras on School Buses.** Mr. Adams reminded board members that Josephine Allen, former school board member, had requested a detailed report on the feasibility of providing video cameras (housing) on school buses. He asked if a report has been compiled. S. L. Slack, assistant superintendent for support services, reported that the report is ready and will be included in mailout packets.

**Uniform Student Dress.** Mr. Brooks asked staff to present, at the January 18, 1995 school board meeting, a report on uniform student dress for the parish. He suggested that a parish policy would address several concerns, i.e. it would be economically feasible for parents/guardians, would reduce discipline problems, improve student morale and self - esteem, etc. Mrs. Walker spoke in support of Mr. Brooks' request. Mr. Powell asked if Mr. Brooks is suggesting that parents should purchase the uniforms, and Mr. Brooks answered in the affirmative. A parent and a businesswoman seated in the audience also spoke in support of school uniforms for students. One visitor spoke in opposition to a student dress uniform policy. Mr. Hitchcock asked legal counsel to be prepared to respond to the board's limits in adopting a policy for parishwide uniform dress.

**CPSB Minutes.** Mrs. Pugh requested that board members be provided with a copy of the board meeting minutes at the same time that board minutes are mailed to principals and PTA presidents.

Mr. Hitchcock moved, seconded by Mrs. Pugh, approval of the proposed agenda for the January 18, 1995 school board meeting. Vote on the motion carried unanimously.

## **CPSB WORK SESSION**

**Reroofing at Jack P. Timmons Elementary and Arthur Circle Elementary.** Mrs. Pugh asked why is staff recommending that the contracts for reroofing be cancelled. Mr. Slack responded that the contractor has failed to execute the projects and has consented to cancelling the contracts. The work will be rebid.

**Presentation of the 1993-94 Audit.** Mrs. Pugh asked if the audit presentation will be presented to the full board or to the Executive Committee. Staff reported that the auditors will be at the January 18, 1995 school board meeting, and the audit will be presented to the full board.

**Request for School Bus Transportation by Centenary College.** Mr. Hitchcock asked if the CPSB would incur any expense. Staff reported that the school board has a specific policy that sets the terms and/or regulations, and the school board does not assume any expense.

**Policy Update/Graduation Requirements.** Mr. Burton asked for clarification of the policy update. Essie Holt, assistant superintendent for curriculum and instruction, informed board members that Caddo's policy is outdated; policy changes have occurred at the state level; and, the revisions will bring Caddo's policy in line with the state's policy. Mr. Burton asked if parents and students have been notified of exit examination schedules and Dr. Holt answered in the affirmative, stating that examination notification is administered at the school level. Mr. Vance asked if the policy revisions will affect seniors graduating in May, 1995. Dr. Holt answered no; that the revisions will affect students who are beginning the ninth grade. Mr. Vance asked staff to mail parents a copy of the revised policy.

**Revision of Policy GC BB - Additional Compensation for Music Teachers.** Mrs. Walker asked staff to elaborate on this item. Dr. Holt reported that Caddo has a policy to give music teachers additional compensation for additional responsibilities that are performed after school hours. Music teachers receive additional money for each after-school activity that is performed, and the policy revision will bring Caddo's policy in line with what is being done in other parishes.

**Request for Additional Security.** Mrs. Walker asked staff to identify where the additional security will be housed, and to identify schools that have security at this time. Mrs. Walker asked that this information be included in the mailout.

**Implementation of a Management Philosophy of Decentralization (Hitchcock).** Mr. Burton noted that the proposed motion is lengthy and suggested that it could be condensed. He asked if input had been sought from the CAE or staff regarding reorganization. Mr. Hitchcock said that the motion was circulated to school board members, the CAE, superintendent and legal counsel. He said the proposed motion addresses a freeze on hiring for now. Mr. Hitchcock further stated that input was sought from others, i.e., citizens, principals, PTA, etc. Mr. Burton said he would visit with Mr. Hitchcock to express his concerns. Mr. Hitchcock invited anyone with an interest and/or concern to contact him. More debate ensued on the impact the motion might have on the consent decree, and legal counsel said that the document that he reviewed does not impact the consent decree. Mrs. Pugh requested clarification of the latter part of the proposed motion regarding the initiation of a freeze as it relates to the consent decree. Legal counsel commented that it was explained to him that reductions would be a matter of attrition, and based on what was presented to him, he did not see anything that would impact the consent decree. Mr. Hitchcock said that the last sentence of the policy provides the superintendent with an opportunity to come to the board to seek an exception to the policy. Further, the intent of the policy is that absent of specific board approval, there will be no replacements.

**Superintendent Search Committee.** Several visitors (parents, clergymen, PTA representatives, civic leaders, businessmen) made known their concerns regarding the superintendent search process, i.e. the board's role in appointing a superintendent, the involvement of representatives from various organizations and the general citizenry, exercising fairness in the screening and selection process. Board members encouraged the president to secure input from everybody who is desirous of being involved in the superintendent selection process.

**School Away From School (SAFS) Program.** Reverend Dennis Everett asked to be placed on the board's January 1, 1995 agenda to express his concerns and to share ideas on the SAFS program. Mr. Hitchcock commented that his request concerning this item is for a report from the superintendent and staff, and he welcomed a visit from Reverend Everett to receive input.

**Hiring of Minority Contractors.** Referencing Mrs. Walker's request to receive a report on in-house hiring practices, Mr. Burton asked that "Hiring of Minority Contractors" be placed on the board's agenda for January 18, 1995. He stated that he would like to have a report on minority hiring, and that he would probably introduce a motion at a later time.

**Rescind Action Taken by the CPSB At Its December 14, 1994 Meeting Regarding the Appointment of a Curriculum Committee Vance/Burton.** Mr. Burton commented that he believes that the board overstepped its boundaries in appointing a Curriculum Committee at its December, 1994 meeting. He expressed concern that the board made the appointment without receiving input from the appropriate staff.

**Announcement.** Cathy McClure, president of CAE, announced that the Attorney General will be visiting Caddo Parish on Tuesday, **January 17, 1995**, at 3:30 P.m. in Room 1 to answer questions on the new student discipline laws. Board members were invited to attend the meeting.

**Invitation.** Mr. Burton called board members' attention to a letter at their seats inviting them to attend a Martin Luther King, Jr. observance program at the Mount Canaan Missionary Baptist *Church* on Sunday, January 15, 1995, at 7:00 p.m.

**Letter.** Attorney S. Sims, visitor, called board members attention to a letter that she distributed to board members and asked that she be placed on the board's agenda for its next meeting. The president encouraged Attorney Sims to address the board at the January 18, 1995 school board meeting during the visitor's session.

**CPSB Meeting Agenda Items.** William Bradford, Jr., citizen, expressed concern about the board acting on agenda items that are added to the CPSB's agenda after the Executive Committee has approved an agenda. He asked for clarification of board policy regarding who has the authority to revise the agenda before a regular meeting. The president commented that any school board member could add an item to the agenda as long as 24-hour written notice is given. Mr. Bradford asked if such action is legal or if it is policy. The president stated that the practice is allowed, and Mrs. Pugh commented that the practice is not law. She said that the school board has one committee, and it is the duty of the Executive Committee to set the agenda. She further noted that there is an opportunity for emergency items, that the superintendent might wish to introduce, to be presented as outlined in board policy. Mr. Hitchcock asked board members if there would be an objection if the agenda is made firm at the Executive Committee meeting, except for unusual and catastrophic circumstances that are outlined. No opposition was expressed and the president ruled that the board will follow board policy. Mr. Hitchcock asked the president to clarify board policy, and the president stated that the agenda will stand as approved by the Executive Committee; items that could be added would be classified as catastrophic or regarding the safety of a child. Mrs. Boykin asked legal counsel to clarify the policy. Legal counsel stated that the public open meeting law allows an amendment of a proposed agenda at the meeting only by two-thirds vote of those present to suspend the rules, place an item on the agenda, and consider it at the public meeting. Once the agenda is published and sent out, this becomes the official agenda. With respect to the mailout, the CPSB has a policy that matters will not be considered (written materials) by the board unless they are in the mailout by the specified time as outlined in board policy. Mrs. Pugh called the board's attention to the amended policy (BDDC) that appears in the board's policy manual. Legal counsel said he will review the referenced document to make sure that the board is in compliance and will advise the board. Representatives from the CAE and PTA also referenced policy BDDC and they, too, encouraged the board to adhere to its policy.

#### **EXECUTIVE SESSION - LITIGATION (Update)**

Mrs. Pugh moved, seconded by Mr. Hitchcock, for an executive session for ten minutes to hear an update on pending litigation to include Jones, ET AL vs CPSB, ET AL, U. S. District Court, Civil Action, No. 11055. Vote on the motion carried unanimously and the board members went into executive session at approximately 5:30 p.m. The board reconvened at approximately 7:03 p.m.

**Adjournment.** There being no further business, Mr. Hitchcock moved for adjournment. Mrs. Pugh seconded the motion, and the meeting adjourned at approximately 7:05 p.m.

#### **January 12, 1995**

The Caddo Parish School Board (CPSB) met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 4:30 p.m. Thursday, January 12, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr and Sybil B. Walker. Willie D. Burton arrived at approximately 5:50 p.m. Also present were James E. Foster, interim secretary, and Fred Sutherland, legal counsel. Mr. Adams gave the invocation and led the Pledge of Allegiance.

Mr. Milam stated that the purpose of the special school board meeting is to establish the superintendent search selection process, procedures and timelines.

#### **VISITORS**

Francis E. Brown, Ph.D., presented the board with a search proposal with the strategy being for the CPSB to institute a process of building consensus within the community.

Barry Rachal, citizen, encouraged the board to focus on improving education for all children. He spoke against the board relegating its duties to special interest groups.

Sue H. Oliphant, citizen, expressed her views about the involvement of the National Association for the Advancement of Colored People (NAACP) in the CPSB's superintendent search. She suggested that a female be sought for the superintendency.

Kathy Folsie, citizen, petitioned the board to keep an open mind in its search and selection of a superintendent.

Joe R. Gant, pastor of Calvary Baptist Church, introduced a proposal for the board to consider in its search for a superintendent. The proposal suggests the establishment of a set of criteria for the next superintendent, and outlines community involvement.

Larry English, local attorney, informed the board of his views about the NAACP's involvement in the superintendent search, as well as his personal interest. He spoke in support of the proposal that was introduced by Reverend Gant.

Willie Bradford, citizen, talked about the board exercising fairness in its search for a superintendent. He encouraged the CPSB to create an educational system of equality.

Herman Farr, local minister, spoke in support of the proposal that was introduced by Reverend Gant. He said the citizens want a superintendent who is fair and just in dealing with everyone.

Barbara Norton, citizen, said she wants the superintendent search process to be fair for all people. She encouraged staff to advertise the vacancy in the newspapers and to treat everybody equally.

Jane Roberts, Special Education Advisory Council president, asked the board to consider students with special needs and the needs of schools/citizenry in the northern part of the parish in its search for a new superintendent.

Sheila Sims, attorney, clarified that the issues addressed in the letter that she submitted to board members are separate and different from those that have been expressed by representatives of the NAACP.

Elder Talben Pope, president of the NAACP, encouraged the board to make the best decision for all students in Caddo Parish in its selection of a new superintendent.

Citizen (no name) informed the board that he agrees with the action of the NAACP. He also expressed concern for the high number of student dropouts, and encouraged the board to seek public input in its selection of a superintendent.

Wilbert Dawson, minister, expressed an interest in seeing a minority educator appointed as superintendent of Caddo public schools.

Donnie Fitzgerald, citizen, said moral values should be restored in homes, and the CPSB should select and appoint the new superintendent.

Chris Sullivan, citizen, encouraged the board to seek public input, but to let the final decision be that of the CPSB.

## **ESTABLISHMENT OF THE SUPERINTENDENT SEARCH SELECTION PROCESS, PROCEDURES AND TIMELINES**

The president asked Burnadine Moss Anderson, administrative assistant/communications, to give a presentation of the CPSB's 1989 search for a superintendent. In a detailed narrative, Mrs. Anderson acquainted board members with the superintendent search process of 1989 highlighting the following: CPSB goals, qualifications for the superintendent, the search agenda and timeline, committee appointments/community-organizational involvement, budgets, advertisements, the employment of an external consultant, the interview process, etc. Board members were given a packet of reference documents, a brochure entitled "Selecting a Superintendent," and a form (recipe and time line) to aid them in initiating and completing the 1995 search. Mrs. Pugh, president of the CPSB in 1989 and a nonvoting ex-officio member of the search committee, shared information on board and committee activities that she felt were noteworthy.

The president asked board members to focus on the asterisked items on the task sheet and encouraged the board to prioritize these items for action at tonight's meeting. Following discussion on possible board strategies, i.e. receiving employees' letters of intent, the screening process, timelines, selection of semifinalists and finalists, background investigations of finalists, community involvement and advertising, the following motions were introduced, debated and acted on.

Mr. Burton moved, seconded by Mrs. Boykin, that the CPSB should serve as the Superintendent Search Committee as a whole. Vote on the motion carried with board members Brooks and Milam opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Powell, Boykin, Adams and Hitchcock.

Mr. Mims moved, seconded by Mr. Burton, for the CPSB to continue running ads both in the parish and outside of the parish until the March 1, 1995 deadline. Mr. Mims clarified that ads should run nationally. Mr. Adams made a motion to amend the motion, seconded by Mr. Burton and Mr. Powell, that the CPSB add \$1,000 to the money already allocated for advertising. (Note: \$3,000 was approved at the December 14, 1994 CPSB meeting). Mr. Burton moved, seconded by Mr. Thibodeaux, to call for the question on all motions and amendments. Vote on the motion to end debate carried with board members Powell and Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Adams and Dr. Hitchcock. Vote on the amendment carried with Mr. Brooks opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Boykin, Adams and Dr. Hitchcock. Vote on the motion as amended carried unanimously.

Mrs. Boykin moved, seconded by Mr. Powell, that the Wall Street Journal be included in the list of publications for an amount not to exceed \$700; this would not be a daily advertisement. Vote on the motion carried with board members Burton, Thibodeaux and Mims opposed. Board members supporting the motion were Walker, Vance, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

Mr. Thibodeaux moved, seconded by Mr. Powell, that all applications be sent to the CPSB's external auditor (KPMG Peat Marwick); their job would be to date, stamp and log applications according to date received; application packets are to remain unopened until the CPSB determines how they will be screened. Following discussion on the possibility of conflict of interest in utilizing the services of the board's external auditor, previous advertising which directs applicants to forward applications to the board's president, and the involvement of professional in-house staff, Mr. Thibodeaux stated that he would withdraw his motion. Mr. Powell, who seconded the motion, and other board members offered no opposition to the withdrawing of the motion.

**Recess.** The president called for a twelve minute recess at approximately 6:50 P.M. The board reconvened at approximately 7:13 P.m. Mr. Brooks excused himself from the remainder of the meeting at approximately 6:56 p.m.

Dr. Hitchcock moved, seconded by Mr. Thibodeaux, that applications that are received be logged unopened in the office of the superintendent. Further, that the president of the board be authorized to periodically come by, open the applications, log the contents of each, initial each, and place them in a file in the superintendent's office for the perusal of members of the board. Vote on the motion carried with the president abstaining. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Powell, Boykin, Adams and Dr. Hitchcock.

Mr. Mims moved, seconded by Mr. Vance, that each board member would appoint one person to serve on the advisory committee along with representatives from the community, employee groups and other organizations throughout the parish. Further, that the committee list (organizations) used in the 1989 superintendent search be updated. Mr. Burton moved, seconded by Mrs. Boykin, to divide the motion; the first part referencing that each board member would appoint one person to serve on the advisory committee; secondly, the committee would interview candidates when they come. Vote on the motion to divide the question carried unanimously. Debate ensued on the responsibility of the committee and Mr. Mims suggested that the advisory committee would interview finalists and provide input to the board. Mr. Burton made a motion to amend the motion, seconded by Mr. Mims, to insert into the motion that would include 12 members of the CPSB appointing an advisor; this group will meet during the time that the last three finalists (or however many finalists are determined) to add input to the selection of a superintendent. Following more debate, Mr. Burton moved, seconded by Mr. Powell, to call for the question. Vote on the motion to end debate carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock. Vote on the motion to amend the motion carried with board members Pugh and Powell opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Milam, Boykin,

Adams and Dr. Hitchcock. Vote on the first part of the motion (appointments to the advisory committee) carried with board members Walker, Pugh, Milam, Boykin and Adams opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Powell and Dr. Hitchcock. Vote on the second part of the motion (update the organizational list) carried with Mr. Powell opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Boykin, Adams and Dr. Hitchcock.

Mr. Adams moved, seconded by Mr. Vance, that the board utilize the process in which Mrs. Pugh outlined earlier in the evening in the selection process. Following more debate on the superintendent search process of 1989, Mr. Adams asked to withdraw his motion; Mr. Vance agreed to withdrawing his second to the motion, and board members expressed no opposition to the withdrawing of the motion.

Dr. Hitchcock moved, seconded by Mr. Vance, that the CPSB send notices, like the ones that were used last time, to all of the groups that were on the list the last time; and, that in addition to that, the CPSB authorize any member of the board to add another group or groups to that list for the purpose of soliciting public input on qualifications for the superintendent. The deadline date is February 15, 1995. Vote on the motion carried unanimously.

Discussion ensued on the hiring of a consultant, determining semifinalists and finalists, and on investigative procedures of applicants' backgrounds.

Mr. Burton moved, seconded by Mr. Mims, to adjourn. Vote on the motion failed with board members Burton, Thibodeaux, Mims and Boykin supporting the motion. Board members opposed were Walker, Vance, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

Mrs. Pugh moved, seconded by Dr. Hitchcock, that the CPSB will not employ a professional consultant for the superintendent selection, and that only the background checks will be contracted. Vote on the motion carried unanimously.

Dr. Hitchcock moved, seconded by Mrs. Walker, that at the board meeting of March 15, 1995, the CPSB select six semifinalists from the pool of applicants, invite those semifinalists to appear in person for interviews, to meet with the advisory group in accordance with the procedure that was used in the 1989 search. Further, that at the meeting of April 19, 1995, the CPSB designate three finalists; further, that at a special call meeting of 3 May 1995, the board decides the issue of the superintendent of schools of Caddo Parish. Debate ensued on the selection process for semifinalists and timelines, and Mr. Adams moved to call for the question. Mr. Powell seconded the motion. Vote on the motion to end debate carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock. Vote on the motion carried with board members Burton and Boykin opposed. Board members supporting the motion were Walker, Vance, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

Observing that in addition to sending questionnaires to identified groups for input, questionnaires were also sent to the public for input. Mr. Powell moved, seconded by Mr. Vance, that the CPSB follow similar procedures, in addition to asking for feedback from the groups, that the CPSB allow the public an opportunity to send back a questionnaire, with the same deadline set forth earlier. Vote on the motion carried unanimously.

Mr. Vance moved, seconded by Mr. Mims, that a maximum budget of \$30,000 be spent on the superintendent search. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

Mr. Powell asked legal counsel to provide him with a copy of the contract that was issued to the former superintendent. Legal counsel said he would provide each board member with a copy.

Mr. Powell moved, seconded by Mr. Adams, that the CPSB offer a contract for two years. Mrs. Boykin made a substitute motion, seconded by Mr. Thibodeaux, that the contract is negotiable; if inquiries are made that a statement of ". . . two to four years" would be appropriate. Vote on the substitute motion carried with board members Powell and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Boykin and Adams.

**Adjournment.** There being no further business, Mrs. Walker moved for adjournment. Mr. Burton seconded the motion which carried, and the meeting adjourned at approximately 8:40 p.m.

**January 18, 1995**

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, January 18, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Jerry Tim Brooks was absent due to illness. Also present were James E. Foster, interim superintendent, and Fred Sutherland, legal counsel. Mr. Mims gave the invocation and led the Pledge of Allegiance. He was assisted by the JROTC cadets from Northwood High School (posting of colors), under the direction of Major Dallas Miller.

#### **MINUTES OF THE PREVIOUS BOARD MEETING**

Mr. Burton moved, seconded by Mr. Vance, approval of the minutes of the December 14, 1994 and January 4, 1995 school board meetings.

Mr. Powell asked that the minutes be corrected to reflect J. William Ray, Jr. as the correct name for district eight's representative to the Sex Education Parental Review Committee. Under the heading, "Appointment of Interim Superintendent," in the December 14, 1994 CPSB meeting minutes, Mrs. Boykin asked that "Refer to November 16, 1994 minutes of the regular school board meeting and December 7, 1994 Executive Committee minutes" be inserted at the end of the first sentence on page eight of the December 14, 1994 school board minutes. Mrs. Pugh said that the minutes reflect her words and asked that the minutes stand as recorded. She further noted that the insertion is not a part of the official taping of the minutes, therefore, the addition cannot be made. Following debate on minute revisions, legal counsel was asked to review the tape and advise the board at its February, 1995 meeting if the insertion can be added to the minutes.

Referencing the heading "Motion to Amend Action Taken November 16, 1994," Mr. Powell noted that reference was made to Bulletin 741 in the discussion on a motion that he made relative to putting spellers back into classrooms. He said that staff had stated that this prohibits the CPSB from allocating minutes in the classroom within spelling, grammar and different elements of language arts. He said that his review of Bulletin 741 does not state this and staff's statement was in error. He asked that a copy of the Bulletin 741 reference be attached to the minutes and that it be a part and incorporated thereof. Legal counsel was asked to review this request also and to advise the board at its February, 1995 meeting.

Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

#### **CONSENT AGENDA**

The board reviewed the agenda and "School Away From School Program for Students With Discipline Problems" (Dr. Hitchcock), "Travel Expenses" (Adams/Powell), "CPSB Hiring of Minority Contractors" (Burton) and "Systemwide Uniform Dress Policy for Students" (Brooks) were postponed until the February, 1995 CPSB meeting. "Composition of the CPSB Superintendent Search Committee" (Brooks) was deleted from the agenda. The president noted that this item was addressed at the special CPSB meeting on January 12, 1995. The board categorized the following items as consent agenda.

#### **Agenda Item No. 10**

**Approval of Bids Taken.** Staff recommended approval of the circled low bids for welding equipment for Caddo Career Center, computers for all schools, paper supplies for child nutrition program (all schools) and uniforms for child nutrition program employees. A copy of the tabulation bid sheets marked "Exhibit A, January 18, 1995, six pages" is filed in the official papers of the board.

**Cancellation of Contracts.** The CPSB authorized the mutual cancellation of the contracts between Continental Construction and Roofing Company and the CPSB for reroofing at Jack P. Timmons Elementary, SP-05-94, and reroofing at Arthur Circle Elementary, SP-06-94, and authorized that said projects be rebid for construction.

#### **Agenda Item No. 12**

**Request for School Bus Transportation by Centenary College.** Staff recommended that the request from Centenary College to rent approximately three school buses on August 22, and 24, 1995 be approved.

### **Agenda Item No. 13**

**Proclamation - Alcohol Awareness Month**. Staff recommended that the CPSB proclaim February, 1995 as Alcohol Awareness Month and that recognition activities in schools be supported. A copy of the proclamation is filed in the official papers of the board. Board members received an adhesive lapel label in recognition of this observance.

### **Agenda Item No. 14**

**Proclamation - School Nurse**. Staff recommended that the CPSB join Governor Edwin Edwards in proclaiming January 25, 1995 as School Nurse Day. A copy of the proclamation is filed in the official papers of the board.

### **Agenda Item No. 16**

**Proclamation - February As Caddo Literacy Month**. Staff recommended approval of the proclamation declaring February as Caddo Literacy Month. A copy of the proclamation is filed in the official papers of the board.

### **Agenda Item No. 17**

**Policy Update/Graduation Requirements**. Staff recommended approval of the update to policy IKF High School Graduation Requirements) as included in the mailout. Several changes have occurred in graduation requirements at the state level and Caddo's current policy is being made consistent with existing requirements.

### **Agenda Item No. 21**

**Request for Additional Security**. Staff recommended approval of additional security for after - school activities in high schools for the remainder of the 1994-95 school year at an estimated cost of \$30,000.

### **Agenda Item No. 28**

**CPSB's In-house Hiring Policy**. A report on hiring policies was compiled for informational purposes and included in the mailout.

### **Agenda Item No. 31**

**Update on the Construction of a Green House for the Caddo Career Center**. An update on the construction of a green house at the Caddo Career Center was prepared for informational purposes and included in the mailout.

### **Agenda Item No. 34-A**

**Requests for Leaves**. The interim superintendent recommended that the following requests for leaves be granted.

Sabbatical Leave for Rest and Recuperation, Spring Semester 1994-95 School Year  
Gwenevere Anderson, Teacher, Westwood Elementary  
Josilyn Breland, Teacher, Caddo Middle Magnet  
Annabelle Loe, Teacher, Walnut Hill Elementary/Middle School

Sabbatical Leave for Rest and Recuperation, Spring Semester 1994-95 School Year and Fall Semester 1995-96 School Year

Earleen Evans, Coordinator, Stoner Hill Laboratory School

Leave Without Pay (Personal), Spring Semester 1994-95 School Year

Stephanie Winzer, Teacher, Woodlawn High School

Sabbatical Leave for Rest and Recuperation, Remainder of Spring Semester 1994-95 School Year  
Carmen Jones, Teacher, Blanchard Elementary



**Requests of the Board.** Lillian Alexander, sweeper at Huntington High School, requested a leave without pay from January 3, 1995 through February 10, 1995 due to the serious illness of her child.

Patricia Suckle, teacher at Youree Drive Middle School, requested to rescind her leave without pay for the spring semester of the 1994-95 school year and return to Youree Drive to staff a position.

Linda Shephard, teacher aide at Pine Grove Elementary School, requested a leave without pay from January 3, 1995 until April 3, 1995 due to health problems.

Mr. Thibodeaux moved, seconded by Mr. Burton, approval of the revised consent agenda. Vote on the motion carried unanimously.

## **SPECIAL RECOGNITIONS**

Melody Kiper, fifth grader at South Highlands Elementary Magnet School, was recognized as the winner of the national stamp contest. Melody was one of four winners nationwide. Her entry was one of 157,000 in the environmental stamp design contest cosponsored by the U. S. Postal Services and McDonald's Restaurant.

**JROTC Cadets.** Three JROTC cadets received the Legion of Valor Bronze Cross of Achievement Award and the students are: Cadet Angela Jordan, Fair Park High School; Cadet LaToria Willis, Green Oaks Laboratory School; and, Cadet Matthew T. Jackson, Caddo Magnet High School. Lt. Col. Mike Hayes, director of High School JROTC, U. S. Army Cadet Command Headquarters, Ft. Monroe, VA, made the presentations. He noted that this award is limited to about 20 students a year in the entire program, and there are approximately 180,000 cadets in the JROTC program. Caddo's JROTC Supervisor Col. Richard Miller assisted Lt. Col. Hayes and he announced that all JROTC units in Caddo Parish have been designated as honor units with distinction.

**CPSB's President for 1994.** The president recognized Willie D. Burton and presented him with a plaque in appreciation of his service as president of the CPSB for 1994.

School personnel, relatives and friends of the honorees were recognized.

## **INSTRUCTIONAL PRESENTATION**

Essie Holt, assistant superintendent for curriculum and instruction, gave a detailed presentation of Caddo's Five - Year Plan for Curriculum and Instruction. A visual presentation depicting where the school system is and its progress in achieving its goals was shown. Objectives of the plan are to: a) improve teaching and learning for all students; b) support and encourage professional development of staff; and, c) identify the process for implementation of the five-year plan. Staff's strategies and actions taken to achieve the goals were summarized. Board members were presented with a copy of the plan.

## **VISITORS**

The president announced that Mrs. Mimie Cherry, citizen and friend of the CPSB, called earlier today to say that she had been hospitalized over the past several days but was now home and recuperating nicely. Mrs. Cherry wanted the board to know that she still keeps the CPSB and its activities in mind.

Reverend Joe R. Gant thanked the board for allowing citizens an opportunity to provide input in the superintendent search process. He declared a friendship with the CPSB; pledged his support when the board makes the right decisions; cautioned the board that its actions will remain under scrutiny; and, encouraged the board to become unified.

Deborah D. Brown, Ph.D., speaking on behalf of the Elementary Principals Association, pledged their support of the curriculum and instructional division of CPSB.

Cathy McClure, president of the Caddo Association of Educators (CAE), asked the board to rescind any action taken on agenda items at the December 14, 1994 CPSB meeting if pertinent information was not included in mailout packets. She expressed CAE's disappointment that specific recommendations from the Discipline Policy Review Committee to the CPSB for appropriate revisions to the discipline policy was not in the mailout. Board members were thanked for attending a workshop where the state's Attorney General was speaker.

Debbie Hart, president of A+PEL, asked the board to consider all teachers when awarding compensation for performing extra duties. She also asked the board to keep in mind the employees' benefits specialist for certified

personnel when considering a plan to decentralize central office. Ms. Hart said A+PEL wants to be involved in the superintendent search process.

Angela V. Howard, parent, made the board aware of past and present problems experienced with the administrative staff at Westwood Elementary School. She asked the board to investigate parents' concerns as presented to staff and to respond.

Sue Oliphant, citizen, spoke against the CPSB developing and adopting a policy for uniform student dress.

Peggy Phillips, parent, asked the board to do something about enforcing the student dress code. She noted that too much pressure is being placed on students.

Phil Maxfield, president of Creswell Elementary PTA, informed the board of Creswell's parents' displeasure with the development and adoption of a parishwide uniform student dress policy.

Bonita Bandaries, president of Christian Educators International, expressed concern about music teachers being compensated for performing extra duties when other teachers are not. She asked that the Curriculum Committee be comprised of educators and parents, but the committee should also receive input from other interested citizens.

Lucy James, parent, expressed appreciation to the board for what it has done for the CPSB. She emphasized that parents should become more involved in school activities.

Kathy Folsie, citizen, expressed appreciation to the CPSB and asked the board to be cautious in appointing people to serve on a curriculum committee. She noted that there could be a serious outcry from the community if the appointment of a committee isn't rescinded.

## **PERSONNEL RECOMMENDATIONS**

Dr. Foster recommended that: a) Curtis Hooks be appointed principal of Hollywood Middle School and the terms of contract are January 19, 1995 - June 15, 1997; b) Betty Jordan be appointed assistant principal for administration and discipline at Youree Drive Middle School and the terms of contract are January 19, 1995 - June 15, 1997; and, c) Henry Price be appointed supervisor of art and the terms of contract are January 19, 1995 - June 15, 1997. Each administrator will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which they are appointed. Dr. Hitchcock made a substitute motion, seconded by Mr. Powell, that the board approve the two school-related items and defer action on the position at central office until after consideration of agenda item number 22. Debate ensued on the need to staff the supervisor of art position. Vote on the substitute motion carried with board members Vance, Burton, Pugh and Mims opposed. Board members supporting the motion were Walker, Thibodeaux, Milam, Powell, Boykin, Adams and Dr. Hitchcock. Dr. Foster informed the board that Mr. Hooks was absent due to family illness. He recognized and introduced Mrs. Betty Jordan to the board and audience.

## **PRESENTATION OF THE 1993-94 AUDIT**

Ben Wreyford, director of finance, stated that all of the financial activities in the parish are accurately recorded. He introduced Mark Garrett and Cindy Hodgins, auditors with KPMG Peat Marwick, who gave a brief overview of the financial statements. The auditors referenced the comprehensive annual financial report for the year ended June 30, 1994, the supplementary schedule of federal financial assistance (single audit), and management letter (auditor's comments relative to internal control). Mr. Garrett reported that the financial reports have been issued, as required, to the Legislative Auditor and they are available to the public. The financial statements reflect that the unreserved fund balance (General Fund) at June 30, 1994 increased by 12.9 percent. The auditor's opinion reports that the financial statements fairly present the financial position of the CPSB. Ms. Hodgins directed the board's attention to the management letter referencing unappropriated funds. The auditors recommended that items be budgeted. Board members made inquiries relative to prior financial concerns, unbudgeted expenditures and inventory control. Dr. Hitchcock asked the interim superintendent to provide board members with a written response as to whether staff will accept all recommendations for implementation that are cited in the auditor's management letter, and to identify recommendations that staff does not plan to accept and implement. Mr. Adams asked staff to conduct an investigation to determine if there is an audit (inventory) procedure in place for charging out materials and supplies from the Shreveport and Vivian garage. Mrs. Boykin moved, seconded by Mr. Burton, to accept the auditor's report. Vote on the motion carried unanimously.

## **RECOMMENDATIONS FROM THE DISCIPLINE POLICY REVIEW COMMITTEE**

Mrs. Pugh moved, seconded by Mr. Vance, that the recommendations from the Discipline Policy Review Committee be accepted with the insertion of "each semester" in item three; thus, reading "... with students during the first week of each semester of school." Mr. Powell expressed an interest in having this committee to continue meeting and to come forth with additional recommendations. Additionally, that board members will be provided with a copy of the discipline policy before statute enactment and with the recommendations after enactment. Vote on the motion carried unanimously. Mr. Burton encouraged staff to be consistent in its application of discipline measures in schools. Dr. Hitchcock asked about the composition of the committee and if principals are included. Dr. Foster reported that there are 18 persons serving on the committee and principals are represented. Mr. Powell asked if the board is represented on the committee. Dr. Foster answered no and proceeded to clarify statute which addresses the composition of the committee.

## **REVISION OF POLICY GCBB - ADDITIONAL COMPENSATION FOR MUSIC TEACHERS**

Mrs. Boykin moved, seconded by Mr. Thibodeaux, approval of the change in policy GCBB as recommended by staff. Discussion ensued on proposed funding, activities/duties of music teachers, and consistency in paying all employees who perform extra duties. Dr. Hitchcock made a motion to amend the motion, seconded by Mr. Burton, that the CPSB delete payment for music teachers for events that occur at the school itself. Debate continued on music teachers' responsibilities. Pat Britton, supervisor of music for CPSB, and Ed Hearn, director of secondary schools, informed the board of the music teachers' responsibilities, the shortage of staff, the need to employ more music teachers, and comparative salary data of other school districts. Mr. Burton made a motion to amend the amendment, seconded by Mr. Powell, to include that music teachers may not be compensated during school hours, but may be compensated after school. Debate continued on staff's assessment of music teachers' involvement/duties and on disparity in teachers' pay. Mr. Vance moved, seconded by Mr. Burton, to call for the question on all amendments and motions. The president stated that two-thirds vote of board members present is required. Vote on the motion to end debate failed with board members Thibodeaux, Powell, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Pugh, Milam and Dr. Hitchcock. More debate followed on the role of music teachers in schools/community, on teachers' salary and clarification of Mr. Burton's amendment. Mr. Burton asked to withdraw his amendment to the amendment. The president polled the board to determine if there were objections to Mr. Burton's request and there were none. Vote on the amendment failed with Dr. Hitchcock supporting the motion. Board members opposed were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Boykin and Adams. Vote on the original motion carried unanimously.

**Recess.** The president called for a 15 minute recess at approximately 6:05 p.m. The board reconvened at approximately 6:27 p.m.

## **RENEWAL OF PROFESSIONAL DEVELOPMENT GRANT**

Mrs. Boykin observed that when the board adopted the budget, that \$50,000 was allocated for the Ninth Grade Task Force, and she asked staff to identify how the board dedicated the funds. Dr. Holt clarified that \$61,000 was allocated and in the original request \$53,000 was allocated for per pupil allotment for staff development for ninth grade teachers; \$5,000 was dedicated to parishwide expansion of staff development; and, \$3,000 was dedicated to curriculum writing committee. Mr. Burton moved, seconded by Mr. Mims, approval of the renewal of the 8(g) grant - Innovative Professional Development for Thoughtful Schools. Debate ensued on grant approvals and Mrs. Boykin noted that the board approves all grants over \$5,000. She asked staff if there is a distinction between 8(g) moneys and other moneys that makes this different. Dr. Holt answered yes, and proceeded to explain the timeline for submitting grants to the State Department. Discussion followed on the board's involvement in approving grant applications, notification to board members when 8(g) grants are approved, portfolio assessment, survey data received from ninth grade students and teachers' accountability. Mrs. Boykin expressed concern about the boards involvement in approving 8(g) grants. Mr. Milam asked staff to provide new board members with a copy of the Ninth Grade Task Force report. Mrs. Pugh suggested that the stipends referenced in the grant application should be reassigned in order to accommodate more participants. Mrs. Boykin requested that: a) board members be provided with a copy of the Ninth Grade Task Force report; and, b) staff begin a process of developing a policy that deals with all grant moneys that come into the school system, including other sources; that all grant monies that are received or programs sought support or be in line with the goals and philosophies of the Caddo Parish school system. She further requested staff to research

board minutes to determine what action the CPSB has made and what statement of philosophy the board has made in relation to the Ninth Grade Task Force. Mr. Thibodeaux said he would like to see the grant include some level of responsibility for students. He asked if the referenced grant proposal will be changed. Dr. Holt said staff will correct the proposal. Mr. Powell suggested that the necessary changes be made and the proposal be resubmitted to the board for consideration. Mr. Thibodeaux suggested that staff should be allowed to submit the application, and that staff will be held accountable for making necessary changes as expressed by the board. Vote on the motion carried with board members Powell and Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Adams and Dr. Hitchcock.

### **ENRICHED CREDIT FOR PHILOSOPHY AND COMPARATIVE POLITICS**

Mr. Burton moved, seconded by Mr. Vance, approval of the request for philosophy and comparative politics to be given enriched credit as recommended by staff. Mrs. Boykin voiced concern about the number of requests for enriched classes that are being sought and asked if the number of enriched courses at one school will affect other students' chances for scholarships at other schools. Dr. Foster reported that there would be limited reaction to anyone getting a scholarship in that colleges/universities look beyond the student's grade point average. Discussion followed on course appeal to students and higher expectation of students enrolled in enriched classes. Vote on the motion carried with board members Powell, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam and Dr. Hitchcock. Mr. Thibodeaux informed board members that there is a set of criteria for determining enriched status for courses, and he asked staff to provide new board members with the list of specific criteria.

### **IMPLEMENTATION OF A MANAGEMENT PHILOSOPHY OF DECENTRALIZATION (DR. HITCHCOCK)**

Referencing the motion in the mailout packet, Dr. Hitchcock moved approval with the insert of " ... school board. The reporting chain for Early Childhood Education (ECE) schools, special education schools, and the Caddo Career Center will remain unchanged. All other principals ..." Mrs. Walker seconded the motion. The motion with the insert reads: "The CPSB directs implementation of a management philosophy of decentralized management. To the maximum extent possible, principals will be ultimately responsible and absolutely in charge at all schools. They will be vested with the authority and responsibility to make management decisions regarding their schools within the policies and guidelines established by the school board. The reporting chain for Early Childhood Education (ECE) schools, special education schools, and the Caddo Career Center will remain unchanged. All other principals will report to a director in the administration division, the assistant superintendent of administration, and ultimately the superintendent. All other personnel will be in an advisory relationship. Further, the superintendent is directed to review the guidelines and criteria for evaluation of principals. The superintendent will present the guidelines and criteria for evaluation to the board along with any changes or additions that the superintendent thinks are appropriate. Further, it is the intent of the CPSB to reduce overhead and staffing levels. To that end, the board directs the superintendent to initiate a freeze on all positions other than those based in the schools and bus drivers; vacancies in positions other than those based in the schools and bus drivers at all levels will not be filled, and no promotions or upgrades are authorized. The superintendent is directed and authorized to amend job descriptions of administrative personnel to accommodate additional duties as required. Recommendations from the superintendent will be made to the school board concerning required reorganization and changes in job descriptions for supervisory personnel. New positions and requests for exception to this policy will be recommended to the school board by the superintendent as necessary."

Mr. Burton moved, seconded by Mr. Vance, to postpone this item until a superintendent is appointed. Debate ensued on: a) the superintendent's role and involvement in staffing, b) community involvement, c) the impact this motion could have on the consent decree, d) the need to review the existing organizational chart (current staffing), e) principal's authority and compliance with board policies and f) the expectation or results from the personnel study that is underway. Vote on the motion to postpone carried with board members Powell, Milam and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Boykin and Adams.

### **PERSONNEL RECOMMENDATION**

The interim superintendent recommended that Henry Price be appointed art supervisor for Caddo public schools and the terms of contract are January 19, 1995 through June 15, 1997. Mr. Price will receive the appropriate

salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mr. Mims moved, seconded by Mr. Burton, approval of the superintendent's recommendation. Board members inquired about the need to fill the position and about the duties of the art supervisor. Vote on the motion carried with Mr. Powell opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Boykin, Adams and Dr. Hitchcock.

#### **SECURITY FENCING AT JUDSON FUNDAMENTAL ELEMENTARY SCHOOL AND FAIR PARK HIGH SCHOOL (PUGH)**

Mrs. Pugh moved, seconded by Mr. Burton, approval of security fencing at Judson Fundamental Elementary School and Fair Park High School. Roy Murry, supervisor of security, informed the board that the fencing at Judson (estimated cost of \$11,425) will enclose the inner campus while providing access to the playground and basketball court. Fencing at Fair Park (estimated cost of \$13,900) will secure and limit access to the rear of the campus building. Mr. Powell asked about the source of funding for the projects. Dr. Foster reported that funds will come from the Capital Projects fund and Keith Norwood, director of school plant, elaborated on the funding source. Vote on the motion carried unanimously.

#### **COMPOSITION OF THE CPSB SUPERINTENDENT SEARCH COMMITTEE (BROOKS)**

The president announced that this item was addressed and taken care of at the special CPSB meeting on January 12, 1995. Mr. Vance moved, seconded by Mr. Burton, that Burnadine Moss Anderson serve as the board's liaison in dealing with the superintendent search. He said Mrs. Anderson should respond to inquiries from applicants, citizens and the media. The president said a motion is not necessary, that the board could just assign Mrs. Anderson to serve. Mrs. Pugh objected to the board appointing Mrs. Anderson, and said that the assignment should be made by the board's secretary/treasurer. Dr. Foster informed the board that he spoke with Mrs. Anderson and she has consented to serve as the board's liaison. Mr. Vance noted that in view of Dr. Foster's comment, that Mrs. Anderson is the secretary/treasurer's recommendation. Mr. Milam called board members attention to a memo that was placed at their stations which ask that input be given regarding the addition of other community organizations to the Superintendent Search Committee. Board members were also asked to submit the name of someone to serve on the committee representing individual school districts.

#### **APPLICANTS FOR THE POSITION OF SUPERINTENDENT FOR THE CPSB (PUGH)**

Mrs. Pugh moved, seconded by Mr. Mims, that the CPSB place ineligibility status on the interim superintendent as a candidate for the position of superintendent of the CPSB. Debate followed on the board's: a) responsibility to the community, b) adherence to policy, c) integrity, and on d) applicant's advantage in seeking the post. Vote on the motion carried with board members Thibodeaux, Powell, Boykin, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Pugh and Milam. The president noted that the interim superintendent cannot continue to serve if he intends to apply for the position, and he needs to inform the board of his plans. The president announced that Dr. Foster is asking for 24 hours. Dr. Hitchcock said that a time limit was not mentioned in the motion and the interim superintendent has until the deadline date for applying for the vacancy to respond.

#### **SCHOOL AWAY FROM SCHOOL PROGRAM FOR STUDENTS WITH DISCIPLINE PROBLEMS (DR. HITCHCOCK)**

Dr. Hitchcock said that he requested the information, but the report is not complete. Staff has spoken with him and has requested additional time to respond. A complete report will be presented at the February, 1995 meeting. Dr. Hitchcock asked that this item be placed on the agenda for the February, 1995 meeting. He said a motion will probably be introduced to extend the program.

#### **TRAVEL EXPENSES FOR THE CPSB (ADAMS/POWELL)**

Mr. Powell said this was a request for information to be presented at today's meeting. He asked for an opportunity to review the report and said that an item will perhaps be added to the February, 1995 board meeting agenda relative to this matter. Mr. Adams concurred with Mr. Powell's comments. Mr. Thibodeaux inquired about the travel shown on the report for Chapter 1 staff.

## **CPSB'S IN-HOUSE HIRING POLICY (WALKER)**

Mrs. Walker said the item was a request for information, and she has received the report.

## **CPSB MONTHLY FINANCIAL STATEMENT (WALKER/HITCHCOCK)**

Dr. Hitchcock asked for clarification about: a) the reserve fund balance as listed in the General Fund budget, b) estimation of employees benefits funds and, c) the transferring of moneys from the operating budget to the Capital Projects budget. S. L. Slack assistant superintendent for support services, and Mr. Wreyford elaborated on the budgeted items.

## **SYSTEMWIDE UNIFORM DRESS POLICY FOR STUDENTS (BROOKS)**

The president announced that he spoke with Mr. Brooks earlier today and informed him that staff has requested additional time (until February, 1995) to prepare a report. Mr. Brooks is in agreement with staff's request. Mrs. Walker informed the board that Mr. Brooks spoke with her earlier today and asked her to request staff to instruct principals to conduct a parent involvement survey to determine parents' wishes. She further reported that Mr. Brooks is interested in seeing more enforcement of the student dress code policy that is currently in place. Mr. Burton observed that this item is for informational purposes and to request principals to conduct a survey would require board approval. Dr. Foster said staff will need time to prepare a survey that is meaningful and accurate, and one that parents will understand; however, staff can do it. Mr. Powell encouraged the board to wait until additional information is provided, then discuss the issue at the February, 1995 meeting.

## **SUPERINTENDENT'S REPORT**

**Accelerated Schools.** Dr. Foster announced that the Accelerated Schools Network is hosting a conference in Caddo Parish. Central Elementary and Barret Elementary are host schools. Dr. H. Levin from Stanford University will be the special guest at the Holidome at 9 a.m. Thursday, January 19, 1995, and he will make an address.

**Alcohol Awareness Month Celebration.** Dr. Foster announced that the Alcohol Awareness Month celebration will kickoff on February 2, 1995 at Caddo Magnet High School at 9 a.m.

Louisiana School Boards Association (LSBA). Dr. Foster announced that the LSBA convention will be held January 2 -28, 1995 in Monroe, Louisiana.

**Martin Luther King, Jr. Celebration.** Dr. Foster informed the board that during the city-wide celebration of Dr. King's birthday, all educators were recognized; particularly Angenetta Lott, elementary supervisor, for heading up Caddo's multi-ethnic program. Mrs. Lott was awarded a certificate from the Mayor.

**Juvenile Resource Center.** Dr. Foster reported that staff continues to work with the development of a juvenile resource center. Staff is cooperating with the Metropolitan Planning Commission, the Shreveport police, City of Shreveport and juvenile court to develop a facility whereby students who are in violation of the established curfew could be housed.

**JROTC Units.** Dr. Foster announced that all JROTC units in Caddo Parish have received the designation of honor units of distinction.

**Weather.** Dr. Foster informed board members that all schools have weather radios that will automatically come on in the event that severe weather is close by.

**Second Semester.** Dr. Foster informed board members that today begins the second semester of the 199 -95 school year and staff is well underway for the second half.

**MFP Funding.** Dr. Foster announced that information has been received from the State Department regarding funding for the next school year. Funding looks favorable with the possibility of an increase. More specific information will be presented at a later date.

**Request for Leave.** Mrs. Pugh reminded the board and staff that she had requested a report on the denial of a request to extend an employee's leave. She informed the board that the employee was accused of violating his agreement with the school system and has since resigned. Mrs. Pugh said she has found that there was no

violation, and again requested the superintendent to conduct an investigation. Dr. Foster said staff will provide her with a written report.

### **UNFINISHED BUSINESS.**

No unfinished business was introduced.

### **NEW BUSINESS**

**Capital Projects Plan.** Mrs. Walker said fencing around Pine Valley School is listed on the Capital Projects Five-Year Plan, and she discouraged staff from following through with this project. Mrs. Walker stated that the school is deteriorated, it is in the country, and it does not appear to present a security problem. She suggested that the proposed \$11,000 for the project could be put to better use.

**Alcohol Awareness.** Mrs. Boykin asked the board to join her in encouraging state legislators (Senators) to bring the underage drinking law in line with the federal requirement.

**Discipline Policy Review Committee.** Mr. Powell asked staff to notify him of the next meeting of the Discipline Policy Review Committee. He said he is interested in sitting in on the meeting.

**Debate Program.** Mr. Powell asked if the CPSB has a debate coordinator; if not, what system is set up for debate tournaments; and, if there is a need for a debate coordinator. He asked staff to provide him with information on the debate program.

**Westwood Administration.** Mr. Vance asked the interim superintendent to provide him with information regarding the concerns outlined earlier by a visitor concerning the administrative staff at Westwood Elementary. Dr. Foster said he will speak with Mr. Vance privately regarding the concerns.

**Student Uniforms.** Mr. Powell observed that a lot of concern is being expressed about the development of a policy for systemwide student dress. He asked legal counsel to send a letter to board members regarding possible complications that could arise, and he referenced Title XVII.

**Calendars.** Mrs. Pugh asked the superintendent to acknowledge the receipt of the calendar that was left for board members by Congressman Cleo Field's aide.

**Shreveport/Bossier Apartment Association.** Mr. Adams thanked Dr. Foster for speaking to the members of the Shreveport/Bossier Apartment Association last week.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Powell seconded the motion which carried unanimously, and the meeting adjourned at approximately 8:30 P.m.

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James E. Foster, Ed.D., Secretary

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Mark Milam, President

### **February 1, 1995**

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, February 1, 1995, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mark Milam presiding and Mildred B. Pugh and Miles Hitchcock, Sc.D., present. Other board members present were Ron Adams, Judy D. Boykin, Willie D. Burton, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were Interim Secretary James E. Foster, Legal Counsel Fred Sutherland, staff and other visitors. The president gave the invocation and led the Pledge of Allegiance.

**Special Recognition.** The president recognized John Lowe of the 4-H program. Mr. Lowe introduced sponsors and students of the 4-H program who were present to express appreciation to the CPSB for its support and encouragement. Mr. Lowe informed the board that this is 4-H Observance Week in Caddo Parish. Students donated baked cookies to board members. Student representatives were from Captain Shreve High School, Youree Drive Middle School, Northwood High School, Walnut Hill Elementary/Middle School, C. E. Byrd High School and Caddo Magnet High School.

**Agenda Items.** Dr. Foster reviewed the proposed agenda for the February 15, 1995 school board meeting.

The following items/reports were added: "Curriculum Committee Composition" (Powell); "Travel Budget for CPSB Members" (Thibodeaux); "Report: Shortage of Substitute Teachers and Salary for Substitute Teachers" (Adams/Pugh); "Travel Stipend for Teachers Assigned to Rural Schools" (Walker); "Honor Roll Assessment" (Powell); and "Sex Education Parental Review Committee Update" (Pugh). Board members indicated that they would be prepared to make motions pertaining to the added agenda items, based on staff's reports, if necessary. The following items were categorized as consent agenda: 10 (A-B), 12-19, 21, 24-27, and 34-A.

## **DISCUSSIONS**

**School Calendar.** Board members made inquiries about the involvement of the community, principals, PTA, employees, etc. in the calendar preparation/selection process. Staff reported that a diverse committee has been working and calendar choices are being circulated among school personnel and other organizations for input. Further, staff will consider all input and one option will be chosen and presented to the board for its approval. Dr. Hitchcock expressed an interest in having the calendar choices released to the public for input. Essie Holt, assistant superintendent for curriculum and instruction, informed the board that the proposed calendar will be included in the mailout packets.

**Travel Expenses for the CPSB.** Mr. Thibodeaux asked if this item is referencing the overall travel budget, and Dr. Foster replied that staff is compiling information at the request of board members. Mr. Powell commented that he will be requesting staff, in the near future, to prepare some type of proposed travel procedures (accountability system) for travel.

**Rescind Action Taken by the CPSB At Its December 14, 1994 Meeting Regarding the Appointment of a Curriculum Committee.** Mr. Burton asked for personal privilege and asked that this item be advanced on the proposed agenda to follow the approval of bids. Board members agreed to the request.

**Approval of Resolution for Continued Employment.** Mr. Burton requested clarification of this item. Willie Henderson, assistant superintendent of human resource services, stated that this is a resolution ensuring particular employees that they will have employment during the next school year. Mrs. Pugh commented that this resolution is given to laborers who cannot draw unemployment compensation during the summer months.

**Policy IKFB - Requirement for Participation in Graduation Exercises.** Mr. Burton requested clarification of this item. Dr. Foster said that, at the request of the board, the policy has been revised to clarify which students are eligible to participate in the graduation ceremony.

**School Calendar.** Cathy McClure, president of the Caddo Association of Educators (CAE) informed the board that staff has provided CAE representatives with drafts of the school calendar choices and CAE staff is surveying employees for input.

**Superintendent Search Committee.** Tillie Caileff, Caddo District PTA, encouraged the board to include representatives from the PTA on the advisory committee regarding the superintendent search.

**Curriculum Committee.** Mr. Powell added an item to the agenda regarding the composition of the Curriculum Committee and suggested that it be placed between the bid item and the item to rescind CPSB action of December 14, 1994. Mr. Powell said he will introduce a motion to amend the composition of the Curriculum Committee to include all 12 board members. Mrs. Pugh called board members' attention to the agenda's format and suggested that this item should be placed at a lower point. Mr. Powell clarified that the reason for requesting to advance the item on the agenda is because a fellow board member plans to introduce a motion to rescind the board's action of December 14, 1994 entirely; but, his motion is to propose a change regarding the composition of the committee. He further stated that his motion might affect whether or not the board will rescind its action. Mr. Burton expressed opposition to the proposed motion and said he does not wish to serve on the Curriculum Committee.

**Substitute Teachers.** Mr. Adams asked staff to review and reconsider the criteria for substitute teachers; and, to consider the availability of qualified substitute teachers. Mrs. Pugh asked staff to consider the feasibility of upgrading the pay for substitute teachers. Mr. Adams said he will not be prepared to make a motion at the February 15, 1995 CPSB meeting, but he wants the matter brought to the surface.

**Travel for CPSB Members.** Mr. Thibodeaux stated that he will introduce a motion that will limit the amount of money available for CPSB members to travel to national conventions and/or workshops.



**Travel Stipends.** Mrs. Walker said she will introduce a motion directing staff to place an item in the general operating budget that would provide teachers assigned to rural schools with a stipend for travel to and from school. Dr. Hitchcock asked staff to clarify how much money is involved regarding this request.

**Honor Roll.** Mr. Powell said he will introduce a motion that would allow for the inclusion of a student's conduct grade to be used in assessing honor roll status.

**Sex Education Parental Review Committee.** Mrs. Pugh requested staff to prepare an update on the activities and utilization of the committee according to the law. She stated that the committee list probably needs updating in that 1995 district lines are different.

Dr. Hitchcock moved, seconded by Mrs. Pugh, approval of the consent agenda. Vote on the motion carried unanimously.

## **CPSB WORK SESSION**

**School Away From School Program for Students With Discipline Problems.** Dr. Hitchcock noted that item 32 (School Away From School Program for Students With Discipline Problems) is a report from the superintendent and he is not proposing a motion at this time because he has not seen the report. He questioned if he will have an opportunity to make a motion, based upon the report findings and/or recommendations, if it is determined to be necessary. Legal counsel answered in the affirmative.

**Curriculum Committee.** Mr. Burton emphasized that the CPSB is already a 12-member committee, and the proposed motion by a fellow board member is moot. Mr. Powell noted that the committee has a specific purpose and this requires meetings to be held.

**Systemwide Uniform Dress Policy for Students (Student Uniforms).** Ed Hearron, director of secondary schools, informed the board that staff will not be recommending a uniform dress policy. Staff will be providing general information, i.e. what needs to be done in order to go to a uniform dress policy, where uniforms could be purchased, and information and recommendations from previous schools that have tried to implement a program. Mr. Adams asked staff to include the legal requirements in the report.

## **SUPERINTENDENT SEARCH COMMITTEE (UPDATE)**

Burnadine Moss Anderson, administrative assistant/communications, gave a detailed update on the CPSB superintendent search. A visual presentation emphasizing the key for scheduling activities was shown highlighting regular CPSB meetings, Executive Committee meetings, suggested special meetings or items related to the superintendent search, the identity of the Citizens' Advisory Committee, community/employee groups or organizations, etc. Board members received a notebook which included a copy of the referenced items.

Discussion ensued on the calendar format (timetable), involvement and the role of the Advisory Committee and/or organizational representatives, the need for a public forum (breakout sessions), more detailed advertisement, etc. Mr. Burton suggested that the board should use the 1989 superintendent search criteria as its starting guide, and input received from the advisory committee/community/organizations could be considered and included. Dr. Hitchcock suggested that input from citizens could be received, categorized and presented to the Advisory Committee. Mr. Thibodeaux suggested that the Advisory Committee should meet before February 20, receive the guidelines from the 1989 search, and proceed from that point. Mrs. Pugh suggested that trained facilitators should be used for the breakout sessions at the public forum. Mr. Powell encouraged staff to advertise the notice regarding the public forum. Mr. Vance and Dr. Hitchcock suggested that the public forum should be held at a larger facility in order to accommodate all interested citizens. Mr. Thibodeaux volunteered the use of the C. E. Byrd High School auditorium. Mr. Adams recommended the Southwood High School facilities as the secondary choice. He also encouraged staff to proceed with advertising through the Wall Street Journal. Mr. Thibodeaux asked staff to contact the 12 members of the Advisory Committee as soon as possible and ask them to meet between February 6 and 17, 1995; to provide the committee with the 1989 superintendent search guidelines; and, advise them to select a chairperson to represent the committee at the public forum. Mrs. Anderson asked if the president will be available to meet with the Advisory Committee, and the president answered in the affirmative. Mr. Vance asked the board/staff to give the Advisory Committee a purpose; and, to decide the role of all organizations. In addition to regular CPSB meetings and regular Executive Committee meetings/work sessions, the following additional dates were presented as proposed special meetings of the CPSB to address items relating to the superintendent search: February 20, 1995 (open forum); February 21, 1995 (refine qualifications); April 13, 1995 (announce six to ten candidates); April 18, 1995

(announce six semifinalists); April 20, 21, 24, 25, 26 and 27, 1995 (interview semifinalists and hold public reception); April 28, 1995 (announce three finalists); May 3, 1995 (select two candidates for negotiations); and, May 5, 1995 (announce superintendent).

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Dr. Hitchcock seconded the motion, and the meeting adjourned at approximately 5:20 p.m.

### **February 1, 1995**

The Caddo Parish School Board (CPS B) met in special session in its office at 1961 Midway Street, Shreveport, Louisiana immediately following the Executive Committee meeting/board work session (approximately 5:35 p.m.), Wednesday, February 1, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Willie D. Burton, Miles E Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Jerry Tim Brooks was absent. Also present were James E. Foster, interim secretary, and Fred Sutherland, legal counsel. The invocation and Pledge of Allegiance were given/led by the president at the start of the Executive Committee meeting and were dispensed with for the special session.

The president stated that the purpose of the special school board meeting is to appoint an interim superintendent.

#### **APPOINTMENT OF AN INTERIM SUPERINTENDENT**

Mr. Powell moved, seconded by Mrs. Pugh and Mr. Adams, that S. L. Slack be appointed interim superintendent of the Caddo Parish School System. Further, that he be granted the authority to sign checks and exercise those other powers which are required of that position; and, authorizes the use of a facsimile signature. Vote on the motion carried unanimously.

Mr. Powell commended James E. Foster for his service as interim superintendent.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Mims seconded the motion, and the meeting adjourned at approximately 5:37 p.m.

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James E. Foster, Interim Secretary

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Mark Milam, President

### **February 15, 1995**

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, February 15, 1995, with President Mark Milam presiding and the following board members present being a quorum. Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were S. L. Slack, interim secretary, and Fred Sutherland, legal counsel. Mr. Brooks gave the invocation and led the Pledge of Allegiance.

#### **MINUTES OF THE PREVIOUS BOARD MEETING**

Mr. Thibodeaux moved, seconded by Mr. Burton and Mrs. Boykin, approval of the minutes of the January 12, 1995, January 18, 1995 and February 1, 1995 school board meetings.

Referencing the minutes of the January 18, 1995 meeting, page three, and relative to the creation of a 12-member Advisory Committee, Mr. Powell stated that the minutes should be amended to reflect that he voted against the motion. Mr. Powell later clarified that the referenced minutes are of the February 12, 1995 special meeting.

Mr. Thibodeaux made a substitute motion, seconded by Mr. Brooks, to approve the minutes as amended. Vote on the motion carried unanimously.

## CONSENT AGENDA

The board reviewed the agenda and "Curriculum Committee Composition" (Powell) and "Rescind Action Taken by the CPSB at its December 14, 1994 Meeting Regarding the Appointment of a Curriculum Committee" (Burton/Vance) were postponed until a superintendent is appointed. "Travel Expenses for the CPSB (parishwide) and "Travel Budget for CPS8 Members" were postponed until the March, 1995 school board meeting.

### Agenda Item No. 9

**Approval of Bids/Authorization to Take Bids.** Staff recommended approval of the circled low bids for uniforms for maintenance and transportation department; weed and grass killer for maintenance department; Dacta Lego Technology for Captain Shreve; printing equipment for Caddo Career Center; printing data processing continuous forms for data processing department; and, small kitchen equipment for child nutrition program (all schools). Further requested authorization to take bids for data cable link (cafeteria to office) (all schools).

**Approval of Professional Services.** Staff recommended that John Guth and Associates, Inc. conduct a complete assessment of the available electrical service at all Caddo schools and recommend electrical upgrades required based on the projected needs of the system. Further requested that the Newman Partnership be approved to design the 1995-96 asbestos abatement projects for an estimated professional fee of \$11,000.

### Agenda Item No. 13

**City of Shreveport - Department of Water and Sewerage - Pretreatment Program.** Staff requested authorization for the assistant superintendent for support services to present a request to waive the regulatory costs of the pretreatment program to the Mayor of Shreveport and the City Council as stated in Part I (mailout material), and present to the Department of Water and Sewerage a plan for submittal of permit applications as stated in Part II (mailout material), and that the CPSB authorize staff to develop specifications for testing of the sanitary sewers and approve payment of any required permit fees from available funds. (A copy of the mailout material is filed in the official papers of the board.)

### Agenda Item No. 14

**Revision of 1994-95 General Fund Budget.** Staff recommended approval of the revised 1994-95 General Fund Budget, as included in the mailout. The projected June 30, 1995 balance of the revised budget is \$7,565,304.

### Agenda Item No. 15

**Revision of 1994-95 Capital Projects Fund Budget.** Staff recommended approval of the revised 1994-95 Capital Projects Fund Budget, as included in the mailout. The projected June 30, 1995 balance of the revised budget is \$259,209.

### Agenda Item No. 16

**Revision of 1994-95 Debt Service Fund Budget.** Staff recommended approval of the 1994-95 Debt Service Fund Budget, as included in the mailout. The projected June 30, 1995 balance of the revised budget is \$1,756,358.

### Agenda Item No. 17

**Revision of Sales and Use Tax Commission Capital Outlay Budget.** Staff recommended approval of the revised Caddo Shreveport Sales and Use Tax Commission Capital Outlay Budget, as included in the mailout. Budget revisions are needed due to escalating building costs. This action will not require funding by either the school board or the city.

### Agenda Item No. 18

**Proclamation: "Caddo Writing Week - April 24-28, 1995.** Staff recommended approval of the proclamation proclaiming April 24-28, 1995 as "Caddo Writing Week." A copy of the resolution is filed in the official papers of the board.

### **Agenda Item No. 19**

**Budget Request for Purchase of Spelling Textbooks.** Staff recommended approval of the budget request for the purchase of spelling textbooks. The total budget request is \$26,441.97.

### **Agenda Item No. 21**

**Office of Family Support Contract Renewal.** Staff recommended that the contract with the Office of Family Support be renewed, as submitted. The contract for 1995-96 is in the amount of \$677,419.

### **Agenda Item No. 22**

**Apple/Partners in Education - Vivian Elementary/Middle School.** Staff recommended approval of the partnership grant between Apple Computer, Inc. and Vivian Elementary/ Middle School, as submitted. The proposal will place much needed technology equipment and software at the school.

### **Agenda Item No. 23**

**Interagency Agreement With Southland Park Daycare Center.** Staff recommended approval of the Interagency Agreement with Southland Park Daycare Center. This agreement will allow preschool speech impaired children to receive services in their least restrictive environment.

### **Agenda Item No. 25**

**Authority for Superintendent to Sign Teacher Contracts for the 1995-96 School Year.** Acting on behalf of the board and in compliance with the requirements of R.S. 17:413 and policy GCB, the superintendent was authorized to sign teacher contracts for the 1995-96 school year.

### **Agenda Item No. 26**

**Approval of Resolution for Continued Employment.** Staff recommended approval of the resolution directing the superintendent to write letters of reasonable assurance of continued employment. Writing letters of reasonable assurance for continued employment relieves the CPSB of unemployment compensation expenses during the summer.

### **Agenda Item No. 27**

**Policy IKFB - Requirement for Participation in Graduation Exercise.** Staff recommends that policy IKFB be revised and adopted as included in the mailout. The policy revision reads, "The CPSB recognizes the importance of the graduation ceremonies. Only Caddo Parish School System students who have fulfilled all academic and attendance requirements and qualify for a state-approved diploma and/or a state approved certificate of achievement for special education shall be allowed to have active participation in the school graduation ceremony."

### **Agenda Item No. 30**

**CPSB Hiring of Minority Contractors (Burton).** Mr. Burton recommended that staff's report on the hiring of minority contractors be accepted.

### **Agenda Item No. 36**

**Travel Stipend for Teachers Assigned to Rural Schools (Walker).** Mrs. Walker proposed a motion that funding for Policy DLC -- Expense Reimbursement (Travel of Rural School Teachers) be included in the 1995-96 General Fund Budget.

Mrs. Pugh moved, seconded by Mr. Mims, approval of the revised consent agenda. Vote on the motion carried unanimously.

Mrs. Boykin moved, seconded by Mr. Powell, to suspend the rules to allow the board an opportunity to consider a motion designating February 23, 1995 as LA Retired Teachers' Day in Caddo Parish. Vote on the motion carried unanimously, and the item was placed on the agenda under "New Business."

Mrs. Walker moved, seconded by Mr. Brooks and Mr. Burton, to suspend the rules to allow the board an opportunity to consider adoption of a resolution supporting the free lunch program. Vote on the motion carried with board members Milam and Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Brooks, Powell, Adams and Dr. Hitchcock. This item was placed on the agenda under "New Business."

## **INSTRUCTIONAL PRESENTATION - TECHNOLOGY IN SPECIAL EDUCATION**

Essie Holt, assistant superintendent for curriculum and instruction, introduced Sandy Ammons, computer technology/research specialist, who introduced the instructional presentation. Presenters outlined and demonstrated how technology devices assist the students enrolled in the special education program. The Caddo Parish School System is to be commended for its innovative ideas and implementation strategies in providing technology to persons with disabilities. Students use technology for computer-assisted instruction to enhance academic learning skills. Staff's goal is to place a computer for computer-assisted instruction in every classroom where the need is warranted. Staffers have begun writing IEP's on the computer. Staff presenters were: Cynthia Terral, itinerant vision specialist; Linda Nelson and Susan Larey, assistant technology specialists; Paula Huckabee, communication specialist; Shari Stonecipher, instructional specialist; and Jeanie Jenkins, school special education psychologist. Student presenters were: Brandon Smith (Huntington High School); Darius Gardner (Southwood High School); and Alisha Ketchum (Turner Elementary/Middle School). Supporters (parents) and other CPSB administrators associated with the special education program were recognized.

## **VISITORS**

Maralyn Coleman-Bunnell, parent, made the board aware of her concerns regarding the lack of heating at Summerfield Elementary School. Mr. Brooks asked staff to look into this matter and provide him with a report.

Dottie Howard Bell, classroom teacher, informed the board of her concerns regarding safety of temporary classroom buildings. She particularly outlined the following needs that should be rectified: security of temporary classroom buildings; poor lighting; lack of insulation; uncleanliness of the classroom; dangerous boardwalks around the temporary classrooms; inadequate restroom facilities; and, trash surrounding the outside of her classroom.

Barbara Dodson, former employee, asked the board to look into her termination from the CPSB. She presented to the board pictures of her receiving an award for her satisfactory work performance, satisfactory evaluative documents, and letters of support from co-workers. Mr. Brooks asked staff to conduct an investigation and report their findings on this matter to the board.

Lucy Walker, Nettie Moore and Evelyn Hudson spoke in support of Barbara Dodson as an employee of the CPSB.

Sally Thomas, Local 100 representative, asked the board to provide adequate heating in school buildings. She further expressed the organization's support of continued funding for the child nutrition programs, and presented a resolution on child nutrition to the board.

Pat Ellis, president of the Caddo District Parent Teacher Association (PTA), expressed appreciation to the board for its support. She announced that the annual Founders' Day Banquet is February 23, 1995 at 6:30 p.m. at the Civic Center. Tickets are \$10.

Mimie Cherry, citizen, made general comments regarding parental involvement in school programs/activities, the superintendent's search, and Biblical applications regarding disciplining of children.

Cathy McClure, president of the Caddo Association of Educators (CAE), informed that board of CAE's requests and/or interests, namely: a) that the board direct staff to present a salary proposal at the March, 1995 meeting using unbudgeted revenue; b) CAE supports staff's recommendation regarding the 1995-96 calendar; c) CAE supports policy DLC (travel supplements); d) CAE supports Mr. Vance and Mr. Burton's motion to rescind the board's action at its December 14, 1994 meeting to establish a curriculum committee; e) requested staff to provide a safe and secure environment for students and employees; and, f) asked that teachers be reimbursed when they experience loss of materials, equipments and supplies due to theft, vandalism, fire or water damage.

Tommy Roshto, businessman, spoke in support of the board adopting a resolution to continue funding of child nutrition programs in public schools.

Jerry B. Elzie, citizen, asked staff and the board to investigate reports of students receiving criminal records for committing misdemeanors that do not occur in the school.

Debora Hart, president of Associated Professional Educators of LA (A+PEL), expressed concern for the lack of security, safety, and heat in temporary classrooms; expressed support of the proposed 1995-96 school calendar; and shared pro and con views about the criteria for honor roll designation at the elementary level.

Mr. Brooks asked staff to direct principals to move students to other areas within the school where there is heat. Mr. Adams asked staff to investigate the feasibility of insulating temporary classroom buildings that are constructed at the Caddo Career Center.

Margie Rayburn informed the board of her concerns relative to the sex education curricula. She questioned if the new board and Sex Education Parental Advisory Committee (PRC) have had an opportunity to review materials, books, videos, etc. to be used during the spring of 1995. Mr. Brooks requested the superintendent to investigate this concern and to report to the board at the next Executive Committee meeting. Mrs. Walker concurred with Mr. Brooks's request.

## **PERSONNEL RECOMMENDATIONS**

Mr. Slack recommended that Tommie Warren be appointed assistant principal for administration and Discipline at North Caddo High School. The terms of contract are February 16, 1995 - June 15, 1997. Mr. Warren will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mrs. Boykin moved, seconded by Mrs. Walker, approval of Mr. Slack's recommendation. Vote on the motion carried unanimously.

Mr. Slack recommended that Carter Bedford be appointed assistant principal for administration and Discipline at Caddo Magnet High School. The terms of contract are February 16, 1995 - June 15, 1997. Mr. Bedford will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mr. Burton moved, seconded by Mr. Brooks and Mr. Thibodeaux, approval of Mr. Slack's recommendation. Vote on the motion carried unanimously.

Mr. Slack recommended that Mike Irvin be appointed assistant principal for administration and discipline at Hollywood Middle School. The terms of contract are February 16, 1995 - June 15, 1997. Mr. Irvin will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mr. Vance moved, seconded by Mr. Burton and Mr. Brooks, approval of Mr. Slack's recommendation. Vote on the motion carried unanimously.

Mr. Slack recognized the promoted administrators and introduced them to the board and audience.

## **DESIGN PRESENTATIONS**

Keith Norwood, director of school plant, introduced the facilities' design presentations. Architect Richard LeBlanc, Richard LeBlanc Architects, Inc., presented handicap (ADA) accessibility renovation plans for the Green Oaks High School. The scope of the project is to provide (ADA) accessibility to all common areas and at least one type of all classrooms. The estimated total cost for the project is \$216,000. Architect Wiley Pollard, Pollard and Associates, presented the cafeteria renovation plans for Vivian Elementary/Middle School. The scope of the project is to provide HVAC to the cafeteria and kitchen, and to renovate areas as required for expansion of the dining and kitchen areas. The estimated total cost for the project is \$210,750.

## **1995-96 SCHOOL CALENDAR**

Mr. Burton moved, seconded by Mr. Vance, approval of the 1995-96 school calendar as recommended by staff. Mr. Adams asked staff to consider, in the future, the possibility of combining the spring break with the Easter break. Further, to consider backing up the beginning school date and concluding the first semester prior to the Christmas break. Mrs. Boykin made a substitute motion, seconded by Mr. Powell, to move the spring break to the same week as the Easter break; that the Easter break would consist of April 1-5 conclusively; and, delete the spring break of March 18-22. Two additional days could be added to the front of the calendar, thus, allowing school to start on the next Monday rather than a Thursday or Friday. The first day for students would be August 21. Other days for new teachers and the first day for all teachers would be changed by two days. Debate ensued on testing cycles for students, staff and employees' recommendations, the beginning school date and activities for inservice days. Vote on the motion was called and carried with board members Vance, Burton, Brooks and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Pugh, Milam,

Powell, Boykin and Adams.

1995-96 SCHOOL CALENDAR

Monday, August 14, 1995	Inservice	for	new	teachers
Tuesday, August 15, 1995	Inservice	for	new	teachers
Wednesday, August 16, 1995	Inservice	for	new	teachers
Thursday, August 17, 1995	Inservice	for	new	teachers
Friday, August 18, 1995	First day	for	<u>all</u>	teachers
Monday, August 21, 1995	FIRST DAY FOR ALL PUPILS			

NINE WEEKS REPORTING PERIODS

First	October 19, 1995	43 days
Second	January 11, 1996	44 days
Third	March 14, 1996	43 days
Fourth	May 30, 1996	<u>48 days</u>
		178 days

Last day of first semester - January 12, 1996  
First day of second semester - January 16, 1996

MIDTERM IS JANUARY 12, 1996

Non-teaching days:           \*+Friday, August 18, 1995  
                                  \*Friday, October 20, 1995  
                                  +Friday, January 12, 1996  
                                  \*Friday, March 15, 1996

ALL SCHOOLS WILL BE CLOSED ON THE FOLLOWING DATES

September 4, 1995	Labor Day
November 20 - 24, 1995	Thanksgiving
December 20, 1995 - January 2, 1996	Christmas
January 15, 1996	Martin Luther King Holiday
April 1 - 5, 1996	Easter/Spring Break
May 27, 1996	Memorial Day

CLOSING SCHEDULE FOR PUPILS

Thursday, May 9, 1996	Senior Tests Begin
Friday, May 10, 1996	Senior Tests End
Monday, May 20, 1996	Final Tests Begin
Thursday, May 30, 1996	Pupils Dismissed

Pupil - Teacher Contact Days	178
Teacher Work Days	182
New Teacher Work Days	186
Teacher Aide Work Days	180

Pupils will receive final report cards by mail  
\*Teacher aides work on these dates  
+Cafeteria staffs work on these dates

**REPORT: SCHOOL SECURITY**

Dwight Collier, director of auditing and risk management, summarized the report that was included in the mailout, emphasizing the four areas that make up the security functions for the Caddo Public School System. The four areas are: 1) the security department which provides security of property and equipment through the installation and operation of burglar alarm systems in all schools; 2) security for athletics and special events which maintains a safe environment for students, parents, and employees; 3) school resource officer program which works with school faculties and students in helping to provide a safe school environment; and 4) security guards for schools which assist school staffs in maintaining a safe school environment. John Dilworth, principal at Huntington High School, capsulized the success of a security pilot program at Huntington. Roy Murry,

supervisor of security, reviewed the proposal for security guards for schools as outlined in the mailout. Mr. Adams moved, seconded by Mr. Powell, that staff be authorized to implement option 3-B of area four (security guards for schools) for the start of the 1995-96 school year. Mr. Thibodeaux questioned if option 3-B will include the needs listed in items one and two of the same area, and Mr. Adams replied that it is his intent that these items be included as well, thus reading: Security Guards for Schools (Needs) -- 1) increase work schedule of 30 guards from seven hours per day to eight hours per day and increase the hours of six guards from four hours per day to eight hours per day for an additional cost of \$56,000; 2) add an additional 10 guards at various schools at a cost of \$92,000; and, 3-B) employ security coordinators (grade six - nine and one-half months) to replace the contract security guards at an additional cost of \$335,000. The total cost estimate is \$823,000. Discussion continued on contracted services (rate of pay), the job description for security guards (experience/qualifications), hiring plans and training for security guards. Mr. Brooks moved, seconded by Mr. Burton, to call for the question. Vote on the motion to end debate carried unanimously. Vote on the main motion carried with Mr. Mims opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

**Recess.** The president called for a 12 minute recess at approximately 6:10 p.m. The board reconvened at approximately 6:30 p.m.

### **VIVIAN PRIMARY SCHOOL BUILDING DISPOSAL (WALKER)**

Mrs. Walker informed the board of the deteriorated state of the facility and observed that the CPSB has no need for the building. She encouraged the board to sell (for \$1) or donate the Vivian School property to the City of Vivian. Mrs. Walker said that the building is a historical facility and she moved that the Vivian School property be sold (for \$1) or donated to the City of Vivian. The motion was not seconded. Mrs. Boykin questioned if a motion is needed. Mr. Slack informed the board that staff will pursue this request with the Mayor of Vivian to determine what the citizens' interests are. Further, staff needs to determine if such action is in order with legal statutes for disposing of property. Mr. Slack outlined the renovation needs of the building and emphasized how costly a renovation project could be to the school system. Mrs. Boykin moved, seconded by Mrs. Pugh, that staff pursue a proposal with the Mayor of Vivian to sell the property (for \$1) or donate the property to the city and report back to the board for final action. Legal counsel advised that statute specifically prescribes the manner in which any school board can dispose of and use school property; and, the statute has to be complied with. He further stated that the property cannot be donated to the City of Vivian under the current law, but there may be other arrangements that could be negotiated and made. The matter could be investigated and a report presented to the board for final action. Mrs. Pugh made a substitute motion, seconded by Mr. Brooks, to read in the language as advised by legal counsel and listed above. Legal counsel clarified that he does not have a problem with the motion that asks staff to look into attempting to dispose of the property with the Town of Vivian, and that staff comes back to the board with appropriate recommendations according to law. His concern, however, is in talking about making a donation because this is prohibited by current statute, and the property cannot be sold to a particular individual or city currently under the state law without public bid. Mr. Thibodeaux asked how much land is involved, and Mr. Slack responded that very little land is involved. The property consists of where the building sits and the area just around it. Vote on Mrs. Boykin's motion was called and carried unanimously.

### **SYSTEMWIDE UNIFORM DRESS POLICY FOR STUDENTS (STUDENT UNIFORMS) (BROOKS)**

Mr. Brooks acknowledged receipt of the report included in the mailout. He encouraged staff to conduct a survey of school principals, staffs, students and communities to determine their interest. He said he will pursue this again at the next school board meeting, based on staff's findings. Mrs. Boykin questioned if there are schools in Caddo Parish that attempted to implement a uniform dress policy and were not successful. Dr. Foster replied that projects at Walnut Hill Elementary/Middle and University Elementary were unsuccessful. In addition to Broadmoor Middle Laboratory School, Mr. Brooks informed the board that Laurel Street ECE also has a successful uniform dress program. More discussion followed on the legality of implementing a uniform dress policy for Caddo public schools.

Mr. Brooks excused himself from the remainder of the meeting at approximately 7:45 p.m.

### **SCHOOL AWAY FROM SCHOOL PROGRAM FOR STUDENTS WITH DISCIPLINE PROBLEMS (DR. HITCHCOCK)**

James E. Foster, assistant superintendent for administration, called the board's attention to the report in the mailout which outlines needs and budgeted items at the middle school level. The request is for additional



staffing at the middle school level - three classroom teachers, one art teacher, one physical education teacher, one librarian, an assistant principal for administration and a social worker. Also requested to increase the number of participants by 50 students and to provide additional funding for materials and supplies. The approximate cost is \$263,000. Mrs. Pugh requested clarification of the provision for textbooks for participants in the program at the middle school level. Ollie Tyler, director of middle schools, reported that textbooks are provided for students. Mrs. Pugh asked that the reference to students providing their own textbooks (item six -- number four -- of the referring policy) be deleted from the policy. Dr. Hitchcock questioned staff's rationale for allocating more places on an allotment basis at the middle school level. He questioned if student placement is being made on an allotment basis, what guarantee is there that the students needing enrollment the most are being served. Mrs. Tyler stated that all principals make the selection. Ed Hearn, director of high schools, commented that there is a one percent allotment and some schools are given more slots based on their higher number of discipline referrals. Debate continued on student placement and space availability. Margaret Brown, principal at School Away From School (Oak Terrace), discussed the merits of the program and informed the board of program enhancements. She, too, emphasized a need to increase staffing. Mr. Thibodeaux encouraged staff to evaluate the results derived from placing students in the program. John Baldwin, principal at Hamilton Terrace, informed the board that counselors survey teachers to get results on whether to return students to the School Away From School program. Mr. Powell encouraged staff to provide board members with a report when the student allotment, per school, reaches zero. Dr. Foster reported that space is available at the high school level. More discussion ensued on allotments and tracking. Dr. Hitchcock moved, seconded by Mr. Adams and Mr. Burton, that the board accept the superintendent's report and authorize implementation of it for the 1995-96 school year. Discussion continued and Mr. Powell moved, seconded by Mr. Burton, to call for the question. Vote on the motion carried with board members Vance, Boykin and Thibodeaux opposed. Board members supporting the motion were Walker, Burton, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock. Mr. Milam asked if the motion includes the figures presented, and Dr. Hitchcock answered yes, in its entirety. Vote on the motion carried with Mr. Thibodeaux opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Pugh, Milam, Powell, Boykin, Adams and Dr. Hitchcock. Dr. Hitchcock asked what are the needs for the program for the remainder of this school year for each of these programs. Dr. Foster reported that the 100 spaces allocated at the middle school level are adequate, but staff could benefit at the high school level if 25 student positions could be added. Dr. Hitchcock asked what is the approximate cost to add positions, and Dr. Foster said \$30,000 (cost for one staff member). Dr. Hitchcock moved, seconded by Mr. Powell, that the CPSB authorize 25 more spaces for the remainder of this year at Hamilton Terrace School Away From School at a maximum cost of \$30,000. Mrs. Boykin questioned the allocation of \$30,000 in that the school year is already half spent. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

#### **POLICY FOR DISTRIBUTION OF INTERNAL AUDIT REPORTS AND PROCEDURES TO ENSURE FOLLOW-UP AND CORRECTIVE ACTIONS (DR. HITCHCOCK)**

Dr. Hitchcock inquired of the board if it is adequate that the only internal audit reports shared with board members are those that the superintendent deems necessary. He questioned if it would be appropriate for a member of the board (perhaps a member of the Executive Committee) to receive a copy of audit reports. Mr. Slack commented that at times reports are forwarded to the president and others are available at any time. Dr. Hitchcock expressed concern that the internal auditor works for the superintendent and it is possible that findings related to an internal audit might also relate to the superintendent. Mrs. Pugh commented that the CPSB removed the internal auditor from under the superintendent's direct responsibility and placed the position under the board to ensure independence. However, the internal auditor receives instruction from the superintendent. Legal counsel commented that the internal auditor is directly answerable to the board with respect to audit functions.

#### **REPORT: SHORTAGE OF SUBSTITUTE TEACHERS AND SALARY FOR SUBSTITUTE TEACHERS (ADAMS/PUGH)**

Mr. Adams said that this item is a report and it will be considered with another item listed under the superintendent's report which deals with the employment of teachers. Willie L. Henderson, assistant superintendent for human resource services, commented that information has been provided in the mailout and staff is asking the board to study the report. If after reviewing the information and it is the board's pleasure, then staff will prepare a proposal to strengthen the substitute teacher program and perhaps present it at the next CPSB meeting. Mr. Adams said that a stronger program will solve a great deal of problems in securing substitute teachers.

## **HONOR ROLL ASSESSMENT (POWELL)**

Mr. Powell moved, seconded by Mrs. Boykin, that any elementary school student receiving a "C" or lower on his/her conduct grade shall not be allowed on the honor roll. Mr. Powell observed that positive examples should be set for children to follow and passage of this motion will send a message that conduct is important. Mr. Burton and Mrs. Walker expressed opposition to the motion. Mr. Burton observed that a conduct grade is subjective whereas other grades are academic. G. Jeane Nichols, director of elementary education, informed the board that elementary principals were polled and the majority of the principals would like to see grades "C, B, and A" in conduct grades allowed for honor roll designation. More debate ensued and Mr. Thibodeaux made a substitute motion, seconded by Mr. Burton, that any elementary school student receiving a grade lower than a "C" in conduct shall not be allowed on the honor roll. Discussion resumed on staff's recommendation, students' decorum in class, and the provisions of the current policy. Vote on the substitute motion was called and carried with board members Powell, Milam, Boykin, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims and Pugh.

## **SEX EDUCATION PARENTAL REVIEW COMMITTEE UPDATE**

Mrs. Pugh called board members' attention to information included in the mailout. She asked the superintendent to see that the statutes are being followed in regards to the Sex Education Parental Review Committee, and that established timelines will be checked to be certain that a meeting of the group is called. Further, that all CPSB members have a person assigned to the committee. Mr. Burton informed the board that he will bring another nomination at the next school board meeting to serve on the committee to represent district three. The person he originally appointed is ill.

## **REPORT - NSBA FEDERAL RELATIONS NETWORK (BOYKIN)**

Mrs. Boykin called board members' attention to the information provided regarding the NSBA Federal Relations Network Conference that was held in Washington, D. C. She noted that highlights of pending legislation are included in the handout and a toll free number is available. Mrs. Boykin capsulized conference activities, particularly outlining unfunded mandates and how they impact the school system, unfunded mandates as they relate to special education, asbestos references, etc. A copy of "The NSBA Congressional Directory 104th Congress" was given to staff for placement in the superintendent's office.

## **SUPERINTENDENT'S REPORT**

**Requests for Leaves.** Mrs. Boykin requested clarification of the two leaves that were placed at board members' stations, observing that the leaves are for lengthy periods. She questioned if the positions will be staffed and if the leaves are being taken for professional benefit to the school system. Mr. Henderson informed the board that he is certain that one position will be staffed but has not been informed regarding the need to staff the other position. He further observed that granting the leaves would be in the best interest of the school system in both instances.

The following requests for leaves were recommended by staff:

Sabbatical Leave for Rest and Recuperation, Remainder of Spring Semester 1994-95 School Year and Fall Semester, 1995-96

Mary Fuller, Teacher, Southern Hills Elementary

Sabbatical Leave for Study, Entire 1995-96 School Year

Eileen Collins, Teacher, Vivian Elementary/Middle School

Leave Without Pay (Personal) for March 7, 1995 through March 6, 1996

Donna Camp, Teacher, Caddo Middle Magnet

Leave Without Pay (Personal) for March 1, 1995 through February 29, 1996

Venkat Yerrapragada, Assistant Supervisor, Child Nutrition Program

**Requests of the Board.** Cheryl Nissen, child nutrition programs employee, requested leave without pay from February 6, 1995 through March 31, 1995 in order to take care of her son who is seriously ill.

Mary Susan Venable, teacher at Caddo Magnet High School, requested to be away from her teaching duties from February 20, 1995 through March 10, 1995 in order to accompany her husband on a business trip to New Zealand.

Beverly Iverson was on sabbatical leave for the fall semester of the 1994-95 school year. She did not receive a passing grade in her chemistry course which caused her to earn nine hours undergraduate college credit rather than the required 12. She asked for an opportunity to make up the three hours during the spring semester on her own time. She is currently enrolled in another chemistry class at LSU-S.

Mr. Burton moved, seconded by Mr. Mims, approval of the leaves. V to on the motion carried with Mrs. Boykin opposed. Board members supporting the requests are Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

Because requests for leaves are often placed at board members' stations on the day of board meeting, Mrs. Boykin asked that "Requests for Leaves" not be placed on the consent agenda for future meetings.

**Arthur Anderson Compensation Study Report.** Mr. Slack informed the board that the report is nearly completed and staff will make a presentation at the March, 1995 school board meeting.

**Proposal Regarding Employment of Teachers Holding Temporary Certificates.** Ron Festavan, director of certified personnel, informed the board that approval of the proposal would permit staff to expand employment criteria by using state approved temporary teaching authorizations, i.e., Temporary Employment Permits (TEP) and Interim Emergency Policy for Hiring (Circular 665). He reported that the teacher shortage is critical and this proposal will address the problem of employing long-term substitutes. The authorization requires the person to have successfully completed a teacher education program and have a degree. The program is monitored by the state, and these persons must earn six hours per year of approved college credit in order to renew the temporary certificates which are good for one year. Certificates on a TEP are renewable for three times and four times on the Circular 665. Mrs. Pugh questioned the rate of pay for these persons, and she asked how the contract would read. Mr. Festavan stated that the daily rate is set by the state, \$80.40 per day on a 182 day year, plus benefits. Contracts are not issued to persons in either of these categories. Mr. Adams and Mrs. Walker emphasized the need to staff positions in schools in the rural areas. Mr. Adams moved, seconded by Mrs. Boykin, that staff be authorized to employ teachers eligible for temporary teaching authorizations, to include Temporary Employment Permits (TEP) and Interim Emergency Policy for Hiring (Circular 665), effective January 17, 1995. Vote on the motion carried unanimously.

**Group Health Program.** Mr. Slack reported that medical claims continue to climb. Staff will bring a report at the next school board meeting, and some adjustments will be required.

**LSUMC.** Mr. Slack informed the board that LSU Medical Center has expressed an interest in attaining an appraisal for the Caddo School for Exceptional Children property to gain information that they might use in making a proposal to the board. There will be no cost to the school system.

## **UNFINISHED BUSINESS**

**Update - Superintendent Search Committee.** Burnadine Moss Anderson, administrative assistant/communications, gave an update on the activities that are the result of and since the last Executive Committee meeting. Handouts were distributed outlining the composition of the Citizens' Advisory Committee, minutes of the Citizens' Advisory Committee meeting of February 7, 1995, notice of the upcoming Citizens' Advisory Committee meeting (February 21, 1995), notice of the open/public forum (February 20, 1995), roster of facilitators and recorders and written responses from public input. She further reported that the superintendent search advertisement has appeared in the Wall Street Journal. As a result of advertising in the Wall Street Journal, The National Business Employment Weekly picked up the ad and will run it at no cost to the CPSB. The president expressed appreciation for the update. The president informed the board of the communication from The Times requesting that the applications for superintendent be opened prior to the designated March 2 date. He said that the decision to open applications earlier than agreed upon should be at the discretion of the board. Mrs. Pugh commented that once applications are opened, that they become public information. Mrs. Boykin moved, seconded by Mr. Powell, that the CPSB stand by its date of March 2 for opening applications. Vote on the motion carried with Mrs. Walker opposed and Mr. Milam abstaining. Board

members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Powell, Boykin, Adams and Dr. Hitchcock.

Mr. Thibodeaux moved, seconded by Mr. Mims, for the addition of a representative from the PTA and CAE on the Citizens' Advisory Committee. Lengthy debate ensued on consistent application of board practices and on the role and function of the committee. Vote on the motion carried with board members Pugh, Powell and Boykin opposed. Mr. Adams abstained. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Milam, and Dr. Hitchcock. Mrs. Boykin questioned the role of the Advisory Committee and staff's response to the committee's recommendations. The president said he would address a letter to members of the committee outlining their role and functions. Mr. Thibodeaux commented that this process is complicated, but the board should allow for some flexibility. Mr. Burton moved, seconded by Mr. Thibodeaux, that persons who have served and are presently serving (Dr. James E. Foster and Mr. S. L. Slack) as interim superintendent be compensated for the time served in such position, at the base salary of the former superintendent. Vote on the motion carried unanimously.

Mrs. Pugh informed the board of staff's concerns regarding further guidance with the search process, and questioned when will the board meet to finalize materials for publication. The president suggested that the CPSB should meet next Tuesday, February 21, 1995, at 5 p.m. in its office at 1961 Midway Street. No opposition was expressed to the suggestion, and the president ruled that the board will meet on Tuesday, February 21, as suggested. Mrs. Pugh observed that the Advisory Committee will be meeting at 4 p.m. on Tuesday. Mr. Thibodeaux moved, seconded by Mr. Adams, to accept the timeline that was set forth at the board's February 1, 1995 meeting. Vote on the motion carried unanimously. Mr. Burton informed the board that he has a speaking engagement on Monday and will be unable to attend the public forum.

## **NEW BUSINESS**

**Retired Teachers Day.** Mrs. Boykin moved, seconded by Mr. Vance, that the CPSB recognize that February 23, 1995 has been proclaimed "LA Retired Teachers' Day" by Governor Edwin W. Edwards. Further, the Caddo Parish School System encourages school and community groups to honor our retirees on that day. A copy of the Governor's proclamation was distributed to board members. Mrs. Pugh asked if Caddo Parish is planning to host a reception and invite all retired teachers. Recognizing that the PTA Founders' Day banquet will be on February 23, Mrs. Boykin encouraged staff to consider hosting an activity in the 1995-96 school year. Vote on the motion carried unanimously.

**Resolution - Funding for Child Nutrition Programs.** Mrs. Walker moved, seconded by Mr. Thibodeaux and Mr. Burton, approval of the proposed resolution as distributed to board members. Mrs. Walker said the resolution states that CPSB does not want free lunches taken away from children, nor does the board want to stop subsidizing lunches. Mrs. Boykin made a substitute motion, seconded by Mr. Powell, to approve the substitute resolution (handwritten) that was distributed. Mrs. Boykin reported that the numbers referenced in Mrs. Walker's resolution have been deleted from the handwritten resolution because the numbers presented came from a private group, and the board does not know the validity of the numbers. Mrs. Walker informed the board that the resolution which she introduced was prepared by appropriate staff. Jackie Solomon, director of the child nutrition programs department, noted that the information in the typed resolution is factual. Vote on the substitute motion was called and carried with board members Walker, Vance, Burton, Pugh and Mims opposed. Board members supporting the motion were Thibodeaux, Milam, Powell, Boykin, Adams and Dr. Hitchcock. More debate followed on the preparation of the typed resolution, and Mr. Vance cautioned the board that it should listen to the advice given by staff.

**Agenda Format.** Dr. Hitchcock asked how does a board member amend the agenda format whereby board members could respond to visitors' concerns. Mr. Burton cautioned board members that to respond to visitors' concerns on the spot might cause board members to violate the open meetings law -- that 24 hours written notice must be given in order to consider an item. He further advised that usually the president asks staff to meet with the visitor before they leave the building in order to address their concern.

**Building Temperatures.** Dr. Hitchcock requested the superintendent to survey principals and teachers in the schools about problems associated with the energy conservation program; in particular, the temperature of classrooms in the parish, and to report back to the board regarding the findings with recommendation(s), if he finds it appropriate. Dr. Hitchcock further requested the superintendent to brief him on the contract with the energy management firm; the board's commitments; and options for cancellations. Mr. Adams echoed Dr. Hitchcock's sentiments. He requested a copy of the survey.

**Temporary Classroom.** Dr. Hitchcock noted that Mrs. Bell, a visitor, raised questions about physical security

of temporary classrooms (locks, lighting, unclean floors). He asked the superintendent to brief him on these concerns.

**Information.** Dr. Hitchcock referenced the appearance of Mrs. Dodson, former employee, and asked the superintendent to inform him if she has exhausted all avenues of an appeal.

**Salaries.** Mrs. Walker asked the superintendent to bring at the March, 1995 school board meeting information on the cost to grant a one percent and/or two percent salary increase to all employees, based on the additional funding received, and with a cap on the highest paid teacher salary.

**ROTC Program.** Mr. Adams commended staff for the outstanding JROTC program in Caddo public schools. He asked the superintendent to issue an Officers Evaluation Report (OER) which is a special evaluation report to Col. Richard Miller, supervisor of Caddo's JROTC program, for his outstanding leadership.

**Special Recognition.** Mr. Thibodeaux asked board members to consider individually recognizing outstanding persons from each board members' district (perhaps four persons a year) who have made outstanding contributions to Caddo educational programs. He suggested that since there are 12 board members, that each member could be designated a month to make his/her special recognitions.

**Criminal Records.** Mr. Mims asked the superintendent to provide him with a copy of the report on staff's findings regarding concerns as expressed by Mr. Elzie, a visitor, regarding criminal records for students.

**Westwood Elementary Administration.** Mr. Vance asked for an update on staff's response to concerns regarding the Westwood Elementary School administrative staff that were introduced by a visitor at a previous board meeting. Dr. Foster said some of the issues have been addressed and he asked Mr. Vance to visit with him after the board meeting for additional information.

**Incentives.** Mr. Vance asked staff to consider providing some type of program or incentive for teacher aides so that they, too, might be motivated to pursue higher education levels.

**Community Meeting.** Mr. Powell announced that he will be hosting a community meeting for citizens in district eight to meet with him to hear their interests/concerns. The meeting is scheduled for March 7, 1995 at Captain Shreve High School at 7:30 p.m. Board members were invited to attend.

**Energy Conservation.** Mr. Powell expressed concern about the manner in which the energy conservation program is being implemented. He said he has been informed that staff is looking into the program and will evaluate what is being done. Mrs. Walker asked Mr. Norwood to inform board members as to how much it has cost the school board in maintenance work since the energy managers were employed.

## **EXECUTIVE SESSIONS**

**Student Appeal.** Dr. Foster informed the board that the issue has been resolved and the executive session is not needed. Mr. Powell asked how was the matter resolved and staff reported that the student is in special education and the parent thought that services to the child would be discontinued. However, staff had a conference with the parent and explained that instructional services will continue and the student will receive credit. The student has been assigned to the New Elizabeth Center tutorial program. The second appeal was cancelled by the parent.

**Litigation.** Mr. Powell moved, seconded by Mrs. Pugh for an executive session for approximately 30 minutes to hear litigation. Vote on the motion carried and the board went into executive session at approximately 9:27 p.m. The board reconvened at approximately 10:03 p.m.

Mrs. Pugh moved, seconded by Mrs. Boykin, that the CPSB authorizes legal counsel to negotiate the complete settlement of, and without appeal, the Jonathan G. vs. CPSB case, including the payment of attorney fees, with the superintendent being empowered to make a decision on behalf of the board with respect to the amount. Vote on the motion carried unanimously.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Mr. Mims seconded the motion, and the meeting adjourned at approximately 10:05 p.m.

## February 21, 1995

The Caddo Parish School Board met in special session in its office at 1961 Midway Street, Shreveport, Louisiana at 5:00 p.m., Tuesday, February 21, 1995, with President Mark Milam presiding and the following board members present being a quorum: Mildred B. Pugh, Miles Hitchcock, Sc.D., Sybil Walker, Johnny Vance, Jr., Willie D. Burton, Michael Thibodeaux, Alvin Mims, Jerry Tim Brooks, Mike Powell, Judy D. Boykin, and Ron Adams. Also present were Interim Secretary S. L. Slack and Fred Sutherland, legal counsel. Other visitors were also present. Invocation was given by Mr. Powell followed by the Pledge of Allegiance.

### ANNOUNCEMENT

Interim Superintendent S. L. Slack announced that due to sewerage problems at Donnie Bickham Middle School, that school would be closed Wednesday, February 22, 1995 in order to correct the problem. He added that students, parents, and staff would be notified via media and staff as to the school's reopening.

The president stated that the purpose of the Superintendent Search Committee meeting is to more highly define the qualifications for superintendent. He further commented that he felt the open/public forum held at C. E. Byrd High School on Monday evening, February 20, 1995, was successful and that the board would today be discussing suggestions received as a result of that meeting. Further, he added that the Citizens' Advisory Committee had met at 4:00 p.m. today and had requested an opportunity to address the board.

Ronnie Bryant, co-chair of the Citizens' Advisory Committee, stated that the committee met at 4:00 p.m. today and understands that the information gathered from the forum on Monday evening will be presented to the board today. Additional input from the committee will be as it relates to the information that citizens presented. The committee's top concern is that the new superintendent understands the diversity of Caddo Parish, and that he recognizes the responsibility to educate every student enrolled in Caddo Parish schools. The committee also feels it is important that the superintendent has a proven track record with experience and background in running a school system that is comparable to Caddo; and, that it is someone with an impeccable personal background. The new superintendent should: a) be someone with a vision; b) have a plan for the parish; c) establish a timetable; d) is accountable to the board; and e) is concerned about decentralized management of Caddo schools. The Citizens' Advisory Committee also wants the board to understand that having a progressive superintendent requires having a progressive board that is open to new ideas.

John Bowman, co-chair of the Citizens' Advisory Committee, stated that emphasis should be given on re-examining management styles and that in viewing the selection of a superintendent, he should be viewed in regard to his ability to produce a product -- students who can read, write, add and subtract. The committee desires to support the board in whatever way it can, and he encouraged committee members to stay in touch with their individual board members with input.

On behalf of the board the president expressed appreciation to the committee and encouraged committee members to continue to provide input.

Burnadine Anderson, administrative assistant/communications, updated the board on the written information/input received. She stated that at the last meeting 39 written responses had been received from the public; and, additional written input brings the total to 105 responses. She explained that all information presented today is in synopsis form, however, the raw data is available for review. As a result of the public forum on Monday, recommendations by each group were compiled and were distributed to the board. Mrs. Anderson also noted that each group was given a list of the search criteria from 1989, and if time allowed, the groups were asked to review the list and either agree, disagree, or write suggestions as to how the qualifications might be improved. Mrs. Anderson said that some of the areas staff would like to see the board address at this meeting would be the application and selection process, compensation and contract length, and the material listed under the heading "The Challenge" in the brochure.

Discussion ensued on: a) what procedure might best be utilized to begin the criteria selection process, and b) incorporating the input received from the public forum. After discussion, Mr. Thibodeaux moved, seconded by Mr. Burton, that the Caddo Parish School Board use the qualification sheet of 1989 as a base to begin determining qualifications at this time. Vote on the motion carried with Mrs. Walker opposed. Board members supporting the motion were Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

The board proceeded at this point to review the data and insert the input that was received from the citizens into the criteria used in the 1989 superintendent search.

Suggestions which did not fall within the realm of any of the listed criteria were added.

Board members stressed the importance of not duplicating the efforts of the 1989 search. They emphasized the importance of including in the criteria that Caddo values high morals and character and that the board will be sensitive to that in its search.

Mr. Burton moved, seconded by Mr. Brooks, that the Caddo Parish School Board include in the list of qualifications for the superintendent search a statement that Caddo expects and encourages that the superintendent would possess a strong moral character and high ethical standards. The motion carried unanimously.

Mr. Powell moved, seconded by Mr. Brooks, that the words "ability to solicit parental involvement" be added at the end of the qualification "A commitment to high level visibility within the district and to the development of strong ongoing positive relationships among students, staff and community thus reading "; ability to solicit parental involvement." The motion carried unanimously.

Mr. Adams moved that the superintendent should have demonstrated ability to implement and maintain a safe and disciplined school environment. Mr. Powell seconded the motion which carried with Mr. Vance opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

At this point in the meeting, Mr. Bowman requested that the board not use the 1989 qualifications as the base for the guidelines in the superintendent search. The committee felt that the board is taking the input from the citizens and making it fit into what the 1989 qualifications read. Mr. Bowman also expressed that the committee would be willing to take the information received from the forum and develop a new list of qualifications to be submitted to the board for its consideration.

Mr. Bryant stated that there has been a miscommunication from the beginning as to what the committee is to do. He emphasized that the committee is willing to come back to the board with a prioritized list of the citizens' input.

Mr. Bowman requested that the board instruct the committee as to whether or not they have completed their appointed task; if not, that the board give the committee specific directions as to what it wants.

Mr. Thibodeaux moved, seconded by Mrs. Walker, that the Citizens' Advisory Committee present to the Caddo Parish School Board a prioritized list of traits or qualifications for the superintendent and that it be presented to the board by Friday, February 24, 1995, to be used as a guideline in an advisory way by the board.

Discussion continued on the miscommunication evidenced between the board and the Citizens' Advisory Committee concerning the role, scope and mission.

After more discussion, vote on the motion was called and failed with board members Vance, Burton, Pugh, Powell, Milam and Boykin opposed. Board members supporting the motion were Walker, Thibodeaux, Mims, Brooks, Adams and Dr. Hitchcock.

Mr. Powell moved, seconded by Mrs. Boykin, to add the verbiage "communicate a vision" in the qualification, thus reading "A commitment to educational excellence for all students along with the ability to (communicate a vision,) develop, implement and articulate specific short and long-term school district goals and programs." The motion passed with board members Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock supporting the motion. Mrs. Walker was absent for the vote.

The above actions reflect the following as a revised list of qualifications to be used in the search for a superintendent of Caddo Parish Public Schools. (Revisions and additions underlined.)

\*A proven commitment to educational excellence for all students along with the ability to communicate a vision, develop, implement and articulate specific short and long-term school district goals and programs

\*A strong background in curriculum development, personnel administration, business management and school finances

\*A commitment to high level visibility within the district and to the development of strong ongoing positive relationships among students, staff and community; and ability to solicit parental involvement

\*The ability to involve a wide variety of persons in the school decision-making process

\*An articulate spokesperson for public education who is capable of developing effective communication strategies with both school employees and community members

\*The ability to work in the area of human relations; a "people person" with personnel management qualities

\*A sensitivity to the ethnic diversity of the Caddo Parish schools and commitment to providing equally effective education for all children of all people

\*A broad-based educational background as a student, teacher and school administrator

\*An earned doctorate is preferred

\*Strong moral character and high ethical standards.

\*Demonstrated ability to implement and maintain a safe and disciplined school environment.

Working documents used to arrive at the above qualifications have been placed in a permanent file in the superintendent's office.

## **RECESS**

The board recessed at approximately 7:22 p.m. and reconvened at approximately 7:52 p.m. Mr. Brooks left the meeting at approximately 7:30 P.m.

Mr. Powell moved, seconded by Mr. Thibodeaux, that the Caddo Parish School Board submit its preliminary draft of qualifications to the Citizens' Advisory Committee to review and submit suggestions to the board at a special meeting of the board, scheduled for March 1, 1995. Vote on the motion carried unanimously.

Discussion followed on adjustments that might need to be made in the originally set timeline. Opening of the applications on March 2, 1995 was originally timed with the publication of the brochure listing the qualifications. The board was reminded that in delaying the printing of the brochure until after the meeting on March 1, that additional time will be needed for response letters and mailing brochures to applicants. Board members were also reminded that once the applications are opened, that they become public records. A meeting of the board with legal counsel was suggested to ensure that the board fully understands the legal aspects of these records.

Discussion was held on the application and selection procedure, thus highlighting the deadline, compensation and contract information, and information listed under "The Challenge."

Mr. Powell moved, seconded by Mr. Burton and Mr. Thibodeaux, that the Citizens' Advisory Committee be advised, and that the Committee's purpose be that it shall meet within the next four days for the purpose of reviewing the board's working draft and come back to the board with suggested additions, deletions and amendments; secondly, that the committee shall be involved in the process of interviewing the semi-finalists with that participation being that they shall be given an opportunity to ask questions of the semi-finalists.

A substitute motion was made by Mr. Vance, seconded by Mr. Burton, that the role, scope and mission be sent to the Citizens' Advisory Committee in writing that would include reviewing the working draft of qualifications and reporting to the board on March 1, 1995, on any revisions, suggestions or recommendations in writing. Also, that they would interview the semi-finalists and be allowed an opportunity to ask questions; and, reporting their input from the interviews back to their individual board members.

Dr. Hitchcock encouraged the president to make it very clear to the Citizens' Advisory Committee that the board wants to hear from them and any member of that committee has a standing invitation to address the board at any time about the search process.



Mrs. Pugh offered an amendment to the motion that the Citizens' Advisory Committee may submit written advice by chairpersons at any superintendent search meeting, and that the CPSB's president shall be given notice. Motion seconded by Mr. Burton. After discussion, Mrs. Pugh withdrew the amendment. No objection was expressed by board members.

Vote on the substitute motion passed with Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Powell, Boykin and Adams.

### **CONTRACT LENGTH**

Mrs. Walker moved, seconded by Mr. Vance, that the contract length be for three years. Vote on the motion passed with Powell, Boykin, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh and Milam.

### **SALARY**

Mr. Thibodeaux moved, seconded by Mr. Mims, that the salary and benefits be left negotiable at this time. Vote on the motion carried unanimously

Mrs. Anderson reviewed verbiage in the 1989 publication with recommended modifications. Discussion followed on verbiage in "The Challenge" portion of the brochure. Mr. Adams moved that the portion relative to maintaining compliance with 1981 Federal Consent Decree be changed to read, "Devise and implement a program that would permit the courts to remove and relieve the Caddo Parish School Board from the jurisdiction of the Federal Consent Decree." The motion died for lack of a second.

Mr. Burton moved that the board accept the recommendations as to the changes for the printout as submitted by staff and legal counsel. Mr. Mims seconded the motion.

Mrs. Pugh moved that wording of the bullet under "The Challenge" which reads, "Improve student achievement with particular emphasis on raising minority test scores" be changed to read "Improve student achievement with particular emphasis on raising test scores for economically deprived students." Mr. Burton seconded the motion.

Dr. Hitchcock made a substitute motion that staff be directed to provide a written update reflecting Mrs. Pugh's amendment and all the suggested changes to this document, and that the board postpone the motion until the Wednesday, March 1, 1995 meeting when it is presented in written form. The motion was seconded by Mr. Powell and carried unanimously. Staff was also asked to compare the board's goals to those listed in "The Challenge" and make appropriate changes.

Mrs. Anderson stated that staff will make the adjustments in the originally proposed timeline and bring this information back to the board at its next meeting.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Powell seconded the motion, and the meeting adjourned at approximately 9:02 p.m.

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S. L. Slack, Interim Secretary

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Mark Milam, President

## March 1 , 1995

The Executive Committee of the Caddo Parish School Board (CPSB) met in regular session Wednesday, March 1, 1995, at 3:30 p.m. in its office at 1961 Midway Street, Shreveport, Louisiana with President Mark Milam presiding and Mildred B. Pugh and Miles Hitchcock, Sc.D., present. Other board members present were Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Alvin Mims, Michael E. Powell III, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were Interim Secretary S. L. Slack and Legal Counsel Fred Sutherland, staff and other visitors. Invocation was given by Dr. Hitchcock followed by the Pledge of Allegiance.

**Agenda Items.** Mr. Slack reviewed the proposed agenda for the March 15, 1995 school board meeting. The following items were added: "Goals 2000" (Walker); "School Calendar (1995-96)" (Walker); "Health Program for Linwood Middle School" (Mims); and, "Gaming Revenue Allocations - Possible Legislation" (Pugh). "Approval of CPSB Travel Policy" and "Travel Expenses for the CPSB (Parishwide)" were combined. "Systemwide Uniform Dress for Students" (Brooks) was postponed until the April, 1995 CPSB meeting. The following items were categorized as consent agenda: 10-A (1-5) and B; 12, 13, 15, 16, 17 and 22.

### DISCUSSIONS

**Goals 2000.** Mrs. Walker informed board members that she will be prepared to introduce a motion requesting the board to rescind its previous action relative to Goals 2000.

**School Calendar 1995-96.** Mrs. Walker said she will introduce a motion at the March 15, 1995 school board meeting to rescind the board's action of its last regular meeting, and introduce a motion for the adoption of the school calendar that was originally presented and recommended by staff.

**Proposed Revisions of School Board Policy GCO (Professional Staff Promotions).** Mr. Thibodeaux requested clarification of this item. Mr. Slack said this policy includes head coaches along with other administrative positions that the board appoints. Staff will be recommending that a different procedure be used to appoint head coaches. If the proposed revisions are approved, then the position of head coach will not need board approval; neither, go through the Interview II Committee. This position would be approved at the school level and by the supervisor of athletics. Mr. Vance asked staff and legal counsel to review this matter.

**Proposal for Salary Increments.** Mrs. Pugh asked if substitute teachers' pay is being considered in the proposal. Mr. Slack replied that staff is still working on a proposal for substitute teachers' pay, and it will probably be April before a recommendation is presented to the board. He further reported that this item is presented in response to Mrs. Walker's request for a proposal for teachers' pay (one percent and two percent increase).

**Reorganization, Elimination of Assistant Superintendent Positions and Creation of Deputy Superintendent Position. Dr. Hitchcock).** Mr. Vance noted that the board voted to delay consideration of a plan for decentralization until after a superintendent is appointed, and said that the board has not heard the findings of the Anderson Compensation Study Report that is being prepared. He requested clarification of this item. Dr. Hitchcock said the item is coauthored by himself, Mr. Thibodeaux, Mrs. Walker and Mr. Adams. He stated that the intent of this item, from his perspective, is to eliminate the positions of assistant superintendent for administration, assistant superintendent for human resource services, and assistant superintendent for curriculum and instruction on or about June 1, 1995, to establish at that date, the position of deputy superintendent on or about that same date. Dr. Hitchcock's reason for introducing the item now references the expiration of contracts for individuals that are currently in these positions. He expounded on the provision of the contracts which calls for serving notice to employees within 120 days. Mr. Vance expressed concern for the introduction of this item at this time and asked legal counsel to look into this matter. Mr. Thibodeaux commented that substantial organizational changes are needed at the central office level, and the introduction of this item just brings it to the floor. He also noted that he is interested in receiving input from the new superintendent. Mrs. Walker emphasized the timeline that exists regarding reorganization and renewing of these contracts. Mr. Adams observed that the board will be facing some very serious budget constraints and unfunded mandated items. He stated that introduction of this item prepares staff, in advance, of pending motions to go into a reduction force program for the central office. Mr. Burton questioned the impact this item will have on the spirit of the consent decree. Legal counsel noted that the consent decree does not have any type of ratio, nor specification as to any particular job or number of jobs being designated to persons of any particular race, sex or creed, and he proceeded to expound on the orders of the consent decree.

**Approval of Travel Policy and Travel Expenses for the CPSB (parishwide).** Mr. Powell suggested that these two items be combined in that "Approval of Travel Policy" is in response to board members' inquiries regarding travel expenses for the school system.

**Status Report on Special Schools.** Mr. Powell asked what special schools are referred to in the status report. Essie Holt, assistant superintendent for Instruction and curriculum, replied that the schools referenced are Alexander, Caddo Exceptional and Oak Terrace.

**Sex Education Parental Review Committee.** Mr. Burton questioned when will the committee meet. Staff replied that the committee will meet on March 13, 1995 at 6 p.m. Mr. Burton informed board members that the representative to this committee from district three is unable to continue serving on the committee due to health reasons. He asked the Executive Committee to approve his recommendation of Raymond Stewart to the committee so that district three will have representation at the March 13 meeting. Dr. Hitchcock asked if this appointment is a permanent replacement to the committee for district three, and Mr. Burton answered in the affirmative. Dr. Hitchcock moved, seconded by Mrs. Pugh, to suspend the rules to place this item on the agenda for consideration by the Executive Committee. Vote on the motion to suspend the rules carried unanimously. Mrs. Pugh moved, seconded by Dr. Hitchcock, that Raymond Stewart be approved to serve on the Sex Education Parental Review Committee, representing district three, subject to ratification by the full board at its March 15, 1995 school board meeting. Vote on the motion carried unanimously.

**Disposal of the Vivian School.** Mrs. Walker asked if this item will be placed on the agenda. Mr. Slack reported that staff has talked with legal counsel and is proceeding with her request; however, staff is not prepared to bring a motion at this time.

Mrs. Pugh moved, seconded by Dr. Hitchcock, approval of the consent agenda. Vote on the motion carried unanimously.

## **WORK SESSION**

**Proposed Revisions of School Board Policy GCO (Professional Staff Promotions).** Ed Hearn, director of high schools, informed board members that staff included the supervisor of athletics in considering revisions to this policy. He informed the board about: principals' concerns, coaches' roles as teachers, and interview procedures. Mrs. Pugh questioned staff's consideration of coaches' leadership roles and contract provisions. She noted that head coaches are appointed and serve at the pleasure of the board, and expressed her concerns for revising the policy. Debate followed on head coaches' placement and contracts for head coaches. Pat England, executive director for Caddo Association of Educators (CAE), asked for clarification of staff's interpretation of the existing policy and petitioned the board to look at consistency of application with regard to other employees who may be in the same situation as it relates to the law.

**Gaming Revenue.** Mrs. Pugh moved, seconded by Dr. Hitchcock, to suspend the rules to add this item to the agenda to receive input from Sally Cox, Board of Elementary and Secondary Education (BESE) member-at-large. Vote on the motion carried unanimously. Ms. Cox gave an update on the allocation of local gaming revenues to educational systems. She encouraged the board to pursue legislation that would direct a portion of gaming funds to Caddo Parish. Ms. Cox said amendments to legislation should be submitted to the Legislature by March 17, 1995. Mrs. Walker informed board members that she met with her area legislator and he informed her of his plans to introduce legislation that would direct funds to Caddo Parish. Cathy McClure, president of CAE, announced that CAE's annual reception for area legislators will be held on March 14, 1995, and this would be a good opportunity for board members to lobby legislators. Dr. Hitchcock asked the president and superintendent to advise board members of a procedure or plan on how the board could address this matter. Mrs. Pugh suggested that the president and superintendent should contact LSBA in Baton Rouge for assistance.

**Energy Management.** The president announced that representatives from Energy Education, Inc. are seated in the audience. He encouraged board members to visit with the representatives if they had specific questions regarding energy conservation in Caddo public schools. He further stated that a report will be presented to the board at its March 15, 1995 meeting.

## **UPDATE - SUPERINTENDENT SEARCH COMMITTEE**

Ronnie Bryant, co-chairman of the Citizens' Advisory Committee for the superintendent search, thanked the board for allowing citizens an opportunity to provide input in its search./for a superintendent.

He apprised the board of the committee's recommendations; specifically, the following additions: a) all qualifications must be verifiable, and, b) must be a proven leader. The committee further requested copies of the resumes of the semifinalists, a one-hour formal interview with each semifinalist, and authority to meet again to discuss and submit questions to the CPSB about the interview process. The president thanked Mr. Bryant for the report and said the recommendations and requests will be considered during the special session of the board immediately following the Executive Committee meeting.

**Adjournment.** There being no further business, Mrs. Pugh moved for adjournment. Dr. Hitchcock seconded the motion which carried unanimously, and the meeting adjourned at approximately 5 p.m.

### **March 1, 1995**

The Caddo Parish School Board (CPSB) met in special session in its office at 1961 Midway Street, Shreveport, Louisiana following the Executive Committee meeting/board work session (approximately 5:15) p.m., Wednesday, March 1, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell II Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. The invocation and Pledge of Allegiance were given/led by Dr. Hitchcock at the start of the Executive Committee meeting and were dispensed with for the special session. Also present were S. L. Slack, interim secretary, and Fred Sutherland, legal counsel.

The president stated that the purpose of the special school board meeting is to continue with the development of a desired profile and transaction of other business relative to the superintendent search process and selection of a superintendent for Caddo public schools.

**The Qualifications.** Mr. Burton moved, seconded by Mr. Powell, to accept the qualifications as revised and submitted by the Citizens' Advisory Committee regarding the superintendent criteria. Recommended changes by the Citizens' Advisory Committee are underscored and/or word(s) were deleted to read as follows: a) Second Apple - A documented background in curriculum development, personnel administration, business management and school finances; b) Third Apple - A commitment to high level visibility within the district and to the development of strong ongoing positive relationships among students, staff and community, and the proven ability to solicit parental involvement; and, c) Seventh Apple - A broad-based educational background as teacher and school administrator.

Mrs. Walker made a motion to amend the motion, seconded by Mr. Thibodeaux, to substitute the word "encourage" for "solicit" as included in the "Third Apple" qualification; thus reading, "A commitment to high level visibility within the district and to the development of a strong ongoing positive relationships among students, staff and community and the ability to encourage parental involvement. Vote on the amendment failed with board members Walker, Burton, Milam, Brooks and Dr. Hitchcock supporting the motion. Board members opposed were Vance, Thibodeaux, Mims, Pugh, Powell, Boykin and Adams. Vote on the main motion carried unanimously.

**Brochure.** Mr. Burton moved, seconded by Mrs. Pugh, to call from the table the motion concerning the contents of the brochure. Vote on the motion carried unanimously. Mr. Burton moved, seconded by Mr. Vance, to adopt the brochure as amended. Vote on the motion carried unanimously.

**Calendar/Timeline.** Mrs. Pugh moved, seconded by Mr. Burton, to accept the revised calendar for the superintendent search. Vote on the motion carried unanimously. A copy of the calendar is filed in the official papers of the board.

**Citizens' Advisory Committee.** Mr. Powell clarified the directives that were given to the Citizens' Advisory Committee regarding its scope, role and mission. Mr. Powell stated that after the advisory committee interviews the semifinalists, that they are to give input to "individual" board members. Board members and staff further reviewed the directives that were given to the committee and adopted by the board at its February 21, 1995 meeting. The president asked staff to make the revisions as noted.

**Citizens' Advisory Committee Meeting.** Mr. Powell moved, seconded by Mr. Thibodeaux, to add a provision to the scope, role and mission to allow the Citizens' Advisory Committee to call a meeting prior to the interview for the purpose of discussing how they will conduct their portion of the interview process. Discussion ensued

on the legal boundaries of the committee. Vote on the motion carried with Mrs. Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Brooks, Powell, Adams and Dr. Hitchcock.

**Opening of Applications.** The president announced that letters of application for the position of superintendent for CPSB will be opened on Thursday, March 2, 1995, at 1:30 P.M. in the superintendent's conference room.

The president stated that other requests made by the Citizens' Advisory Committee will be reviewed by legal counsel and the board will consider them at its March 15, 1995 meeting. Particular reference was made to item one on the committee's memo, and this item addresses the availability of applicants' resumes for review by committee members.

**Adjournment.** There being no further business, Mr. Burton moved for adjournment. Mr. Brooks seconded the motion which carried unanimously. The meeting adjourned at approximately 5:45 P.M.

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S. L. Slack, Interim Secretary

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Mark Milam, President

### **March 15, 1995**

The Caddo Parish School Board (CPSB) met in regular session in its office at 1961 Midway Street, Shreveport, Louisiana at 3:30 p.m. Wednesday, March 15, 1995, with President Mark Milam presiding and the following board members present being a quorum: Ron Adams, Judy D. Boykin, Jerry Tim Brooks, Willie D. Burton, Miles E. Hitchcock, Sc.D., Alvin Mims, Michael E. Powell III, Mildred B. Pugh, Michael J. Thibodeaux, Johnny Vance, Jr. and Sybil B. Walker. Also present were S. L. Slack, interim secretary, and Fred Sutherland, legal counsel. Janis Lofton, resident of district 11, sang the Lord's Prayer. Mr. Adams led the Pledge of Allegiance.

### **MINUTES OF THE PREVIOUS BOARD MEETING**

Mrs. Boykin moved, seconded by Mr. Thibodeaux, approval of the minutes of the February 15, 1995, February 21, 1995 and March 1, 1995 CPSB meetings. Vote on the motion carried unanimously.

### **CONSENT AGENDA**

The board reviewed the agenda and "Bids - Computers for All Schools" was postponed until the April, 1995 school board meeting. The following items were categorized as consent agenda:

#### **Agenda Item No. 11**

**Approval of Bids/Proposals Taken.** Staff recommended approval of the circled low bids for heating, ventilating and air conditioning units for Caddo Career Center; furniture and equipment; sale, demolition for salvage and removal of school bus shed; bus wash treatment system, Phase I, Project 187; security fencing (Judson Fundamental and Fair Park High School); and, science furniture (C. E. Byrd High School). A copy of the tabulation bid sheets marked "Exhibit A, 11 pages, March 15, 1995" is filed in the official papers of the board.

**Rejection of Bid.** Staff recommended that low bids be rejected for reroofing work at Arthur Circle and Jack P. Timmons Elementary School, and requested authorization to advertise and rebid the projects.

#### **Agenda Item No. 15**

**City of Shreveport- Temporary Construction Servitude (Summerfield Elementary).** Staff recommended that the interim superintendent be authorized to sign the temporary construction servitude for Parcel Number T-7, Green Terrace Ditch, for the CPSB.

#### **Agenda Item No. 16**

**NorAm Gas Transmission - Utility Servitude (Summerfield Elementary).** Staff recommended that the interim superintendent be authorized to sign the Utility Servitude Grant for Line MN-3 for the CPSB. The

servitude will allow NorAm to have direct access to their existing meter and regulation station which is located on the northeast corner of the campus.

#### **Agenda Item No. 18**

**Request for School Bus Transportation by Southern University - Shreveport.** Staff recommended that the request from Southern University-Shreveport to rent three school buses for use in a summer tutorial program from June 12 - July 21, 1995 be approved.

#### **Agenda Item No. 19**

**Request for School Bus Transportation by Jack and Jill of America, Inc.** Staff recommended that the request from Jack and Jill of America, Inc. to rent approximately five school buses for use during the Annual Teen Conference from June 15-17, 1995 be approved.

#### **Agenda Item No. 20**

**Agreement With City of Shreveport - Weed and Seed Grant/Safe Haven Program.** Staff recommended that the contract for the Weed and Seed Grant/Safe Haven Program be approved for signing. The grant will provide after school and full day summer care programs for Barret Elementary, Creswell Elementary and E. B. Williams Stoner Hill Elementary Laboratory School. The Youth Enrichment Program's (YEP) staff will operate the program.

#### **Agenda Item No. 21**

**Ninth Grade Task Force Report (informational).** A brochure detailing activities carried out in schools and at the central level was included in the mailout. Data collected indicates a reduction in the number of failures from January, 1994 to January, 1995.

#### **Agenda Item No. 25**

**School Enrollment Projections Through the Year 2010.** In response to a board member's request for a report on enrollment projections to the year 2010, a report was prepared and included in the mailout.

#### **Agenda Item No. 26**

**Proposed Name Change for Oak Terrace Special School and J. B. Harville Alternative School.** Staff recommended that the name of Oak Terrace Special School/J. B. Harville Alternative School be changed to Oak Terrace/J. B. Harville Alternative School. This would eliminate the waiver that is required from the State Department of Education for a principal to serve two schools on one site.

Mr. Thibodeaux moved, seconded by Mr. Brooks, approval of the revised consent agenda. Vote on the motion carried unanimously.

#### **REORGANIZATION, ELIMINATION OF ASSISTANT SUPERINTENDENT POSITIONS AND CREATION OF DEPUTY SUPERINTENDENT POSITION (DR. HITCHCOCK)**

Mr. Burton moved and objected to the board's consideration of this agenda item. Legal counsel advised that a two-thirds vote is required to sustain this motion, and a second to this motion is not required. Vote on the motion failed with board members Vance, Burton, Pugh, Mims and Brooks supporting the motion. Board members opposed were Walker, Thibodeaux, Milam, Powell, Boykin, Adams and Dr. Hitchcock.

#### **SPECIAL PRESENTATION**

Lt. Col. Monty Walford, deputy commander of the 4013th U. S. Army Reserve Garrison in Bossier City, Louisiana, made a presentation of "Say No To Drugs" floor mats to each of Caddo's middle schools. Board members expressed appreciation to Lt. Col. Walford for the reserve's partnership with Caddo Public Schools.

#### **SPECIAL RECOGNITIONS**

On behalf of the CPSB, Essie Holt, assistant superintendent for curriculum and instruction, made the following special recognitions:

**1995 Class 5-A Girls Basketball Champions (Southwood High School Lady Cowboys).** Players: Tabettha Jackson, Jessica Lang, Krystal Jones, Lylanda Cannon, Jenne]] Minor, Amanda LeBlanc, Kim Waddles, Cheryl Brooks, Nichole Butler, Jennifer Maxie, Tamera Huff and Precious Gray. Also recognized were Steve McDowell, head coach; Michael Ilgenfritz, assistant coach; Principal Charles Walker, parents, relatives and faculty supporters.

**1995 Class 5-A State Girls Basketball Runner-up (Huntington High School Lady Raiders).**

Players: Kamilah Richardson, Sonya Kelly, Nicole Simpson, Kristy /jounds, Tangela Stickman, Amanda Key, Kiwanis Atkins, Jamie Richardson, Lakesha Kato, Kabora Steadman and Yashica Atkins. Also recognized were Charlie Johnson, head coach; Marian Howard, assistant coach; Principal John Dilworth, parents, relatives and faculty supporters.

Each honoree received a framed certificate of recognition for this outstanding honor. Mr. Adams moved, seconded by Mr. Powell, to suspend the rules to consider a motion to recognize the Lady Cowboys. Vote on the motion carried unanimously. In honor of Southwood's outstanding achievement, Mr. Adams moved, seconded by Mr. Thibodeaux, that Friday, March 31, 1995, be declared as Southwood High School Day and that Southwood High School be officially closed on this day. Vote on the motion carried with Mr. Vance opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin, Adams and Dr. Hitchcock.

Kim Waddles of the Lady Cowboys was named the state's most valuable player in the 5-A division. The Lady Cowboys basketball team presented an autographed basketball to Interim Superintendent Slack.

**MATHCOUNTS.** MATHCOUNTS Regional Competition was held on Saturday, February 18, 1995 and teams ranked as listed: 1st Place - Herndon Middle Magnet (12th at the state level); 2nd Place - Caddo Middle Magnet (7th at the state level); and, 3rd Place - Youree Drive Middle School (17th at the state level). The top four students in the competition are: 1st Place - A. J. Williams (Keithville Elementary/Middle School); 2nd Place - Tyler Heikes (Youree Drive Middle School); 3rd Place - Grant Swicegood - (Herndon Middle Magnet); and, 4th Place - Jason Crye (Herndon Middle Magnet). The teams and students are eligible to participate in the State MATHCOUNTS Competitions. Principals, teachers, relatives, and supporters of these students were recognized. A. J. Williams placed ninth (individually) at the state level. Mr. T. Willie Moore, teacher at Caddo Middle Magnet, made general comments about the competition and expressed appreciation to the board and staff for their support. Also recognized was E. Jean Ware, mathematics supervisor for Caddo public schools. Honorees received framed certificates of recognition for their noteworthy achievement.

## **INSTRUCTIONAL PRESENTATION - ELEMENTARY PHYSICAL EDUCATION PROGRAM**

Leahron Caldwell, physical education coordinator, gave a broad overview of elementary physical education activities in Caddo Parish schools. Highlights of the presentation are: a) professional contributions that have made a positive difference in the program from 1993-95; b) insight on how to have an award-winning program; c) the characteristics of an outstanding physical education program; d) testing programs; e) evaluative guidelines; f) workshop information, etc. A video program was shown of activities in area schools. Board members were provided with a packet of supportive information.

## **VISITORS**

Mimie Cherry, citizen, made a humorous comment regarding her presence at today's meeting in support of the CPSB, especially on a rainy afternoon.

Reverend W. C. West spoke in support of the Queensborough Elementary's faculty and students' interest in the child nutrition program through a letter writing activity. He also expressed concern about the proposed central office staff reduction plan.

Margaret Lewis, PTA president at Queensborough Elementary, spoke in support of the school's writing activity relative to the child nutrition program.

Robert "Bubba" Williams, citizen, reminded the board of its role and responsibilities. A handout outlining school board members' role and responsibilities as outlined in the text, "Becoming A Better Board Member," was distributed. He asked the board to delay its plan to eliminate the assistant superintendent positions.

Priscilla Pullen, elementary school principal, asked the board to investigate all positions before singling out positions to cut from the organizational structure. She highlighted the roles that assistant superintendents play in responding to principals' needs.

Larry Baudino, representing the Caddo Federation of Teachers, presented a resolution to the board urging the Governor and Legislature to honor their pledge to award pay supplements to teachers and school employees; and, opposing conditions to future pay raises.

Talben Pope, president of the Shreveport Chapter of NAACP, admonished the board and staff about their lack of support of students and faculty at Queensborough Elementary School in their recent letter writing activity relative to the child nutrition program; and, discouraged the reorganization plan.

Dr. Thomas Archey, school consultant, asked the board to delay its restructuring plan for central office. He petitioned the board to look at all areas before downsizing.

Willie Bradford, president of the Queensborough Neighborhood Association, informed the board of the community's disapproval of the reprimand that faculty and students received from the board and staff regarding a letter writing activity at Queensborough Elementary School. He emphasized that faculty and students have a constitutional right to express themselves, and that no school board policy was violated.

Becky Randle, parent, expressed concern and disapproval of the establishment of school-based health clinics.

Father William Spencer, St. Catherine Church, informed the board that the church endorses the concept for a school-based health clinic at Linwood Middle School.

Robert Graham, citizen, informed the board that health programs are funded by tax dollars. He outlined that clinics will not be provided in all schools; and, he is opposed to the establishment of a health clinic at Linwood.

Allen Thompson, citizen, spoke in opposition to the Goals 2000 program.

Cathy McClure, president of Caddo Association of Educators (CAE), provided the board with a statement of CAE concerns, i.e. selection of a school calendar for the 1995-96 school year, support of Goals 2000 planning grants, support of a health clinic at Linwood Middle School, the board's provision of additional funds for 1994-95 group health plan, support of the proposed 1.5 percent pay supplement, disapproval of the board's plan to restructure central office before a superintendent is appointed, etc.

**Art Display.** The president called the board's attention to the artwork displayed around the board room. The exhibits were done by students at South Highlands Elementary Magnet School.

**Administrative Interns.** James Foster, assistant superintendent for administration, introduced the administrative interns for the 1994-95 school year, and they are: Elementary division - Martha Anderson (E. B. Williams Stoner Hill Laboratory), Cynthia Brunson (Turner Elementary/Middle); Kathy Hannigan (North Highlands); Janice Hughes (Eden Gardens); Kathy K. Manning (Herndon Magnet); Marilyn Prothro (Herndon Magnet); and Eddie Smithey (Southern Hills). Middle school division - Shirley Douglas (Caddo Middle Magnet); Diane Fortenberry (Walnut Hill Elementary/ Middle); Susan Shofner (Broadmoor Middle Laboratory); and, Shirley Williams (Broadmoor Middle Laboratory). High school division - Betty Jordan (has been appointed assistant principal at Youree Drive Middle School); Bryan Ward (C. E. Byrd High School); Susan Waddell (Caddo Career Center); and, Pearleen Williams (Fair Park High School).

## **PERSONNEL RECOMMENDATIONS**

The interim superintendent recommended that David Meredith be appointed assistant principal for administration and discipline at Vivian Elementary/Middle School and the terms of contract are March 16, 1995 - June 15, 1997. He will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position to which he is appointed. Mr. Burton moved, seconded by Mr. Thibodeaux, approval of staff's recommendation. Vote on the motion carried with board members Boykin and Brooks absent for the vote. Board members supporting the motion were Walker, Burton, Vance, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

The interim superintendent recommended that Ron King be appointed assistant principal for Administration and Discipline at Keithville Elementary/Middle School. The terms of contract are March 16, 1995 - June 15, 1997. Mr. King will receive the appropriate salary as reflected by the CPSB salary schedule applicable to the position



to which he is appointed. Mr. Burton moved, seconded by Mr. Vance, approval of staff's recommendation. Vote on the motion carried with board members Brooks and Boykin absent for the vote. Board members supporting the motion were Walker, Burton, Vance, Thibodeaux, Mims, Pugh, Milam, Powell, Adams and Dr. Hitchcock.

Mr. Slack introduced Mr. Meredith and Mr. King to the board and audience.

### **CRESWELL ELEMENTARY SCHOOL PROPOSAL**

Betty Lawrence, principal at Creswell Elementary, gave an overview of the Core Knowledge proposal. She emphasized the school's demographics and stated that Core Knowledge is designated as a three-year pilot program; the school's title would be "Creswell Elementary - A Core Curriculum"; and the ultimate goal of this program is to ensure that all children are given access to the same knowledge base that assures later educational success. Ms. Lawrence outlined staff's coordination of programs in order to attain needed resources. She also informed the board of additional funding and staffing needs. Mr. Thibodeaux moved, seconded by Mrs. Walker, approval of the Creswell Elementary School proposal including funding from the General Fund, as submitted by staff. Vote on the motion carried unanimously.

### **HEALTH PROGRAM FOR LINWOOD MIDDLE SCHOOL (MIMS)**

Mr. Mims moved, seconded by Mr. Brooks, that the health program for Linwood Middle School be approved as outlined in the mailout. Schumpert Medical Center wishes to apply for a \$50,000 planning grant to establish a health center at Linwood Middle School. Mr. Powell raised questions relative to the program, i.e. who would be in charge, who will make the decisions, and if the board could intervene if necessary. Susan Gipson, Schumpert Medical Center administrator, informed the board that the operation of the program would be subject to the authority of the school principal. Mr. Mims informed the board that this is one of the stipulations that he requested when approached about the program. Mr. Powell questioned the provisions of state statute, and Mrs. Gipson said that there is no state statute which establishes guidelines for the program and the school health system. Debate ensued on a) program guidelines; b) involvement of faculty, parents, students, community, business entities; c) malpractice act and possibility for lawsuits; d) competent medical staff; e) contractual agreement; f) grant provisions and funding sources; g) parental consent to administer medical services; h) confidentiality of reports; and, i) employment of social workers. Ms. Gipson noted that the first step in getting the program is the planning grant, and this is what the board is being asked to approve. The second grant is for the actual operation, and board approval is required. Board members Walker and Brooks spoke in support of the program. Mrs. Pugh requested clarification about who will be involved in preparing the grant document, and Ms. Gipson stated that a committee will be formed and she proceeded to identify possible participants, i.e. parents, principal, school board representatives, central office staff, community ministers, elected officials, Schumpert staff, parents, faculty, students, physicians, etc. Mrs. Pugh raised questions about the timeline, and Ms. Gipson indicated that ample time is available to prepare the document and to allow legal counsel for the school board an opportunity to review the document. Mr. Thibodeaux expressed concern that the board's plate is full, and he feels that the board should not take on a medical care program in the school system. Mr. Adams expressed similar sentiments and reminded the board of its responsibility. Dr. Hitchcock asked to hear the views of the principal. Roy Thomas, principal at Linwood, informed the board of the school staff's support of a health clinic on campus. He emphasized his commitment to administer the program and said that the program brings an opportunity to reduce student check outs and will provide professional assistance. He also stated that he does not see a problem with unwanted traffic on the campus, that the clinic is designed for Linwood students whereby a wellness concept will be stressed. Mr. Thomas also outlined the screening process that is being developed in order that instructional time is not infringed upon. Mrs. Pugh asked Mr. Thomas to inform the board of Linwood's feeder schools, observing that the school has a diverse attendance zone. Dr. Hitchcock made a motion to amend the motion, seconded by Mr. Burton, that the CPSB authorize the preparation of a planning grant proposal; that by the authorization of the planning grant proposal, the CPSB in no way commit itself to accept a plan that it has not yet seen and operate a clinic; and, that a detailed plan to address the concerns that the board heard tonight would be developed and that the plan would be submitted to the superintendent and referred to the board attorney for a recommendation back to the board before there is any operation, before there is any clinic in Linwood or any other school. Debate continued and Mrs. Boykin asked Ms. Gipson about a proposal from the LA Department of Health and Hospitals and about the planning committee's composition. Mrs. Boykin identified other schools/communities/churches that are in Linwood's district, and reminded board members that the board's business is not medical, but to educate children. She urged the board to defeat the motion and the amendment. Mr. Burton called for the question on the amendment and the motion. Vote on the motion failed with board members Walker, Vance, Burton, Mims and Brooks supporting the motion. Board members opposed were Thibodeaux, Pugh, Milam, Powell, Boykin, Adams and Dr. Hitchcock opposed. More debate followed on the development of the proposal. Mr. Brooks moved to call for the question, seconded by Mr. Burton, and the motion carried with board members Adams, Powell and Boykin opposed. Board members

supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks and Dr. Hitchcock. Vote on the amendment carried with board members Powell, Milam, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Brooks, and Dr. Hitchcock. Vote on the main motion, as amended, carried with board members Thibodeaux, Powell, Milam, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Pugh, Brooks and Dr. Hitchcock.

**Recess.** The president called for a 12 minute recess at approximately 6:55 p.m. The board reconvened at approximately 7:18 p.m.

### **AGREEMENT - HOME INSTRUCTION PROGRAMS FOR PRESCHOOL YOUNGSTERS (H.I.P.P.Y)**

Mr. Mims moved, seconded by Mr. Brooks, approval of the Home Instruction Programs for Preschool Youngsters as outlined and included in the mailout. The program is designed to provide services to four- and five-year old youngsters not currently being served by- any other program. Helen M. Fredericks, State H.I.P.P.Y. Coordinator - Office of the Governor, made introductory comments and introduced Patsy Morgan, coordinator from Lafayette Parish. She also presented board members with a packet of supportive documents. Ms. Morgan gave an overview of the H.I.P.P.Y. program. The program involves readiness skills, parental involvement and family literacy; and, is designed to serve 80 students during the first year. In depth discussion followed on funding sources and distribution, auditing procedures, program sites, implementation timelines, purchasing procedures for materials and supplies, and contractual terms. Following discussion on the contractual agreement, Dr. Hitchcock asked Mr. Mims to consider clarifying his motion to include, "Subject to the satisfactory resolution of the concerns of legal counsel and the superintendent." Mr. Mims accepted the clarification, and the president ruled that the clarifying statement will be added to the end of the motion. More discussion ensued on the terms of the contract and on auditing functions. Mrs. Pugh moved, seconded by Mr. Thibodeaux, to call for the question. Vote on the motion to end debate carried with board members Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell and Dr. Hitchcock. Vote on the main motion carried with board members Powell, Milam, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Brooks and Dr. Hitchcock.

**Middle School Basketball Teams.** Mr. Thibodeaux announced that the Linwood Middle School boys basketball team won the city championship. J. S. Clark Middle School boys basketball team is the runner-up. Also, the J. S. Clark Middle School girls basketball team won the city championship, and Linwood Middle School girls basketball team is the runner-up. He asked staff to send letters of recognition to these teams. Mr. Vance asked staff to present certificates of recognition to these teams.

### **REPORT: ENERGY MANAGEMENT PROGRAM**

The interim superintendent recognized Gary Clark, Jay Tucker and Glen Gaines, representatives from Energy Education, Inc., who were in the audience. Don Whittaker and Doug Hedges, Caddo's energy managers, summarized Caddo's energy management program operations for the first quarter. Board members were provided with a written summary of the energy program. The managers highlighted the duties of the energy managers, accounting process, temperature changes and rate comparisons (electric, gas and water), and utility costs for the first three months. The managers reported that savings continue to improve and Caddo's total cost avoidance to date totals \$506,284 (approximately 85 percent more than what was projected). They also informed the board that this program is designed to save money by avoiding cost; yet, not to discomfort anyone in the educational process. Discussion ensued on building (classroom) temperatures, mechanical equipment, and principal/custodial responsibilities. Mr. Vance commented that accountability should be in place with reference to staff's responsibilities, and that energy conservation should not be at the expense of children's comfort. He questioned compensation procedures for custodians who report to school sites on Sundays in order to turn on the heating system. Board members expressed appreciation to the managers for their efforts. Dr. Hitchcock stated that the board expects principals to notify staff of energy concerns. He suggested that the superintendent should send a memorandum to all principals stating that energy management program notwithstanding - no classroom should be uncomfortably cold nor uncomfortably hot; and, if for any reason, at any time, any part of the school building is that way, that principals are directed to take immediate corrective action and notify the energy management personnel. The superintendent replied that staff has suggested this, but will put it in writing. Gary Clark stated that the program is doing very well, and he commended the board and staff for its efforts. Mr. Clark emphasized that the program is worth the savings; however, it is not their intent to make teachers and students uncomfortable. The president thanked staff for the excellent report.

## **LOUISIANA CAREER EXPO (PUGH)**

Mrs. Pugh called board members' attention to information included in the mailout. She moved, seconded by Mr. Burton, that the CPSB will endorse and become a participating partner in the Louisiana Career Expo as outlined in the mailout to be scheduled for November, 1995. Dr. Millie Scott, executive director of The Resource Center, Inc., was available to answer board members' questions. Mrs. Boykin questioned if participating students will be missing school. Mrs. Pugh replied that students will not be missing school, that this is a field trip opportunity (half - day activity). Mrs. Boykin inquired about the transport cost. The interim superintendent said staff hopes that the sponsors will pay for transportation services. Dr. Scott informed the board that 150 companies have been invited to participate in the expo and the response is very positive. Vote on the motion carried unanimously.

## **GOALS 2000 (WALKER)**

Mrs. Walker moved, seconded by Mr. Brooks, that the CPSB authorize the superintendent to prepare proposals for Goals 2000 planning grants and submit those grant proposals, along with all pertinent Goals 2000 information, to the board attorney for review. Further, move that the board's attorney make a presentation to the board outlining any obligations that the CPSB will incur by submitting the grant proposal or accepting the planning grant funds. Mr. Powell questioned if the grant prepared by staff earlier this year is the grant that will be submitted. Dr. Holt stated that staff has received additional information on what should be offered, and this information would be included. Mr. Powell expressed concern about staff looking at grant applications from other systems, and emphasized that grants should be developed based on Caddo's needs. He asked legal counsel, under the state of the law, to expound on the responsibilities that the board/staff would have in submitting a grant application. Legal counsel commented that responsibilities should be specified with respect to the grant application. He further stated that he would need to have access to Goals 2000 legislation to the state plan in order to make an appropriate decision in the area in which the grant is submitted. Mrs. Walker moved, seconded by Mr. Brooks and Mr. Burton, to call for the question. The first vice president called for the vote on the motion which carried with board members Powell, Boykin and Adams opposed. The president was absent for the vote. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims Pugh, Brooks and Dr. Hitchcock. Vote on the main motion carried with board members Powell, Boykin and Adams opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Brooks and Hitchcock. The president was absent for the vote.

## **SCHOOL CALENDAR (WALKER)**

Mrs. Walker moved, seconded by Mr. Brooks and Mr. Burton, that the CPSB rescind its action of the February 15, 1995 school board meeting relative to the adoption of the 1995-96 school calendar. Further, that the CPSB adopt the calendar as submitted by staff. Vote on the motion carried with board members Powell and Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Adams and Dr. Hitchcock.

### **CADDO PARISH PUBLIC SCHOOLS 1995 - 96 SCHOOL CALENDAR**

Thursday, August 10, 1995	Inservice for new teachers
Friday, August 11, 1995	Inservice for new teachers
Monday, August 14, 1995	Inservice for new teachers
Tuesday, August 15, 1995	Inservice for new teachers
Wednesday, August 16, 1995	Inservice for <u>all</u> teachers
Thursday, August 17, 1995	FIRST DAY FOR ALL PUPILS

### **NINE WEEKS REPORTING PERIODS**

First	October 19, 1995	45 days
Second	January 11, 1996	44 days
Third	March 14, 1996	43 days
Fourth	May 30, 1996	46 days
		178 days

Last day of first semester - January 12, 1996  
First day of second semester - January 16, 1996



## **RATIFICATION OF THE EXECUTIVE COMMITTEE'S ACTION - SEX EDUCATION PARENTAL REVIEW COMMITTEE APPOINTMENT (DISTRICT THREE)**

Mr. Burton informed the board of the change in the appointment to district three and he moved, seconded by Mr. Mims, to appoint Jane Saxton Davis to the Sex Education Parental Review Committee representing district three. Mrs. Pugh made a motion to amend the motion, seconded by Mr. Vance, to allow Raymond Stewart to remain on the committee representing district five. The current member representing district five resigned from the committee at its last meeting. Mrs. Pugh informed the board that Mr. Stewart resides in district five. Vote on the motion carried unanimously.

## **PROPOSED REVISIONS OF SCHOOL BOARD POLICY GCO (PROFESSIONAL STAFF PROMOTIONS)**

Dr. Hitchcock asked about the nature of the contract, and asked if the current administrator's contract will be used. Ed Hearnon, director of high schools, replied that the recommendation is that head coaches will be on a two-year contract, as proposed by the administration. Dr. Hitchcock stated that there are provisions in the contract that are designed to satisfy state law and he expressed concern that flexibility might be limited if the contract is offered. Mr. Hearnon proceeded to express principals' request that the coaches be placed on a two-year contract. Dr. Hitchcock questioned if the contract is necessary, or if the placement could be a two-year assignment with a letter contract being issued. Dr. Hitchcock moved, seconded by Mr. Adams, that the CPSB accept the recommendation from staff as presented with the stipulation that the two - year contract that is mentioned will be a letter form contract prepared by the board attorney. Discussion continued on the impact this motion will have on current head coaches, position vacancies, and salary adjustments. Mr. Vance expressed disapproval with the recommendation and questioned the rationale for the proposed change. Mrs. Pugh asked if the letter contract is as binding as any other contract. Legal counsel commented that the contract needs to be prepared and presented to the board for approval. Mrs. Walker moved, seconded by Mr. Burton, to call for the question. Vote on the motion to end debate carried with Mr. Adams opposed. Board members supporting the motion were Walker, Burton, Vance, Thibodeaux, Mims, Pugh, Milam, Brooks, Powell, Boykin and Dr. Hitchcock. Vote on the original motion failed in a tie vote with board members Walker, Vance, Burton, Pugh, Mims and Brooks opposed. Board members supporting the motion were Thibodeaux, Milam, Powell, Boykin, Adams and Dr. Hitchcock.

## **APPROVAL OF CPSB TRAVEL POLICY; TRAVEL EXPENSES FOR THE CPSB (PARISHWIDE) (ADAMS/POWELL)**

Mr. Powell moved, seconded by Mrs. Boykin, that the proposed travel policy, as included in the mailout, be adopted. Mr. Burton questioned the allowance proposed for meals on a daily basis. Staff replied that if the allotted amount is exceeded, that a receipt must be presented for reimbursement. Mrs. Pugh requested clarification of the proposed allowance for parking and public transportation (taxicab). Again, staff said that a receipt is requested if the proposed amount is over - reached. Vote on the motion carried unanimously.

## **TRAVEL EXPENSES FOR CPSB MEMBERS (THIBODEAUX)**

Mr. Thibodeaux asked that this item be removed from the agenda, and he will add it during budget time.

## **REORGANIZATION, ELIMINATION OF ASSISTANT SUPERINTENDENT POSITIONS AND CREATION OF DEPUTY SUPERINTENDENT POSITION (DR. HITCHCOCK)**

Mr. Burton asked the board to postpone this item until a superintendent is appointed. He questioned if this item falls under the umbrella of the motion on reorganization that was postponed in January, and he asked legal counsel to respond. Legal counsel stated that the motion that was postponed is broader than the current motion; but, in his opinion it does fall within the umbrella of the intent of that motion with respect to statements in the prior motion, and he proceeded to elaborate on that statement. Mr. Burton commented that "Robert Rules of Order" speaks of intent, and he asked that this item not be considered at this meeting. The president stated that this is an objection to consideration and he sustained the objection to consideration. Dr. Hitchcock moved, seconded by Mr. Powell, to appeal the ruling of the chair. Dr. Hitchcock stated that his interpretation of the motion is different and he summarized the motion that was offered in January. Vote on the motion failed with board members Vance, Burton, Pugh, Mims and Brooks supporting the motion. The president abstained; and board members opposed were Walker, Thibodeaux, Powell, Boykin, Adams and Dr. Hitchcock. Dr. Hitchcock moved, seconded by Mrs. Boykin, approval of the motion that was contained in the mailout packet. The motion reads, "1. The CPSB authorize Interim Superintendent Slack to provide separate written notices to Dr. James Foster, Dr. Essie Holt and Mr. Willie Henderson that each of their current administrative contracts will not be

renewed after the current termination date *which is* June 15, 1995. 2. Effective June 1, 1995: (a) The positions of Assistant Superintendent of Administrative Services, (presently occupied by Dr. James Foster), Assistant Superintendent of Curriculum and Instruction, (presently occupied by Dr. Essie Holt), and Assistant Superintendent of Human Resource Services (presently occupied by Mr. Willie Henderson) shall be discontinued and eliminated; (b) Dr. James Foster, Dr. Essie Holt and Mr. Willie Henderson each be reassigned from their respective assistant superintendent positions to the last position in which each has acquired tenure if such be available or to one paying at least the same salary as that position; and (c) Dr. James Foster, Dr. Essie Holt and Mr. Willie Henderson each be paid at their current assistant superintendent salary through June 15, 1995 and for such additional period as will equal 120 days from their receipt of the notices specified in Item 1 above, and thereafter, each be paid at the salary for the position to which each is reassigned. 3. Effective June 1, 1995, the position of Deputy Superintendent of Schools for Caddo Parish shall be created and the staff is hereby authorized to proceed to announce the position vacancy within the system; and, 4. An agenda item is hereby established for the May 17, 1995 CPSB meeting to select the deputy superintendent." Dr. Hitchcock stated that the only purpose of bringing the motion is his understanding of the limitation of state law on contracts. He said he had inquired if a 90 - day, 120 - day or six - month contract could be offered and was advised that the minimum contract that could be offered is two years. Legal counsel expounded on state law provisions relative to contracts. Debate ensued on contracts and contract extensions. Dr. Hitchcock asked legal counsel if there is a means by which the board could offer a 90 - day, 120 - day, or six - month contract. Legal counsel said he was not aware of a way to accomplish this, except by giving a notice of intent to terminate that would extend beyond the period, and he could not guarantee that the courts would uphold this opinion. Mr. Vance expressed concern that a job description for the deputy superintendent position has not been developed; that the motion addresses reorganization; and, that the board has not conducted an investigation neither received the Arthur Andersen Compensation Study Report. Board members debated the legality of the proposed motion, contract extensions and negotiations, and statute on reconduction as it pertains to the two - year period. Mr. Thibodeaux made a substitute motion, seconded by Mr. Brooks, that the CPSB allow its attorney an opportunity to attempt to negotiate with the three parties listed, possible extension of up to six months of their current contracts; that this negotiation would be completed by the April, 1995 meeting at which time the board will deal with the current motion on the floor or the extension of contracts.

**Recess.** The president called for a five minute recess at approximately 10:12 p.m. The board reconvened at approximately 10:24 p.m.

Mr. Burton moved, seconded by Mr. Thibodeaux, to call for the question on the substitute motion. Vote on the motion carried with board members Vance, Powell, and Adams opposed. Board members supporting the motion were Walker, Burton, Thibodeaux, Mims, Pugh, Milam, Brooks, Boykin and Dr. Hitchcock. Vote on the substitute motion carried with board members Pugh, Powell, and Boykin opposed. Board members supporting the motion were Walker, Vance, Burton, Thibodeaux, Mims, Milam, Brooks, Adams and Dr. Hitchcock.

#### **PROPOSAL FOR SALARY INCREMENTS (WALKER/DR. HITCHCOCK)**

Mrs. Boykin moved, seconded by Mrs. Walker and Mr. Brooks, approval of a one time, 11 percent special pay supplement for all employees, not to be considered part of the annual salary, as recommended by staff. Mrs. Walker expressed appreciation to the staff for preparing the proposal. Vote on the motion carried unanimously. Mr. Burton asked staff to consider developing an improved pay schedule for teacher aides.

#### **GAMING REVENUE ALLOCATIONS - POSSIBLE LEGISLATION (PUGH)**

Interim Superintendent Slack, Mrs. Walker and the president updated the board on a conference that they had with Representative Roy Hopkins and the Mayor of Shreveport regarding the allocation of gaming revenues. Mr. Slack informed the board that exact amounts are not finalized, but of a proposed 50 cent increase, 37 1/2 cents would be allotted to CPSB to be placed in a trust fund to enhance classroom instruction and 12 1/2 cents would go to the Greater Shreveport Economic Development Foundation. Mrs. Pugh moved, seconded by Mr. Thibodeaux and Mr. Brooks, that when the CPSB begins receiving revenue from riverboat boarding fees, it will immediately establish a trust fund to which such revenues will be deposited for the purpose of enhancing classroom instruction. Mr. Powell made a substitute motion that when the CPSB begins receiving revenue for riverboat boarding fees, it will immediately establish a trust fund to which all such revenues will be deposited, with the principle balance remaining in trust, and earned interest being dedicated to the purpose of enhancing classroom instruction. Mrs. Pugh stated that she would accept the wording of Mr. Powell's motion as the main motion. Vote on the motion carried unanimously.

## **ARTHUR ANDERSEN COMPENSATION STUDY REPORT**

Willie Henderson, assistant superintendent for human resource services, introduced Dr. Jim Landry of Arthur Andersen and Company, who presented a summarization of the compensation study report to date. Board members were presented with a printed copy of the report. The report outlined the project's objectives and work steps, compensatory philosophy, employee communications, position analysis, external analysis - market pricing, salary grades and ranges, job hierarchy and target pay range assignment, the point - factor system and recommendations for implementation and the ongoing maintenance of the program. Mr. Powell raised questions relative to the development of factors considered. Board members thanked Dr. Landry for the informative update. Mr. Henderson said another presentation will be made at the April, 1995 meeting.

## **EXECUTIVE SESSION**

Mr. Vance moved, seconded by Mr. Brooks, for an executive session for 15 minutes to hear a student appeal hearing. Vote on the motion carried unanimously. The board went into executive session at approximately 11:18 p.m. and reconvened at approximately 11:47 p.m. Mrs. Walker moved, seconded by Mr. Mims and Mr. Burton, to accept staff's recommendation; that Nekeshia Sloan remains at New Elizabeth until August, the beginning of a new school year, at which time she can enroll at C. E. Byrd, and on strict probation. Vote on the motion failed in a tie vote with board members Walker, Vance, Burton, Pugh, Mims and Brooks supporting the motion. Board members opposed were Thibodeaux, Milam, Powell, Boykin, Adams and Dr. Hitchcock. Mrs. Pugh moved, seconded by Mr. Brooks and Mr. Burton, to allow the youngster to enroll in another high school as of August, 1995 to begin her academic year, on strict probation. Vote on the motion carried with board members Thibodeaux, Powell, Boykin, Adams and Dr. Hitchcock opposed. Board members supporting the motion were Walker, Vance, Burton, Mims, Pugh Milam, and Brooks.

Board members Brooks, Burton, and Vance left at approximately 11:55 p.m.

## **SUPERINTENDENT'S REPORT**

**Requests for Leaves.** Interim Superintendent Slack asked that Kelly Richardson be removed from the list of requests. Mr. Richardson has resigned from his position. Mr. Slack recommended that the following requests of the board be granted.

**Requests of the Board.** Cynthia Walker, teacher aide at Caddo Heights, requested leave without pay for one year beginning March 6, 1995 because of health problems and to continue her education in early childhood education.

Ann Moffett, secretary in the Administrative Services Division, requested leave without pay after she has used all of her accumulated sick leave in order to care for her husband who is ill.

Melissa McCann, teacher aide at A. C. Steere Elementary, requested leave without pay for the spring semester of the 1994-95 school year and the fall semester of the 1995-96 school year due to the serious illness of her daughter.

Verge Bedford, employee in the Maintenance Department, requested 15 days without pay beginning February 14, 1995 because of personal problems.

Cheryl Nissen, child nutrition programs employee, was granted a leave without pay at the February 15, 1995 meeting and is requesting to change the effective date of her leave to February 13, 1995.

Mrs. Boykin moved, seconded by Mr. Thibodeaux and Mr. Adams, approval of the leave requests as recommended by staff. Vote on the motion carried unanimously.

**Correspondence.** Mr. Slack called the board's attention to a letter from James Moran, principal at Donnie Bickham Middle School, in which he expressed appreciation to the board and staff for their quick response to assist school staff in eliminating sewer odors from the school. Mrs. Walker expressed special thanks to the school plant staff.

## **UNFINISHED BUSINESS**

**Update - Superintendent Search Committee.** Burnadine Moss Anderson, administrative assistant/communications, updated the board on the superintendent search activities. She particularly referenced the following: a) printed brochures have been posted to applicants; return receipt requested; b) thank you letters and a brochure will be mailed to individuals and organizations that provided written input or attended the public forum; c) updates pertaining to the Citizens' Advisory Committee; and, d) calendar and timelines. Information was distributed to board members for inclusion in their personal notebooks. Mrs. Pugh discouraged weekend travel by board members when interviewing and visiting finalists. Mr. Powell concurred with this observation. Mr. Powell moved, seconded by Mr. Adams, that the CPSB grant the specific requests of the Citizens' Advisory Committee which are: to review the resumes (edited by board attorney) of the six semifinalists before the interview process begins; and, that a one-hour formal interview with each semifinalist by committee members be granted. Dr. Hitchcock asked if the third request has been addressed - that the committee be authorized to meet again to discuss and submit questions to the CPSB about the interview process. Calling the board's attention to the new role and scope for the advisory committee, as amended by the board, Mrs. Anderson said that this addresses the third request. Vote on the motion carried unanimously.

## **NEW BUSINESS**

**Nurses Compensation.** Mrs. Walker asked staff to provide her with the status of the compensation study for school nurses.

**Recruitment.** Mrs. Walker questioned recruitment travels outside of the United States. Mr. Henderson reported that the recruiter did travel to Germany and England at special invitation through the Department of Defense. The military is in a downsizing mode, especially in Europe. American citizens teach in the military schools and these teachers are now eligible and available to accept positions in the states. This is the target population that staff is seeking to recruit. Mr. Adams stated that staff needs to intensify their interest in the states and on people passing the National Teachers Exam.

**Sex Education Classes.** Mrs. Pugh asked staff to provide her with a copy of the minutes of the most recent Sex Education Parental Review Committee meeting. Mrs. Pugh asked if the current committee has any authority to review the document that is being utilized. Legal counsel said that copies of the materials have been given to committee members.

## **ANNOUNCEMENTS AND REQUESTS**

**Deputy Superintendent Job Description.** Referencing a memo received from Mr. Slack,. Dr. Hitchcock said he had asked the interim superintendent and staff to prepare a job description for the deputy superintendent position. In light of board action tonight, he asked that an agenda item follow the item that has already been addressed for the interim superintendent to present this job description to the board. Mrs. Pugh requested staff to present, at the same time, the downsizing of all jobs under the assistant superintendents. She emphasized that she wants to see an organizational chart that will reflect the motion that will be introduced in April, 1995.

Mrs. Boykin excused herself from the meeting at approximately 12:20 p.m.

**Letter.** Mr. Powell informed the board that he sent a letter to legal counsel, Mr. Slack and Mr. Henderson relative to procedures for requesting leave requests. Legal counsel said that the communication has been discussed, and a response will be drafted.

**Budget.** Mr. Powell asked the interim superintendent to provide him with a report or recommendation on going to zero-base budgeting for the board, including items that the board would prioritize. Also, on voting on a line item basis.

**Summerfield Heating.** Mr. Adams expressed appreciation to staff for their response to a concern that he brought to their attention regarding the transferring of a student, and on heating concerns at Summerfield Elementary.

**Adjournment.** There being no further business, Mrs. Walker moved for adjournment. Mr. Powell seconded the motion, which carried unanimously. The meeting adjourned at approximately 12:26 p.m.

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S. L. Slack, Interim Secretary

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Mark Milam, President